

Government (1897) of Malorras.

PUBLIC.

G.O., No. 1316, 6th October 1897.

OCTOBER.

Records.

Communicating to the departments of the Secretariat the rules for the receipt of — in the
eral Record department of the Secretariat

GOVERNMENT (1897) OF MALAYA.
PUBLIC

Recd.

Regd.

} 1897.

Enclosures

Spare copies

G.O., No. 1316, 6th October 1897.

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Communicating to the departments of the Secretariat the rules for the receipt of — in the
General Record department of the Secretariat.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

ORDER—No. 1316, Public, dated 6th October 1897.

The rules for the receipt of records in the General Record department of the Secretariat contained in the annexure to these proceedings will be communicated to the departments of the Secretariat for information and guidance.

(True Extract.)

for Chief Secretary.

To the Educational Department.
" Legislative Department.
" Local and Municipal Department.
" Marine Department.
" Public Works Department.
" Revenue Department.
" Pension Department.
" Superintendent, General Records.

End. A. Rakt.

[Annexure.

ANNEXURE.

Rules for the receipt of records in the General Record Department of the Secretariat.

1. No records shall be received that are not seven years old.
 2. The period during which records are received shall be from June to September in each year.
 3. Before transfer, records shall be examined in accordance with the rules in force in each department and every paper not worthy of preservation shall be removed. The remainder shall, before transfer, be arranged in accordance with the instructions in G.O., No. 899, Public, dated 27th November 1894.
 4. Departments of the Secretariat shall give the Superintendent, General Records, a clear month's notice of the proposed transfer of records.
 5. Records shall be forwarded in charge of a competent attender, with instructions to deliver them over to the Superintendent. They shall invariably be accompanied by a complete list, the correctness of which shall be certified to by a responsible officer, and also by a declaration by the latter that all papers not worthy of preservation have been excluded.
 6. Five sets of volumes of proceedings, five copies of the Indexes and four sets of tables of contents relating thereto shall be sent to the General Records; one set being intended for reference and the remainder for stock. Two sets of volumes of proceedings of the Board of Revenue together with the Indexes will be received—one from the Public and one from the Revenue department. Receipt registers should be sent properly bound.
 7. The following registers and papers shall not be received in the General Record department:—
 - Circulation Registers of departments other than the Revenue department.
(Those of the Revenue department will be retained for twenty years.)
 - Despatch Registers.
 - Post Books.
 - Telegrams.
 - Official Memoranda.
 - Demi-officials.
 - Office Orders.
- Any papers of the above descriptions, which ought to be preserved, shall be placed in the original of the Government Order with which they are connected.
8. Not more than 12 spare copies of ordinary and 18 copies of important proceedings shall be maintained in the General Record department. This limitation applies also to Legislative bills and papers.
 9. Maps, plans, &c., connected with Government Orders transferred to the General Record department shall be properly labelled with the numbers and dates of the orders to which they appertain and shall, where possible, be stitched with them, one copy or set with the original order, and the others with the copies of the order.
 10. Spare copies of proceedings of one department will not be received from another department, nor will those of a subordinate office. Spare copies of Government of India proceedings and letters will not be received in separate bundles. If not embodied in the printed proceedings of this Government, three copies of each shall be placed prior to transfer with the original of the Government Order disposing of it.

11. Besides the volumes referred to in rule 6, the publications mentioned in the appendix to these rules will be received. They shall be properly bound before transfer.

12. Bound volumes of the newspapers entered in the appendix shall be retained for ten years in the case of the first six papers, and for one year in the case of the remainder. After the above periods the volumes shall be transferred to the Connemara Library.

13. In the case of all but the first four gazettes entered in the appendix, copies shall be retained in the General Records for one year only after which period they shall be transferred to the Connemara Library.

14. Title-deeds and other documents of importance for deposit in the strong room shall be forwarded in sealed covers to the address of the Superintendent, General Records, who will, before placing them in the records, open them and verify the contents.

15. The Superintendent, General Records, shall have discretionary power to return records for re-arrangement and to reject records the preservation of which is not authorised or specially directed by a Secretary to Government.

APPENDIX to Rules for the receipt of Records in the General Record Department.

Publication.	Number of copies that will be received.	From what department.
<i>Almanacs, &c.</i>		
Madras Asylum Press	3	} Secretariat Library.
Thacker's Indian Directory	1	
Whitaker's Almanac	2	
Travancore Almanac	1	
Pondicherry Almanac	1	
Statesman's Year Book	1	
Hazell's Annual	1	
Kelly's Hand-book to the Titled Landed and Official classes	1	
<i>Calendars.</i>		
Madras University	2	Educational Department.
London University	1	} Secretariat Library.
Civil Engineering College	1	
Medical College	1	} Educational Department.
Imperial Forest School, Dehra Dún	1	
Commissioner for Government Examinations	1	
<i>History of Services of Gazetted Officers.</i>		
Madras Presidency, Civil	3	} Secretariat Library.
Government of India, Home, Foreign, Revenue, Agricultural and Legislative Departments	2	
Government of India, Finance and Commerce	1	
Bengal	1	
Bombay	1	
Central Provinces	1	
North-Western Provinces and Oudh	1	
Punjab	1	
Assam	1	
Burma	1	
Hyderabad	1	
<i>Army Lists.</i>		
Indian Army List	2	} Do.
Hart's Army List	1	
<i>Civil Lists.</i>		
Madras (Monthly)	3	} Do.
Madras (Quarterly)	3	
Bengal (Quarterly)	1	
Bombay (Quarterly)	1	
Central Provinces (Quarterly)	1	
North-Western Provinces (Quarterly)	1	
Punjab (Quarterly)	1	
Assam (Quarterly)	1	
Burma (Quarterly)	1	
<i>Establishment Lists.</i>		
Chief Secretariat	3	} Do.
Judicial Department	3	
Registration Department	3	
Police Department	3	
Prisons Department	3	
Civil Medical Establishment	3	
Educational Department	3	
Government Press	3	

APPENDIX to Rules for the receipt of Records in the General Record Department—cont.

Publication.	Number of copies that will be received.	From what department.
<i>Establishment Lists—cont.</i>		
Revenue Secretariat	3	Revenue Department.
Revenue Department	3	Secretariat Library.
Salt, Abkari and Separate Revenue Department (Monthly and Quarterly)	3	Do.
Public Works Department Classified List and Distribution Return	3	Revenue Department 1; Secretariat Library 1.
Forest Officers' Lists, Bengal, Madras and Bombay	2	Do.
India Forest Officers' List	2	Revenue Department.
Forest Officers' List, Madras	2	Do.
Deputy Collectors	2	Revenue Department.
The India List and India Office List	2	Do.
The Royal Indian Marine List	1	Secretariat Library.
Government of India Finance and Commerce Department	1	Do.
List of the Heads of Administration in India and of India Office in England	2	Revenue Department 1; Secretariat Library 1.
List of officers in the Survey and other departments under the Government of India	2	Chief Secretariat.
<i>Gazettes.</i>		
Fort St. George	3	Revenue Department.
District Gazettes of the Madras Presidency	1	Chief Secretariat 1;
Government of India	2	Revenue Department 1.
<i>Newspapers.</i>		
London	1	Chief Secretariat.
Calcutta	1	Do.
Bombay	1	Do.
Central Provinces	1	Do.
North-Western Provinces	1	Do.
Punjab	1	Do.
Burma	1	Do.
Ceylon	1	Do.
Hongkong	1	Do.
Straits Settlements	1	Do.
New South Wales	1	Do.
The Madras Mail	1	Do.
The Madras Times	1	Do.
The Madras Standard	1	Do.
The Hindu	1	Do.
The Pioneer	1	Do.
The Overland Mail	1	Do.
The London Times	1	Do.
The Nilgiri News	1	Do.
The Malabar and Travancore Spectator	1	Do.
The Eastern Guardian	1	Do.

LETTER—from

MR. J. T. COOMBES,
Ag. Superintendent, General Records.

To

THE CHIEF SECRETARY TO THE GOVERNMENT OF
FORT ST. GEORGE.

SIR,

With reference to G.O., dated 29th August 1894, No. 20, regarding the destruction of records, I beg to submit the following report.

2. Several attempts were made from time to time in view to eliminate the useless portion of the records of the General Record Department. The first of them was in 1837, when Mr. George Garrow was appointed for the purpose. His examination, however, was confined to a portion of the records of a single department of certain periods and the result of his examination is not fully recorded—vide paragraph 6 of Talboys Wheeler's Hand-book to the Madras Records. The subject was again noticed by Government in E.M.O., dated 21st

G.O., dated 28th April 1858, No. 496. April 1854, No. 381, but it was not till four years after that Mr. Hudleston was appointed to the duty. This officer, however, had other special duties to attend to, which hardly left him any time for the examination of records and was consequently permitted to carry it on as he had leisure for it.

G.O., dated 14th August 1858, No. 1014. So far as the weeding of the records was concerned Mr. Hudleston hardly did anything. The next attempt in the same direction was in 1860 when Mr. Wheeler was appointed for the purpose—vide G.O., dated 26th May 1860, No. 768. He made a thorough examination of the records and embodied the result of his labours in his valuable report known as the Hand-book to the Madras Records. In paragraphs 202 to 207 of that report he described and classed several old documents as "rubbish", which were all destroyed under his own supervision—vide G.O., dated 26th January 1861, No. 123. A weeding of the useless books and papers was made in 1875 when

a lot of them were sent to Messrs. Franck and Co. to be sold by public auction. G.O., dated 22nd December 1888, R. No. 1060. and Co. to be sold by public auction. " " 18th February 1889, R. No. 178. Again in 1888 and 1889, Mr. R. C. C. Carr and subsequently Mr. A. Butterworth

were placed on special duty in the General Record Department at the time of the removal of the department to the present building. A large quantity of superfluous books, pamphlets and maps and even some spare copies of Proceedings which accumulated here were got rid of under the orders of the Chief Secretary, some by distribution to other offices, some by sale in auction, and others by destruction.

3. Thus it will be observed that a great deal has already been effected towards the elimination of useless and superfluous records in the Record Department. In fact all the records from the earliest date down to the date of the introduction of printing need not be interfered with as they were reported upon by Mr. Wheeler and most of the useless ones destroyed. The work done by Messrs. Carr and Butterworth renders unnecessary any examination of the books, pamphlets and maps lodged in the Record Department, though some have been subsequently transferred from the libraries of the Chief and Public Works Secretariats to this department, the sifting of which can well be taken up with the work now being done in connection with the Chief Secretariat library. In these circumstances I submit that it will do at present to confine attention to the records of the several departments from about 1857 when printing was

resorted to, and eliminate therefrom, as described in the succeeding paragraphs, such as are unnecessary for future reference in order to make room for the growing annual additions from the several Secretariat departments. I would concurrently with the above proposal submit that some plan should be devised by which the current reference department of each Secretariat should itself undertake the work of clearing out the useless records so that on their transfer to the General Record Department at the end of the seventh year they could be stowed away without further disturbance. By this arrangement the present delegation of officers for special duty in the Record Department from time to time will be obviated.

4. The records from about 1857 to 1885 at present lodged in the General Record Department have been transferred by, and appertain to, the Departments and Secretariats specified below:—

Public.	} Chief Secretariat.
Judicial.	
Financial.	
Political.	
Marine.	
Educational.	
Ecclesiastical.	
Legislative.	} Revenue Secretariat.
Local and Municipal.	
Revenue.	
Pension.	} Military Secretariat.
Famine.	
Military.	
Public Works including Irrigation, Railway and Chief Engineer's Departments.	} Public Works Secretariat.

The records lodged are of various descriptions and may be brought under one of the following classes:—

- | | |
|-------------------------|-----------------------------|
| (1) Printed volumes. | (4) Bundles of Proceedings. |
| (2) Manuscript volumes. | (5) „ of other papers. |
| (3) File books. | |

Under Class (1) may be shown the monthly and quarterly volumes of Proceedings of the several departments including the Forest Proceedings volumes, indexes, tables of contents, volumes of the Proceedings of the Board of Revenue, volumes of the Abstract Proceedings of the Legislative Council, volumes of Despatches to the Secretary of State, Press Lists of Ancient Records, &c.

Under Class (2) may be shown the receipt, despatch and circulation registers including diary registers and key books of the Public Works Department, the registers of Parliamentary papers and Blue books with indexes, general registers of records, &c.

Under Class (3) will come the files of despatches from the Secretary of State, of telegrams, of memoranda, of demi-officials, of office orders and of pay abstracts and acquittance rolls, &c.

Under Class (4) may be mentioned the bundles of printed orders, their originals, originals of those not printed in the ordinary and routine series, of petition records, of Famine Proceedings, Proceedings of the Irrigation, Railway, and Chief Engineer's Departments, &c.

Under Class (5) will come the bundles of Legislative Bills, of despatches, of lodged currents, of official memoranda, of office-notes, of Government of India Proceedings and of Board's Proceedings, &c.

5. The true test for the preservation of a record is its demand for future reference, and accordingly the less the chances of a record being required for future reference the greater the element of safety in its elimination. It is, therefore, submitted that the propriety of any proposal on the subject should be judged with reference to the above fact.

Of the five classes of records referred to in the foregoing paragraph, the first includes some of the most standing records required for permanent use, such as the Government Proceedings volumes. These are now consulted for easy reference and, when neither the original nor a copy is available, but may be required for centuries, and, as a reprint of them will always cost much, I submit that, exclusive of one complete set for reference, four other sets may with advantage be preserved, the remainder, if any, being destroyed. As the Chief Secretary decided that three copies of Blue books which are strictly records of the Home Government should be preserved, I trust that the above proposal to retain five copies of the Proceedings volumes forming the permanent records of this Government will not be considered too liberal. The indexes and tables of contents come next in the order of importance, the former being more useful. They have constantly to be referred to in tracing proceedings and are therefore likely to become mutilated after a few years. Of the indexes, one set for use and four for stock, and of the tables one for use and three for stock, may be preserved. As regards the volumes of Board's Proceedings, two copies are at present lodged in the Record Department—one received from the Public Department and the other from the Revenue. It is submitted that both sets may be retained, especially under recent orders of the Chief Secretary all the spare copies of the Board's Proceedings have either been destroyed or transferred to the Board of Revenue. Of the volumes of Abstract Proceedings of Legislative Council, hardly more than six sets need be preserved in the Record Department as they are all notified in the Gazette and published in book form. As regards the volumes of Despatches to England, maintenance of them separately has been discontinued in the Chief Secretariat since 1877, they being since embodied in the Proceedings volumes in their proper place. Though the other Secretariats have continued to maintain them separately, it is a question for consideration whether the procedure in the Chief Secretariat cannot be followed also by them, where by some room can be saved. So far as the volumes exist, one set may be preserved for reference when any individual spare copies are not available. As to the Press Lists of Ancient Records that are under preparation, perhaps six copies may do for permanent deposit here, but consideration of this may be deferred till the work is finished.

In Class (2) there are some records which are very useful, such as receipt books, while others such as circulation registers may be got rid of. The value of the receipt registers consists in their utility in facilitating the trace of Government Orders on currents or letters received when the latter alone, as is often done by subordinate officers, are referred to. They are therefore worthy of preservation. The Public Works Department maintain two registers for noting the receipt of currents and marking disposals thereon, while other departments maintain only one. In one of them, however, the currents are classified under certain heads, but it is a question for consideration whether the utility of this outweighs the convenience and simplicity of maintaining one register whereby some saving of space could also be effected. The circulation and despatch registers as maintained in these days are of hardly any use after the purposes for which they are kept have been served and may therefore be destroyed. The registers of Parliamentary papers and Blue books should for obvious reasons be preserved as they form the tables and indexes of those records. They are at present in manuscript and I think they may be printed, supplements being added once in every two years. The different kinds of records of each Secretariat are noted in detail in a general register which thus forms an epitome of them. These are very useful records, but some of them are decaying by age and a few entries therein have to be brought up for some years. I think it will do to replace them by new volumes completing the entries up to date.

The records comprised in Class (3) are generally of an unimportant character and their destruction must only be a matter of time, except perhaps in the case of the Secretary of State's despatch files. There are these files regularly from very early times

*Not entirely true
as the point is
a matter of
time and space
and must be
decided on
the facts of the case.*

*to be transferred
to the library
of the
Chief Secretary*

and all the departments maintain them. To break them up will involve a lot of time and trouble inasmuch as they will have to be enclosed in the originals of the Proceedings disposing of them. For these reasons, I think they may be preserved. Files of telegrams pertaining to the Public Department are lodged at present here up to 1874 and there are also some of these files received from the other departments. They were of ephemeral use and may now be destroyed. In the case of the official memoranda, demi-official and office order files, it is possible that some important papers may be found among them which were not regularly brought on record, as also papers which may be closely connected with any Government Order or were issued preparatory to the passing of any Government Order which were not added to the originals of the orders concerned. With the exception of such papers, the files may be destroyed. As to the files of pay abstracts and acquittance rolls, their value diminishes with years, and, leaving a margin of 50 years for the purpose of verifying the services of any employé, those prior to that period may be got rid of.

The records included in Class (4) form the disposals of Government on "currents" or letters received which are therefore the records proper; they are constantly required for reference. Where Proceedings are printed there is record of them at present in two or rather three forms. There are spare copies which are commonly taken out for reference. Then there are originals in manuscripts which are consulted in view to examine the remarks, if any, made by the Members of Government or for any statements or appendices which might not have been printed or for the purpose of tracing the former and further papers which are invariably noted on the back and on the face of the covering sheets. There are besides the volumes of printed Proceedings adverted to in Class (1). As regards spare copies of Government Orders, as a rule six of them will do in the Record Office provided that, when they contain any rules or notifications, on account of which they are likely to be required more often for reference, a dozen may be retained and the surplus copies may be destroyed. As regards originals, where they are wholly printed and when they do not contain any important minutes by the Members of Government or notes by the Secretaries, they may well be destroyed. This will effect a good deal of saving of accommodation in the Record Office. Sometimes in an original there are bulky enclosures which are probably replies on a general subject and are referred to or are abstracted in the printed Government Order or there may be cumbersome statements and reports which are all in print. All these could be well destroyed. But knowing as I do how useful the conventional "back" and "further" entries are in those originals in finding out the connected correspondence which it is sometimes very difficult to trace in the indexes, I would strongly recommend that when an original is destroyed a copy should be substituted with all those entries. An elimination of the useless papers on the lines suggested above will, no doubt, materially reduce the size of the present bundles. I would also suggest that instead of having two sets of bundles—one of the press originals and another of manuscript originals—they may be clubbed together so as to form only one set. This can easily be done. A material reduction can also be made in the miscellaneous set. Prior to the introduction of Dr. Macleane's rules on the subject in the Chief Secretariat, there was no distinction between the miscellaneous papers in the ordinary series and those in the routine series. Both were shown in one series. While the lodged papers were also included in them. These "lodged" papers can well be got rid of as also papers of a routine nature. The present routine series papers are not indexed and indicate records not required for future reference. The above remark is applicable to the records of all the departments, though in the other Secretariats the distinction between the miscellaneous papers in the ordinary series and those in the routine series is not observed. This, however, seems to deserve consideration in all the Secretariat Departments, as such a classification will facilitate work at the time of destruction.

Class (5) includes all the miscellaneous papers not covered by the preceding class some of which are now and then required for reference. In the case of the Legislative Bills and the Despatches from and to the Secretary of State, I would recommend six copies of each of them being preserved, with the proviso even here that in the case of despatches laying down any important rule another six copies be kept. As regards office notes and memoranda, only such as are important need be preserved, the

rest being destroyed, and the papers to be preserved being as far as possible attached to the connected orders. The necessity of hereafter transferring these papers of transitory use to the Record Department seems to be doubtful and some arrangement in the several Secretariat Departments by which these records could be done away with without having to be transferred to the Record Department seems to deserve consideration. Lodged papers, as has already been suggested, need not be preserved. As regards spare copies of Board's Proceedings, there were several accumulations of them some time back which, under the orders of the Chief Secretary, have all been either retransferred to the Board or destroyed as there are volumes of the Proceedings for reference here and copies could always be easily procured from that office. Finally, there remains the question of the disposal of the Government of India Proceedings, of which there are heaps of copies received from the several departments. These copies are now and then called for and will not be easily procurable when destroyed. I therefore submit that three copies of each arranged according to date and departments be preserved and the rest destroyed. It may be stated generally that spare copies of Proceedings of the subordinate officers need not be preserved as they can always be obtained from them except in the case of High Court circulars of which a file is maintained in the Reference Department.

6. I have endeavoured in the foregoing paragraph to point out what records in the General Record Department might with advantage be destroyed. The suggestions, of course, are very general and for obvious reasons each department must have its own special rules. To make, however, the proposed weeding a final and successful attempt two things are necessary. First, it must be laid down as a rule that no "rubbish" should be thrown into the Record Department, as is too often done now, and nothing should be sent unless through some responsible officer who must see that what is sent is for permanent deposit. Second, as regards the records hereafter to be transferred to the Record Office, the task of eliminating therefrom the useless portion should every year be undertaken by the current reference departments themselves subject to such rules as may be laid down by the responsible officers concerned. Some rules on the subject have already been framed in the Local and Municipal Department and probably under an arrangement such as that described in the office-note of the Examiner, Public Works, dated 12th August 1892, No. 685 C., recorded in G.O., dated 25th August 1892, No. 2365 W., may render the work easy.

7. The above proposals will involve the maintenance of a special establishment for some time longer, but it is believed that they, while at once tending towards the elimination of a lot of superfluous and worthless papers and the provision of greater accommodation for the incoming records, will also result in the long run in economy, as the necessity for deputing officers from time to time will once for all be obviated.

8. I would take this opportunity to urge the desirability of taking action in the matter without much delay, as, in spite of the increased accommodation afforded so lately as in 1889, the department is full now, and the records of the several Secretariat Departments now being, and that will be, transferred hereafter will be exposed to the damages likely to be caused by being on the floor.

I have the honour to be,

Sir,

Your most obedient servant,

(Signed) J. T. COOMBES,
Ag. Supt., General Records.

FORT ST. GEORGE,
28th September 1894.

Referred to the Revenue, Public Works and Local and Municipal Departments for remarks.

(Signed) ~~J. T. COOMBES~~
Chief Secretary.

To the Revenue Department.

" Public Works Department.

" Local and Municipal Department.

1895.

Public Works Department.

CURRENT NO. ^{Pub.} 165

No. 1410

Dated 16-1-1895

Despatched

Received 17-1-95

Encl 1



Transferring note by the
Chief Engineer P.W. Dept.
on letter from the Ag.
Superintendent General
Records in connection
with the destruction of
records.

Recd from Secy
for Revenue
Permitted after
view on 24/1/95
24/1

Govt. of 1895 Madras.

Local and Municipal Department.

307

To

The Public Deptt.

Recd 31 January/95

Proceedings, dated 29 January 1895,
No. 1792.

Subject.

Destruction of records

Informing with remarks the Public
Deptt. that most of the suggestions made
by the Dy. Supt. of General Records have
already been adopted in the L. & M.
Deptt.

File now with U. S.
No with G. R. to whom
this



PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following paper:—

From the Public Department, dated 1st January
1895, referring for remarks report of the Super-
intendent, General Records regarding the destruc-
tion of records.

Order, 29th January 1895 No. 179 Local

There is no distinction in the Local and Mu-
nicipal Department between Miscellaneous papers of
Ordinary series and those of the routine series, as in
Public and other Departments of the Chief Secretary
there is no need for this, as the existing rules of this
Department provide for the destruction of all useless papers
all heads after a certain number of years. The other
provisions made by the acting Superintendent of
General Records appear to be unobjectionable and may
have already been adopted in this Department.

(True Extract)

Francis

Public Department.

and Secretary

Current No. 761

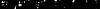
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1952

No. 17

1954

[illegible]

SUBJECT

beginning with immediate
 the purpose of the mission
 the letter from the English
 the first of the series of
 up but in the direction of
 A. C. C. C.

No 15.

REVENUE SECRETARIAT.

OFFICE NOTE.

Station Fort St George date 6 March 1895.From
The Secretary to Government
Revenue Dept.To
The Chief Secretary

With reference to Endorsement of the Public Department No. 2 dated 4 January 1895, the undersigned has the honor to state that he approves of the proposals contained in the letter from the Superintendent of the General Record Office dated the 28 September last, relative to the destruction of ~~referred to~~ ^{referred to} subject to the following

remarks:—

Class I. The Monthly
Government Proceedings

Volumes

Volumes. It is thought that it will be sufficient to preserve 4 copies of the complete volumes and 2 copies of Forest Proceedings volumes.

(2) Class I Despatches to the Secretary of State. These are now being embodied in the monthly Proceedings volumes in this Department also, but instead of being intermixed with the Proceedings according to date, they are put in together at the end of the volume. As Despatches are numbered and dated independently of the Proceedings, it will be inconvenient to mix them up with the Proceedings. The system now obtaining in this Department will accordingly be maintained.

(3)

(3) Class II. It is thought that originals of Government orders should be preserved for about 20 years and then destroyed unless they contain important notes.

(4) Class III. The suggestion that the originals of the P.O. and the Miscellaneous G.O. may be clubbed together so as to form only one set of bundles, should not be carried out so far as the records of the Revenue Department are concerned, as the two classes of G.O. are numbered in two separate series, ^{and not in one series} consecutively as in the Public Department. Clubbing in such circumstances will only cause confusion.

NOTE FOR THE CHIEF SECRETARY.

The attention of the Chief Secretary may be invited to P.O. 7 Rev 94A 3137 as there are several returns statements in the Judicial Dept which may be known to be periodically destroyed. As stated in para 6 of my report accompanying each dept must have its own special rules on the subject. but it is desirable that the system of record keeping and record destruction in the Department offices in general should proceed on some fixed principle. The remarks of the Under Secretary also on the other suggestions contained in the report will no doubt be very valuable.

W.C.
11/1/90

To U.S.

With G.D. 3137. 10.
and a copy of Mr (Comptroller)
report (C. 165) for favor of
marks & suggestions.

25/3

24/1

10 West.
NOTE FOR THE CHIEF SECRETARY.

I think we should prepare
a set of rules similar to
the (9th) Dept. Rules to
regulate the distribution
of records in all Depts.
(other than (9th)) under
the C. I.

At the present stage the
only remark that it occurs
to make is with regard to
the place marked with a
cross on page 4 of Mr.
Crombie's note. I think the
proposed supply of six
printed copies is altogether
inadequate. Printed volumes
are troublesome and I cannot
tell the cost. I have often
noticed a deficiency in the

suppl. of spare copies
of old G.O.s; they are sent
to officer on requisition
or they get mislaid, & of
some most important
orders we have only one
copy. In some cases I have
had to reprint old G.O.s.
Certain of the printed G.O.s
are referred to a book set
daily in the I.D.L. Dept. 8-9.
That on the duties of law
officers & that containing the
French rules. Of these, according
to M. C's scheme, 12 copies
would (or might, the discretion
resting presumably with the
head (clerk) be kept. I
could raise M. C's number
from 6 + 12 to 12 + 18.

4 Feb.

G.R.

Please see U.S.'s slip.
I think you might
prepare draft rules
at once. They could
be modified if neces.
carry on receipt
of Rev's reply.

Z.B.

4/2/95.

Note separately submitted
1/1
7/2/95.

Pub. L. No. 165
307/95

18
Note for Co.

As the records of each dept are noted in separate tables and maintained as distinct collections, it is submitted that it would be more expedient to frame separate rules for each department in regard to destruction of papers. In fact for the reason explained by the L. & M. Dept in C-807 it seems needless to frame rules for the other depts under the Chief Secretary exactly on the lines of those of the L. & M. With the exception of the Dept. all the others comprised in the Chief Secretariat (also for the last few years the Revenue Dept) maintain a separate class the records which are not indexed. These papers are designated as "Routines" and are shown under separate heading in the Table. This forming a

need not be preserved, it
may be remarked that
though rules on the subject
have not yet been laid
down definitely they are
understood & truthfully ap-
plied in the classification
of the "Routine Series" re-
cords. The present system
of classifying them, which
is the one advocated
by O. S. S. S. S., has many
advantages and the pro-
cedure obtaining now re-
quires at all the more re-
sponse to have definite
rules for guidance,
as the Head clerk is
and constantly put to
the necessity of reversing the
classification marked
by the drafting clerk
for want of exact gui-
dance.

For the foregoing rea-
sons, it is submitted
that it will do to frame
definite rules for each
dept. as to what papers
should be under Routine
Series & what under
the other series, instead
of framing rules for
the destruction of
records in general.

H.

If the rules are properly
drawn, the routine paper
of each year can be dis-
posed once for all at
the end of the year
instead of now & then,
that is in other words
put before their trans-
fer to the Record Dept.,
the destruction being
testified to by the ini-
tials of some respon-
sible officer in the Files
against the papers con-
cerned.

In the circumstances
explained, orders are
requested as to whether
rules may be framed
for the classification of
papers according to the
series in each Dept.
Orders are also requested
as to whether the work
should be wholly done
in the Record Dept. or
may preliminarily be
undertaken by the clerks
who do the work at
present while drafting
or before numbering,
leaving the consolida-
tion of them with
each addition, to be
done in the Record Dept.

as may be found
 requisite, in view to
 secure uniformity of the
 make them applicable
 to the General records,
 to be effected in this
 Dept. after due consid-
 -eration of all the
 rules on the subject -
 including those of
 the other sectional
 depts. also -

S. a.

What do you think?
 No doubt some sort of a
 list might be drawn
 up but I fear it might
 be misleading to draft-
 ing clerks. Could not
 drafting officers mark
 with an R all papers
 that they think might
 be destroyed after a time?
 I am afraid general heads
 would not do. The cases
 vary so in importance
 and in their connections.

3813
19/2/95.

30
C.A.

I don't think the marking
 system you suggest would answer
 because (i) drafting officers are
 very liable to forget to mark &
 (ii) there would be no guarantee
 that all papers only such papers
 as have been so marked have
 been destroyed - e.g. if ~~a paper~~ ^{the system had}
 always been in force & a
 paper of 1887 were now missing
 the ^{natural} conclusion & the reply of the
 Reference would be that it had
 been destroyed - whereas it might
 have been abstracted from the
 records & there would be nothing
 to prove which was the case.
 I think the general rule should
 be that all routine papers are
 destroyed, certain exceptions
 being specifically laid down.
 e.g. Minutes of Appr. should
 be kept invariably as some of
 them contain notes: it is not
 worth the time to sort those
 which may not have notes &
 besides the rule as to keeping
 them all is necessary for the
 reasons given above. I think
 the S. G. T. should draw up a
 list of these exceptions. They

would

very few I fancy.

Drafting Officers might be asked to remember the rule in marking papers. We have a great many papers going in the name of which should really be destroyed.

I would not keep ~~these~~ "destroyed" volume papers beyond five years.

There are papers which it is necessary to hang on to the index which are treated as mis. which I think might also be destroyed after five years - e.g. Propositions, Sanctions, + Transfer of Funds, sanctions in financial exemption from Exam. rules in Educational, Petitions from Convicts (Rejected) in India. There must be others. The S.G.R.

might draw up lists of these.

I do not think that we can do without these lists.

Then some definite rules should be laid down as to when how this shuffling + destroying is to be done. I think U.S. + Assl. in charge of departments should get a report from ^{the} Head Clerk ~~reference~~ that the work has been completed - say by the 1st

Secretary must tell us with
Sd. not the legal record
I get not I don't see current
Ref. Dept. leaving it to the
at the end of the year
+ the end of the year

March each year. There is a tendency on the part of the current Reference Dept. to leave the work of this description to the Records + unless the present ^{Temporary} Record Establishment is to be made permanent the rule must be enforced sooner or later that bundles reach the Record Dept. properly shuffed, arranged + labelled. Nothing has been done, by the bye, in our Reference Dept. to carry out the order issued about a couple of months ago as regards the arrangement of bundles. There is a lot of rubbish in the current Reference + if Mr. Combes could spare the Temporary establishment for a part of it for about a month there would be lots of work to do. I mention these points because I am convinced that if the Records are to be kept clear of rubbish + useless papers the first step is to begin with the Reference Dept. which is source of the Records.

Ch. 4

NOTE FOR THE

Ca

From 2nd communication of
the Tables of 1894 the
accompanying statement of
possible heads of this
has not with preserving
of them of the Routine series
with preserving has been pre-
pared.

I submit for consideration
whether such of the Routine
series papers as have to
be preserved may not be
transferred to the this
series as those of the
other series not with
preserving put in the
Routine series.

It has been ascertained
that under Mr. Carrington's
instructions this system
has been adopted in
the Revenue Dept with
the result that the pa-
pers in the Routine se-
ries will all be des-
troyed when the time
comes for their trans-
fer to the Record Dept.
This can of course only
be carried out in the
case of the future re-
cords. As regards those
known of past series

33(2)

The suggestion of the S.A. seems to be the distinctive series to 2d off. It is found that papers of the same class sometimes appear in both series, while some important papers are in the Routine series & some in the Misc series.

The diploma was proposed with the receipt of manuscript in the Misc diff as a distinctive class the Routine records, while this series with the first records, worthy of preservation.

27/3/95

S.A.
For favour of remarks
28/3/95

CA
I have the pleasure to inform you that the records of the S.G. R. are being made up in the S.G. R. and the original records are being kept in the S.G. R. and the original records are being kept in the S.G. R. and the original records are being kept in the S.G. R.

33(1)
Statement of heads of - Miscellaneous papers not worth preserving, and of those of Routine papers worth preserving in the Departments under the Chief Secretary.

Miscellaneous papers not worth preserving: - Routine papers worth preserving:

Judicial.

- (1) Petitions from convicts rejected
- (2) Investiture of Sheriff with small cause powers.
- (3) Petitions for mercy rejected.
- (4) Sanction of pleaders' fees.
- (5) Exemptions from board of examiners.
- (6) Grant or cancellation of leave.
- (7) Railway accidents.
- (8) Approval of examiners for pleadership examination.
- (1) Minutes of appointments.
- (2) Descriptive rolls of Comm. Port Blair.

Financial.

- (1) Sanctions of proposition state.
- (2) Refusal of allotments of funds.
- (3) Exemptions from 20 years rule.
- (4) Statement of correctional institutions.
- (5) Sanctions of recess expenditure.
- (1) Payment of Straits & Penang pensions.
- (2) Supply of papers to S. & C.
- (3) Supply of books by or to other governments.

I have no objection to all these being made Routine in future.

(1) is only doubtful point item as seldom really required, are generally quoted in correspondence done.

I don't think it is necessary to be made into a routine paper.

Miscellaneous papers
not worth preserving.

Routine papers
worth preserving.

Public

- | | |
|---|--|
| (1) 55 years' statement of non-gazetted officers. | (1) Minutes of appointments |
| (2) Grant or cancellation of leave. | (2) Designs and Specification of inventions. |
| (3) List of withheld memorials. | (3) Marriage licenses. |
| (4) Retentions in service. | |
| (5) Request for transfer. | |
| (6) Permission to appear for examinations. | |
| (7) Transfers of charge. | |

Political

- | | |
|---|-----------------------------|
| (1) Report of casualties among Sanyas Pensioners. | (1) Minutes of appointments |
| (2) Ditto Carnatic stipend. | |
| (3) Ditto Kandyan pension. | |
| (4) Ditto Title holders. | |
| (5) Ditto Mysore pensioners. | |
| (6) Refusal of communication. | |
| (7) Sanction of Pedegree certificate. | |
| (8) Petitions for pension rejected or endorsed under Para II of Petition Rules. | |

Marine

- | | |
|--|-----------------------------|
| (1) Appointments and resignation of Harbour Trust Board. | (1) Minutes of appointments |
| (2) Programme of tour of the Presidency Port officer. | |
| (3) Sanction of printing charges. | |
| (4) Exemption from 60 years order. | |
| (5) Grant or cancellation of leave. | |

Miscellaneous papers
not worth preserving.

Routine papers
worth preserving.

Educational.

- | | |
|--|-----------------------------|
| (1) Exemptions from examination rules. | (1) Minutes of appointments |
| (2) Grant of leave. | |
| (3) Appointments of Board of examiners, Medical College. | |
| (4) Retention in public service. | |
| (5) Appointment of Board of examiners for Teacher's certificate. | |
| (6) Twenty five years' order. | |

Ecclesiastical

- | |
|---|
| (1) Minutes of appointments of chaplains. |
|---|

Legislative

- | | |
|-------------------------------------|---|
| (1) Transmission of Bills to India. | (1) Alterations in lists of notifications &c. |
|-------------------------------------|---|

15TH AUGUST 1895, No. 2030 W., PUBLIC WORKS.

GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following paper :—

Note by the Secretary to Government, Public Works Department.

In continuation of the Secretary's note recorded with G.O. No. 163 W., dated 22nd January 1895, it is recommended that—

- (1) *Daily weather reports* be destroyed after one month; and
- (2) *London Gazettes* after one year.

The former are only of transient interest in the Public Works Department. The latter are seldom referred to after the period named, and information contained therein can, if necessary, be obtained from other sources.

I am of opinion that the supply of the *London Gazette* might, with advantage, be discontinued; as far as I know, it is only useful as regards promotions of Military officers employed in the department, and as announcements of this sort are invariably republished in local newspapers, they are not likely to be overlooked, and the necessary formal extract for republication in the *Fort St. George Gazette* can always be obtained from the Public Department.

7th August 1895. (Signed) J. PENNYCUIK, Colonel, R.E.,
Secretary to Govt., P.W.D.

ORDER—dated 15th August 1895, No. 2030 W., Public Works.

The proposals are approved.

The proposal to discontinue the supply of the *London Gazette* to the Public Works Department will be considered in the Financial Department.

(True Extract.)

Under Secy. to Govt., P.W.D.

To the Public, &c., Departments.✓
" Revenue Department.
" Chief Engineer for Irrigation.
" Consulting Engineer for Railways.

Rad. T. K. Narayana Aiyangar.
Spare Copies

GENERAL
ESTABLISHMENT.
Govt. of {1895} Madras.
PUBLIC WORKS.

Dated August, 15th.

Recd.

Encl.

G.O., 15th Aug. 1895, No. 2030 W.

AUGUST.

Periodical Publications

The proposals of the Secretary for the destruction of copies of certain —, approved; and the discontinuance of the supply of the *London Gazette* to the Public Works Department, referred for consideration in the Financial Department.

Para 3 of Mr. (Coulter's) report. Is Mr. Munnis attending to the old mapstone referred to?

I have written a note to U.S. re papers in Indl. & Educl.

I have taken this file home many times but have not been able to touch it before today, Sunday - the 29th.

I fancy papers may strike us as we go thro' our work which might be transferred to R. please note any.

Will you speak about this when next up-stairs please?

J.S.B.

29/9/5.

11. Judicial.

137

In connection with the question of the destruction of useless records it has been proposed that all routine papers should be destroyed periodically and that the following Judicial papers should in future be treated as routine:-

1. Rejected petitions from convicts.
2. Insubordination of powers (these appear in the Gazette).
3. Rejected petitions for mercy.
4. Appeals for pleaders' fees.
5. Exemptions from 25, 55 & 60 year rules.
6. Grant or cancellation of leave.
7. Reports of railway accidents.
8. Appeals of Exors. for pleaders test.

and in Educl

1. Exemptions (appeals for) for exam. rules.
2. Grant or cancl. of leave.
3. Appeals of Examiners.
4. Same as 5 supra.

These wd. be destroyed in 10 years. Please

8. Review of Port Blair Committee
9. Criminal returns
10. Return of casualties
11. Annual Prisoners' returns
12. Papers relating to S. & D. R.
13. Applications for sanction for sale of unclaimed property.
14. Arms Act licences.
15. Administrative. General schedule.
16. Instructions relating to
17. G.O. sanctioning defence of civil at public expense.
18. The Bureau of Technical Education
19. Appointment of J. P.
20. Quarterly returns of appointments of ~~judicial~~ Magistrates of places.
21. G.O. appointing Public Prosecutors.
22. Official visitors' reports on domestic discipline.
23. Monthly statement

43/1 relating to release of convicts

24. Reports from S. & D. R. reporting results of appeals prepared by S. & D. R.
25. High Court circulars.
26. Returns rejected under probation rules
27. G.O. sanctioning to purchase of goods of jail manufactures
28. Transfer of Prisoners' convicts.

2. The above is a rough list of the papers which may be treated as routine in future. It is not desirable that any hard and fast rule should be ^{laid} down in this subject. A good deal should be left to

at times necessitates
proper preservation.
a routine paper keeps
period of 5 year. In
such cases the original
routine paper should be
ticked into the subse-
quent correspondence &
is preserved.

Another matter which
must be called for consideration
is whether the original
burnt reports (e.g. renews,
sulfur returns, as ast reports) should
be included in reviews or
should not be
traced after the lapse
of time, say after 3 or
years. These original
reports are very valuable
at all times referred to after
304
Laplace's report

Note: The sufficiency of the present
 Some would argue to me that
 they are necessary. I do not participate
 in such the necessity for employing
 special establishments for writing
 records that the present proposal
 to lay down general rules has been
 made. It originally was deposed
 after the lapse of one year. The
 rule would be that on the issue
 of the order on the returns in regard
 each year, the provisions of the

And certainly the
land will result in
not being done at all

perhaps he destroyed it
directly after the accession
or after some time.

4. A copy of the note slip
has been sent to the Educa-
tional clerk for remarks
as to Educational paper.

(as in the case of wages for work)
The Board to report that the same has
suggested that the Board must submit
~~document~~ to the Board to show

and I am sure that the
 Government will be able to
 do so. In the case of Virginia
 and North Carolina, which
 are parties in fact to the order
 of the Court, the Virginia might
 have been made a party to the order.

~~which have been referred to~~ referred the
other over 9000 into the reference.
Let us consider the things are
never referred to, ~~referred~~
there is also no reference.

Such an
important
part
more frequent
if the accuracy
of the process
of the clerk
is not subject
to check by a

Original MS.
objection to destruction
after a few months in S. C. though it
is necessary to preserve copies of any
marginal notes on the MS. by H. S.
with the note in one. The entire

[illegible]

The danger of papers now
being destroyed is real.
Suppose two years' immi-
to cases were put up the
drafting dark might
destroy the earlier after
draft on the current had
been settled - wd. that
do?
25 B.
only rearranged
21/10/5

C.A.

I have nothing further to say. I notice that the papers have not been dealt with. Directly this has been done, the S.G. & might draft the necessary order in view to the introduction of the system with effect from the 1st January 1896.

Chas
24/1/95

The proposals in Mr. Cornhill's letter have still to be considered. I have written in the original some time ago. Chas
24/1

OFFICE ORDER.

From and after the 15th February 1896 communications on the following subjects will, in addition to those now treated as such, be disposed of by *Routine* * series Government Orders unless otherwise directed by the Under-Secretary or the Chief or Second Assistants:—

Judicial Department.

- | | |
|--|--|
| 1. Rejected petitions from convicts except those received from persons sentenced to transportation for life. | 15. Government Orders sanctioning defence of suits at public expense. |
| 2. Rejected petitions for mercy. | 16. Extension of Towns Nuisances and Cat... Trespass Acts. |
| 3. Applications for pleaders' fees. | 17. Appointment of Justices of the Peace. |
| 4. Investiture of powers, viz., Magisterial, Evidence, Special Magisterial and Bench Magisterial powers. | 18. Quarterly returns of appointments of Registering officers. |
| 5. Exemptions from 55 years' rule. | 19. Government Orders appointing Public Prosecutors. |
| 6. Grant or cancellation of leave. | 20. Official Visitors' reports on Lunatic Asylums. |
| 7. Release of Port Blair convicts. | 21. Monthly statement relating to release of convicts. |
| 8. Probate returns. | 22. High Court circulars. |
| 9. Return of casualties amongst transmarine convicts. | 23. Petitions rejected under Petition rules. |
| 10. Papers regarding Indian Law Reports. | 24. Government Orders sanctioning local purchase of clocks and articles of jail manufacture. |
| 11. Applications for sanction for sale of unclaimed property. | 25. Transfer of Barman convicts. |
| 12. Arms Act licenses. | |
| 13. Administrator-General's schedules. | |
| 14. Extradition returns. | |

Financial Department.

- | | |
|---|--|
| 1. Sanctions of proposition statements. | 4. Supply of papers to Editors. |
| 2. Refusal of allotment of funds. | 5. Supply of books by or to other Governments. |
| 3. Sanctions of excess expenditure. | |

Public Department.

- | | |
|--|---|
| 1. Fifty-five years' statement of non-gazetted officers. | 3. List of withheld memorials. |
| 2. Grant or extension of leave. | 4. Retention in service. |
| | 5. Permission to appear for examinations. |

Political Department.

- | | |
|--|---------------------------------------|
| 1. Reports of casualties among Political pensioners. | 3. Refusal of commutation. |
| 2. Reports of casualties among Title-holders. | 4. Sanction of Pedigree certificates. |

Educational Department.

- | | |
|--|---|
| 1. Temporary exemptions from Examination rules. | 6. Twenty-five years' order. |
| 2. Grants of leave. | 7. Appointments of Board of Examiners, College of Engineering. |
| 3. Appointments of Board of Examiners, Medical College. | 8. Appointments of Sub-Examiners, London University Examinations. |
| 4. Retention in public service. | |
| 5. Appointments of Board of Examiners for Teachers' certificate. | |

Legislative Department.

- | |
|------------------------------------|
| 1. Transmission of Bills to India. |
|------------------------------------|

It may be taken as a general rule that Government Orders which merely direct the publication of Gazette notifications should be entered in the Routine Series.

Designs and specifications of inventions will be treated as Miscellaneous but will not be indexed, and minutes of appointments will be similarly treated when they are marked for the Miscellaneous Series.

All Routine Government Orders will be destroyed at the end of the seventh year following that of their issue: that is to say, they will never be passed into the General Records.

The destruction will be carried out by the Reference Clerk concerned at the time that the printed and miscellaneous Government Orders are transferred to the General Records, and he will certify to the Superintendent, General Records, that it has been done.

Lodged papers will be similarly destroyed at the end of the fifth year.

The originals of returns and reports which are annually reviewed by Government in printed orders will be destroyed by the drafting clerks in the Judicial Department and the Referencers in other departments immediately after the second subsequent similar return or report has been disposed of unless they bear any original notes by a

Form G.
Certified that the originals of the currents in the review for 189 have been destroyed.

Date

Signature

Member of Council and then only such sheet or sheets as bear such notes need be retained. In order to ensure this being done, the Reference Department will be prohibited from placing in the bundles for the first time the original of any review Government Order which does not bear

a certificate (in Form G) pasted on the back of the docket certifying that the originals of the penultimate review have been destroyed.

Originals of letters and reports which are printed in full in Government Orders and in which no alterations have been made by Government will be destroyed after one year. This will be effected as follows. The original letters will be removed from the Government Orders before they are placed in the bundles and will be labelled as follows: "Originals of currents printed in G.O., No. Department, dated 189, to be destroyed at the beginning of 189." All such currents will be tied together in bundles by the month which will be labelled "To be destroyed in 189." The Head Referencer will be held responsible for the correct working of this rule.

Referencers are prohibited from letting more than one year's originals accumulate.

Fort St. George,
10th February 1896.

(Signed) J. F. PRICE,
Chief Secretary.

32.
of the several proposals made in my note of the 20 Sept 1894 concerning the old records the following have since been under the consideration of the C.S.

(1) Discontinuance of the maintenance of a separate library in the General Record Dept.

This work is being attended to under the supervision of the L.A.

A greater number of old newspapers file & Gazette volumes have been transferred to the Commemorative library

and a large quantity of incomplete surplus files of papers & Gazettes sold by auction.

The transfer of abstracts proceeding Legislative Councils to the library. The other loose copies have

... mention of circulation & despatch registers is going on -

1) Destruction of numerous original records. Conference office order of 10 Feb has been issued on this subject. But no provision has been made in it relating to the chaining of the forms & further correspondence when the originals on which these are usually noted are destroyed -

2) Orders have yet to be issued on the points noted below.

1) The number of Govt proceedings volumes, of Index & Tables of contents, Boards volumes & indexes, of Despatches volumes of the Prep list under class I records to be preserved -

1) The preservation of the left registers, of Despatches, Parliamentary papers & Blue books and records & completion of General registers under class II records -

These have since been destroyed -

Most of them have been destroyed -

Manuscripts when the Parliamentary books & are transferred to the Public Library of the House & Chief Secretaries these registers will be transferred -

may mention that with reference to the Public A-604, 9 June '96, 2 copies of Parliamentary Blue books & in the future records relating to India & 1 copy of others are being separated & arranged. The surplus copies of the copy is kept as a spare for the Commission & the copy -

1/4
6/4/96

33 51
(3) Preservation of Secretariat of State's despatch file destruction of Telegram files examination of the press memo. D.O. & of order files & destruction of old pay abstracts & Acquittances rolls and class III records. A number of printed copies to be preserved under class II records. The proposal was that 6 of the ordinary & 12 of the important proceedings may be kept but the Committee would raise the numbers to 12 & 10 respectively while the D.W. Report thought 5 copies of proceedings would do when 10 were kept vide G.O. 10-12-94 & 959 Pub.

Number of Journals and Bills & copy of the speeches & the number of the proceedings to be kept in the class II complete in the records

the General Record
 left depends to a great
 extent upon the estab-
 lishment of a common
 system in the several
 depts of the Secretariat.
 From the replies received
 however, it appears, that
 all the depts are not at
 present in some detail or
 other. The I & L dept
 would not have a new
 voluminous series distinct
 from the Routine though
 the other depts are agreed
 about the separation.
 The Revenue would not
 club together the Prep
 with the Misc. papers
 though the other depts
 appear to have no objection
 to the ~~the~~ proposal. As
 the system said to be
 adopted of printing the
 indexes at the end of
 each Volume seems to be
 good & worthy of adoption
 by the other depts. Hence
 the depts which have
 only one Receipt book
 I & L. dept would

34

NOTE.

My report of the 23rd September 1894 regarding the elimination of the useless portion of records in the General Record Department, referred to the Revenue, Public Works and Local and Municipal Departments under endorsement dated 4th January 1895, was under their consideration, and their replies and the action taken by them and the Public, &c., Departments in this direction will be found briefly noted in the following paragraphs. It may be mentioned that since the date of my report the Military Department which was a separate Secretariat has been put under the Chief Secretary, and the Marine Department which was under the Chief Secretary has been transferred to the Public Works Secretariat.

2. In paragraph 4 of my report, the records were classified under five heads, and in the next paragraph the relative value of the several kinds of papers treated under each of those classes was discussed with reference to the question of their permanent preservation. Extracts from the paragraphs are given below:—

"4. The records lodged are of various descriptions and may be brought under one of the following classes:—

- (1) Printed volumes.
- (2) Manuscript volumes.
- (3) File books.
- (4) Bundles of proceedings.
- (5) Bundles of other papers.

Under class (1) may be shown the monthly and quarterly volumes of proceedings of the several Departments including the Forest Proceedings volumes, Indexes, Tables of Contents, volumes of the proceedings of the Board of Revenue, volumes of the abstract proceedings of the Legislative Council, volumes of despatches to the Secretary of State, Press Lists of Ancient Records, &c.

Under class (2) may be shown the receipt, despatch and circulation registers including diary registers and key books of the Public Works Department, the registers of Parliamentary papers and Blue Books with Indexes, general registers of records, &c.

Under class (3) will come the files of despatches from the Secretary of State, of telegrams, of memoranda, of demi-officials, of office orders and of pay abstracts and acquittance rolls, &c.

Under class (4) may be mentioned the bundles of printed orders, their originals, originals of those not printed in the Ordinary and Routine Series, of petition records, of famine proceedings, proceedings of the Irrigation Railway and Chief Engineer's departments, &c.

Under class (5) will come the bundles of Legislative Bills, of despatches, of lodged currents, of official memoranda, of office notes, of Government of India Proceedings and of Board's Proceedings, &c.

5. The true test for the preservation of a record is its demand for future reference and accordingly the less the chances of a record being required for future reference the greater the element of safety in its elimination. It is, therefore, submitted that the propriety of any proposal on the subject should be judged with reference to the above fact.

Of the five classes of records referred to in the foregoing paragraph, the first includes some of the most standing records required for permanent use, such as the Government Proceedings volumes. These are now consulted for easy reference and when neither the original nor a copy is available, but may be required for centuries and as a reprint of them will always cost much, I submit that exclusive of one complete set for reference, four other sets may with advantage be preserved, the remainder, if any, being destroyed. As the Chief Secretary decided that three copies of Blue Books which are strictly records of the Home Government should be preserved, I trust that the above proposal to retain five copies of the proceedings volumes forming the permanent records of this Government will not be considered too liberal. The Indexes and Tables of Contents come next in the order of importance, the former being more useful. They have constantly to be referred to in tracing proceedings and are therefore likely to become mutilated after a few years. Of the Indexes, one set for use and four for stock and of the Tables one for use and three for stock may be preserved. As regards the volumes of Board's Proceedings two copies are at present lodged in the Record department (one received from the Public Department and the other from the Revenue). It is submitted that both sets may be retained, especially under recent orders of the Chief Secretary all the spare copies of the Board's Proceedings have either been destroyed or transferred to the Board of Revenue. Of the volumes of Abstract Proceedings of Legislative Council, hardly more than six sets need be preserved in the Record Department, as they are all notified in the Gazette and published in book form. As regards the volumes of despatches to England, maintenance of them separately has been discontinued in the Chief Secretariat since 1877, they being since embodied in the proceedings volumes in their proper place. Though the other Secretariats have continued to maintain them separately, it is a question for consideration whether the procedure in the Chief Secretariat cannot be followed also by them whereby some room can be saved. So far as the volumes exist, one set may be preserved for reference

when any individual spare copies are not available. As to the Press Lists of Ancient Records that are under preparation, perhaps six copies may do for permanent deposit here, but consideration of this may be deferred till the work is finished.

In class (2) there are some records which are very useful, such as receipt books, while others, such as circulation registers, may be got rid of. The value of the receipt registers consists in their utility in facilitating the trace of Government Orders on currents or letters received when the latter alone, as is often done by subordinate officers, are referred to. They are therefore worthy of preservation. The Public Works department maintain two registers for noting the receipt of currents and marking disposals thereon, while other departments maintain only one. In one of them, however, the currents are classified under certain heads, but it is a question for consideration whether the utility of this outweighs the convenience and simplicity of maintaining one register whereby some saving of space could also be effected. The circulation and despatch registers are maintained in these days are of hardly any use after the purposes for which they are kept have been served and may therefore be destroyed. The registers of Parliamentary papers and Blue Books should, for obvious reasons, be preserved, as they form the Tables and Indexes of those records. They are at present in manuscript and I think they may be printed, supplements being added once in every two years. The different kinds of records of each Secretariat are noted in detail in a general register which thus forms an epitome of them. These are very useful records, but some of them are decaying by age and a few entries therein have to be brought up for some years. I think it will do to replace them by new volumes completing the entries up to date.

The records comprised in class (3) are generally of an unimportant character and their destruction must only be a matter of time, except perhaps in the case of the Secretary of State's despatch files. There are these files regularly from very early times and all the departments maintain them. To break them up will involve a lot of time and trouble inasmuch as they will have to be enclosed in the originals of the proceedings disposing of them. For these reasons, I think they may be preserved. Files of telegrams pertaining to the Public Department are lodged at present here up to 1874 and there are also some of these files received from the other departments. They were of ephemeral use and may now be destroyed. In the case of the official memorandum demi-official and office order files it is possible that some important papers may be found among them which were not regularly brought on record, as also papers which may be closely connected with any Government Order or were issued preparatory to the passing of any Government Order which were not added to the originals of the orders concerned. With the exception of such papers, the files may be destroyed. As to the files of pay abstracts and acquittance rolls, their value diminishes with

years and leaving a margin of fifty years for the purpose of verifying the services of any employee, those prior to that period may be got rid of.

The records included in class (4) form the disposal of the document on "currents" or letters received which are therefore the records proper; they are constantly required for reference. Where proceedings are printed there is record of them at present in two or rather three forms. There are spare copies which are commonly taken out for reference. Then there are originals in manuscripts which are consulted in view to examine the remarks, if any, made by the Members of Government or for any statements or appendices which might not have been printed or for the purpose of tracing the former and further papers which are invariably noted on the back and on the face of the covering sheets. There are besides the volumes of printed proceedings referred to in class 1. As regards spare copies of Government Orders as a rule six of them will do in the Record office, provided that when they contain any rules or notifications on account of which they are likely to be required more often for reference a dozen may be retained and the surplus copies may be destroyed. As regards originals where they are wholly printed and when they do not contain any important minutes by the Members of Government or notes by the Secretaries, they may well be destroyed. This will effect a great deal of saving of accommodation in the Record office. Sometimes in an original there are bulky enclosures which are probably replies on a general subject and are referred to or are abstracted in the printed Government Order or there may be counter-statement and reports which are all in print. All these could be well destroyed. But knowing as I do how useful the conventional "back" and "further" entries are in those originals in finding out the connected correspondence which it is sometimes very difficult to trace in the Indexes, I would strongly recommend that when an original is destroyed, a copy should be substituted with all those entries. An elimination of the useless papers on the line suggested above will no doubt materially reduce the size of the present bundles. I would also suggest that instead of having two sets of bundles (one of the press originals and another of manuscript originals) they may be clubbed together so as to form only one set. This can easily be done. A material reduction can also be made in the miscellaneous set. Prior to the introduction of Dr. Maclean's rules on the subject in the Chief Secretariat there was no distinction between the miscellaneous papers in the Ordinary Series and those in the Routine Series. Both were shown in one series, while the lodged papers were also included in them. These "lodged" papers can well be got rid of as also papers of a routine nature. The present Routine Series papers are not indexed and indicate records not required for future reference. The above remark is applicable to the records of all the departments, though in the other Secretariats the distinction between the miscellaneous papers in the Ordinary Series and those

in the Routine Series is not observed. This, however, seems to deserve consideration in all the Secretariat Departments, as such a classification will facilitate work at the time of destruction.

Class (5) includes all the miscellaneous papers not covered by the preceding class, some of which are now and then required for reference. In the case of the Legislative Bills and the despatches from and to the Secretary of State, I would recommend six copies of each of them being preserved, with the proviso even here that in the case of despatches laying down any important rule another six copies be kept. As regards office notes and memoranda only such as are important need be preserved, the rest being destroyed, and the papers to be preserved being as far as possible attached to the connected orders. The necessity of hereafter transferring these papers of transitory use to the Record department seems to be doubtful and some arrangement in the several Secretariat Departments, by which these records could be done away with without having to be transferred to the Record department, seems to deserve consideration. Lodged papers, as has already been suggested, need not be preserved. As regards spare copies of Board's Proceedings, there were several accumulations of them some time back which, under the orders of the Chief Secretary, have all been either retransferred to the Board or destroyed, as there are volumes of the Proceedings for reference here, and copies could always be easily procured from that office. Finally there remains the question of the disposal of the Government of India Proceedings, of which there are heaps of copies received from the several departments. These copies are now and then called for and will not be easily procurable when destroyed. I therefore submit that three copies of each arranged according to date and departments be preserved and the rest destroyed. It may be stated generally that spare copies of Proceedings of the subordinate officer need not be preserved, as they can always be obtained from them except in the case of High Court circulars, of which a file is maintained in the Reference department."

3. Of the records appertaining to class (1), it was recommended that five sets of Proceedings volumes might be preserved (one set for reference and four sets for stock) as also five sets of Indexes (one for reference and four for stock) and four sets of Tables of Contents (one set for reference and three for stock). It was also recommended that one set of the existing volumes of the despatches to England, six copies of Press Lists of Ancient Records, two sets of Board's Proceedings volumes and six sets of volumes of Abstract Proceedings of Legislative Council, might be maintained. As regards the last two proposals, that about the Board's Proceedings volumes has since been approved, and the volumes of Legislative Proceedings

I agree.

I agree.
 We should certainly maintain five complete sets. I should like to see two or of them lodged elsewhere than in the General Records. A fire is I admit very improbable but quite possible.

32B
 10/10/14

directed to be transferred to the combined library of the Chief and Revenue Secretariats. But orders are awaited with regard to the other suggestions. The proposals are considered to be an improvement by the Public Works and the Local and Municipal Departments as well as by the Revenue, which, however, thinks it sufficient to preserve four copies of volumes of the complete proceedings issuing in that department, and two copies of volumes of Forest Proceedings. It was submitted in the original report that the preservation of the Chief Secretariat in having associated with it a series of distinct volumes might be adopted in the other Secretariats. This was done some time ago in the Revenue Department, and the system in vogue there of putting at the end of each proceedings volume the despatches pertaining to the period concerned which are numbered and dated independently of the proceedings seems to be preferable to the system obtaining in the Chief Secretariat of intermingling the despatches with the proceedings and a variety of attempts by other departments.

4. Of the records shown under class (2), it was proposed to ~~transfer all receipt registers and get rid of all circulation and despatch registers~~, the latter proposal having since been approved of and carried out. It was pointed out that the Public Works Department maintains two registers for noting the receipt of currents and marking despatches thereon, while other departments maintain only one; but that department would adhere to that system in view of its greater convenience for reference. The other proposals are approved by the Public Works Department, while the remaining departments consider all the proposals unobjectionable. It was recommended that the registers of Parliamentary papers and Blue Books should be printed and the general registers of records maintained hitherto should be revised and brought up to date. As regards the former, however, now that it has been decided to transfer the Parliamentary books to the combined library of the Revenue and Chief Secretariats and the books are being sorted with that view, this opportunity may be taken to revise them before sending them to Press.

5. As regards the records under class (3), it was proposed to keep the files of despatches from the Secretary of State which are in existence from very early

The chief point is being asked to propose a set of general rules to govern the maintenance of all records, whether of a general or special nature.

times, to destroy the files of telegrams, to destroy also the official memorandum, demi-official and office-order files, after an examination of them and restoration to its proper place in the connected original order of any important paper that may be found among them and similarly to do away with the files of pay abstracts and acquittances runs anterior to half a century. As regards these suggestions the departments of Secretariat consulted offer no remarks.

6. As to records included in class (1) it was recommended that six copies of ordinary proceedings and twelve of important ones might be preserved; that the originals of records wholly printed and containing no valuable notes might be destroyed; that in the copies substituted for such originals the *back* and *forward* papers be carefully entered; that the papers in the Press and Miscellaneous Series be clibbed together and thrown into one set of bundles; and that the *logged* papers and those in the Routine Series—a class which should indicate records not required for future reference—should not be preserved. The above proposals have elicited varying opinions from the departments consulted and are agreed to subject to the reservations stated by each, briefly recounted below. The Local and Municipal Department would make no distinction between the miscellaneous papers of Ordinary Series and those of Routine Series as the destruction of all useless papers after some years is

provided for under certain rules* in force in that department, but does not object to the other proposals. The Revenue considers that originals of Government Orders should be preserved for about twenty years and then destroyed unless they contain important notes, and that so far as that department is concerned the originals of the Press and the Miscellaneous Government Orders should not be clibbed together so as to form one set of bundles, as the two classes of Government Orders are not numbered consecutively in one series as in the other departments. The Public Works Department is of opinion that spare copies of its Government Orders in excess of five when over ten years old should be destroyed *vide* G.O. No. 2901 W., dated 15th November 1891—and has specified in G.O. No. 2137 W., dated 7th December 1894, the classes of records the originals of which could be destroyed within five years. In the Public, &c., Departments, on the recommendation of Mr. Butterworth, it

YAS to RECORD

* Dated 10th. February 1896.

[Faint handwritten notes:]

...
... W. L. ...
... it.
[Signature]
... after receipt
... to them ...
...
- ERK
LOS ANGELES

But we don't want to keep
these S.C. for ever. Why not
not keep the treated like
originals that have been
promised? vide C.O. 4902

9

future all the Parliamentary books and papers hitherto maintained here. A lot of these at present in the Record Department will also be transferred thereto according to the instructions contained in that Government Order, which will leave behind a number of superfluous copies, of which a set will be transferred to the Connemara Library at the request of Dr. Thurston, and the remainder sold by auction.

"6. To make, however, the proposed weeding a final and successful attempt two things are necessary. First, it must be laid down as a rule that no "rubbish" should be thrown into the Record department, as is too often done now, and nothing should be sent unless through some responsible officer who must see that what is sent is for permanent deposit. Second, as regards the records hereafter to be transferred to the record office the task of eliminating therefrom the useless portion should every year be undertaken by the Current Reference departments themselves, subject to such rules as may be laid down by the responsible officers concerned."

It is no use taking a lot
of trouble now to purge
the Court Records of use-
less papers unless we
provide against similar
being sent to it

ones being sent to
hereafter. The Genl Record
dept is what its name implies and it is not part of its
duty to shroff papers sent to it. We want a definite
set of rules as to the nature & number of the documents
it will receive, & the Supt. shd have discretion to reject
others. I think the S. G. R. might draft such a set
of rules - and then they could be circulated to depts
with a note pointing out the necessity for them.

J. T. Coombes
Supt. Genl Records

353
10/10/6

S.A.

These rules seem simple and suitable.
Have you any suggestion to make
please or has L ?

(Intd) F.D.B.

5/1/97.

L

Have you ?

(Intd) G.M.B.

5/1/97.

Please see additions, Ac, in pencil.

(Intd) G.J.M.

9/1/97.

G.A.

Please see these which I agree
with generally. As regards rule 11
the S.G.R should now definitely
decide how many copies of each set
of books he requires for the records.
It is this continual shovelling of
obsolete lists Ac., into the Record
Dept., which causes all the trouble
and the necessity for special
establishments and extra expenditure.
The S.G.R. should make out a complete
list of all publications which will
be retained in future in the General
Records specifying the number of
copies of each and from which Dept.,
he will receive them. The Secretariat
Library will supply the bulk but

this

this cannot be seen until the list is
made up.

There is nothing about
Parliamentary papers and Blue books
or another source of rubbish in these
rules. Nor are Maps mentioned.

(Intd) G.M.S.

2/1/97.

Note for the G.A.

I herewith submit modified draft rules
for the receipt of records in the
General Record Dept., with an appendix
of publications that will be received.
The Parliamentary papers and Debates
are not mentioned as they are to form
part of the Library. Maps and plans
have been referred to in Rule 9.

Besides the newspapers noted in the
appendix to the Rules a number of other
papers which are it is understood
received by the Assistant with Govt.
(list attached) are now sent to the
Record Dept., most of them in a very
incomplete state ^{and} as their value is only
for the time being they are consequently
not bound like the more important ones
noted in the appendix. It is therefore
submitted whether these should at all
be sent to the General Record Dept.

(Intd) J.T.C.

29/4/97.

Note for the A.S.B.

With reference to the portion of the annexed note from the Superintendent, General Records, marked , will you please say whether arrangements cannot be made to prevent the newspapers mentioned in the list being sent to the General Record Dept. Endeavours are being made to prevent rubbish reaching the Record room and temporary establishments have been employed for years in weeding out unnecessary papers.

The present point has arisen in connection with rules which are being drawn up for the General Record Dept. As the papers are not required in the Secretariat perhaps the best plan would be for your clerk to keep them and destroy at stated intervals.

(Intd) C.M.S.

7/5/97.

I do not know what other arrangements can be made. We have no permanent room for S.B. on the Hills. The present room is only used on sufferance for about a couple of months by A.S.B. The room in Madras is too small to keep these papers. I see no objection to the papers being destroyed or sold as waste paper after certain intervals. The C.S. orders should be taken on this point.

(Intd) J.Y.F

8/5/97.

The 1st volume was destroyed by lightning
and the under the under
board are a number of papers that need no reply.
I am not sure that we need more
than these. Do we not require
greater thank numbers? They
are never likely to be of any
archaeological interest.
I could give up what good
they have of the new papers
but being allowed to be
of the second volume. They are
the mathematical value of the
new volume not covered
by the new papers. They are
again, not the chief loss
in the new volume. The new
volume will be very
worth the loss of the new
volume. The new volume
is the chief loss. I will not
lose the new volume. The
second volume is my account
and is not enough to be
lost.

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are:-
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(I) The draft set of rules flagged
E ~~my name~~ submitted for approval. After
being passed by the C.B. they will be
circulated to Secretariat Departments for
counter-initials and then issued as a
C.O.

(II) The question of the Record Department being saddled with worthless newspapers. Regarding this please see S.G.R.'s note flagge~~d~~^d, the list flagge~~d~~^d and my note ~~A.S.R.~~^{A.S.R.} and his reply flagged. The only papers in the list which might perhaps be kept by the records and bound are the "Malabar and Travancore Spectator" and the "Nilgiri News". Submitted that as regards the rest the receipt of them by the Records Department or by the Muzhi be prohibited. The fact that A.S.R. has no room for his share is, it is submitted, no reason why

the records or other parts of the office

should be made untidy with them. is

clerk can be given a record box for

which room can be found and can then

keep the papers in it or destroy as A.S.B.

wishes. The papers are procured for

A.S.B. and his clerks and peon should,

it is submitted, after them. We

will never get an office or the record

room tidy until the receipt of rubbish

is ~~invented~~.

Copy
7/22

To: C. S. B. for information
16-7-97

17-8-97

68
List of newspapers received in the
General Record Dept other than those
noted in the Appendix to the Rules.

- The Western Star
- The People's Friend
- The Malabar & Travancore Spectator
- Travancore Times
- Mysore Mittanta Bodhini
- Sri Raja Yogi
- The Muhammadan
- The East Coast News
- The Eastern Guardian
- The Indian Social Reformer
- The Sammarga Bodhini
- The Thinker
- The South Indian Mail
- The South Indian Post
- The Nilgiri News
- The Muhammadan Advocate of India
- The Daily Post (Bangalore)
- The Mysore Times
- Suryashaya
- The Mysore Herald
- The Observer (Cawnpore)
- The South Indian Times
- Kerala Chandrika
- The Vizag Spectator
- The Eastern Star
- The Catholic Watchman
- The Catholic Register
- Journal official
- South India Methuan

OFFICE NOTE No. 69

Dated 29th July 1897.

From

THE SECRETARY TO GOVERNMENT, REVENUE DEPARTMENT,

To

THE Chief Secretary to Government.

The undersigned has the honour to return the draft rules for the receipt of records in the General Record Dept. of the Secretariat with the following remarks:—

(1) In rule 6 after the words "Volumes of proceedings of the Board of Revenue" the words "together with the Indexes" should be added as otherwise the Board's Indexes would be excluded.

(2) In rule 7 it is proposed not to receive the Circulation registers in the General Record office. The Circulation registers maintained in the Revenue Dept. facilitate considerably the reference in connection with the same.

of all the papers circulated with
 currents and the references
 are thereby enabled to take
 out without much trouble
 not only all the quoted papers
 but also all the papers bearing
 on the subject. In other depart-
 ments of the Secretariat it
 would appear that no note
 is made of the papers circulated
 with currents and the circula-
 tion registers are therefore of
 no use. It is suggested that
 the circulation registers of the
 Revenue Department (one bound
 volume for every year) may be
 preserved in the General Se-
 cretary's office at least for twenty
 years

[Signature]
 Secretary to Govt
 18/3/37
 Revenue Dept

To

Sept
18/3/37

Prof. returns for review
 14/9
 Recd 17/9/37
 Just prep

Return file intact
to S. G. R.

Let reference to the CS: on
 of the reference it is a whole
 but the file may be useful
 to the public who could consult
 them it is the Government Library
 to which is referred it is in the
 margin
 These are bound
 form of Rules.
 12 & 13, are
 added.

Estimated
 sent to Prof.
 last week
 18/3/37

71
Public Dept

Order

The following notes for the
 receipt of records in the General
 Record Department of the Secretariat
 contained in the enclosure to the
 proceedings are with be committal
 to the Dept of the Secy for
 information & guidance

18/3/37

To all desks of the Secy.
 - Supdt General Records

S. G. R.

Send proofs of order
 please in proceedings form
 after attending to enclosure
 the rules being printed in the
 margin
 You might add rules re
 from papers being sent to
 Government Library
 Also please see about
 getting better & important in
 the Library for keeping
 correspondence

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

ORDER—No. 13/6 Public, dated 6 September 1897.

The rules for the receipt of records in the General Record department of the Secretariat contained in the annexure to these proceedings will be communicated to the departments of the Secretariat for information and guidance.

(True Extract.)

CMB

21/9/97

18

11/10/97

Chief Secretary.

To all Departments of the Secretariat.
" the Superintendent, General Records.

112 52. 241

- Key

- Name

- P.S.

- Person

- Person

- Person

- Person

- Person

[Annexure.]

ANNEXURE.

Rules for the Receipt of Records in the General Record Department of the Secretariat.

1. No records shall be received that are not seven years old.
2. The period during which records are received shall be from June to September in each year.
3. Before transfer, records shall be examined in accordance with the rules in force in each department and every paper not worthy of preservation shall be removed. The remainder shall, before transfer, be arranged in accordance with the instructions in G.O., No. 899, Public, dated 27th November 1894.
4. Departments of the Secretariat shall give the Superintendent, General Records, a clear month's notice of the proposed transfer of records.
5. Records shall be forwarded in charge of a competent attender, with instructions to deliver them over to the Superintendent. They shall invariably be accompanied by a complete list, the correctness of which shall be certified to by a responsible officer, and also by a declaration by the latter that all papers not worthy of preservation have been excluded.
6. Five sets of volumes of proceedings, five copies of the Indexes and four sets of tables of contents relating thereto shall be sent to the General Records; one set being intended for reference and the remainder for stock. Two sets of volumes of proceedings of the Board of Revenue together with the Indexes will be received—one from the Public and one from the Revenue department. Receipt registers should be sent properly bound.
7. The following registers and papers shall not be received in the General Record department:—
Circulation Registers of departments other than the Revenue department.
(Those of the Revenue department will be retained for twenty years.)
Despatch Registers.
Post Books.
Telegrams.
Official Memoranda.
Demi-officials.
Office Orders.
- Any papers of the above descriptions, which ought to be preserved, shall be placed in the original of the Government Order with which they are connected.
8. Not more than 12 spare copies of ordinary and 18 copies of important proceedings shall be maintained in the General Record department. This limitation applies also to Legislative bills and papers.
9. Maps, plans, &c., connected with Government Orders transferred to the General Record department shall be properly labelled with the numbers and dates of the orders to which they appertain and shall, where possible, be stitched with them, one copy or set with the original order, and the others with the copies of the order.
10. Spare copies of proceedings of one department will not be received from another department, nor will those of a subordinate office. Spare copies of Government of India proceedings and letters will not be received in separate bundles. If not embodied in the printed proceedings of this Government, three copies of each shall be placed prior to transfer with the original of the Government Order disposing of it.

11. Besides the volumes referred to in rule 6, the publications mentioned in the appendix to these rules will be received. They shall be properly bound before transfer.

12. Bound volumes of the newspapers entered in the appendix will be retained for ~~the~~ ten years in the case of the first six papers, and for one year ~~in~~ in the case of the others. The volumes ~~shall~~ will be transferred to the Connemara Library.

13. In the case of ~~the~~ gazettes entered in the appendix ~~(the first four will be retained in the General Records, and copies for one year only of the others, these for the previous year being transferred to the Connemara Library.)~~

14. Title-deeds and other documents of importance for deposit in the strong room shall be forwarded in sealed covers to the address of the Superintendent, General Records, who will, before placing them in the records, open them and verify the contents.

15. The Superintendent, General Records, shall have discretionary power to return records for re-arrangement and to reject records the preservation of which is not authorised or specially directed by a Secretary to Government.

APPENDIX to Rules for the receipt of Records in the General Record Department.

Publication.	Number of copies that will be received.	From what department.
<i>Almanacs, &c.</i>		
Asylum Press	3	} Secretariat Library.
ier's Indian Directory	1	
ker's Almanac	2	
ncore Almanac	1	
cherry Almanac	1	
uman's Year Book	1	
It's Annual	1	
It's Hand-book to the Titled Landed and Official classes	1	
<i>Calendars.</i>		
ras University	2	Educational Department.
on University	1	} Secretariat Library.
Engineering College	1	
ocal College	1	} Educational Department.
erial Forest School, Dehra Dûn	1	
missioner for Government Examinations	1	
<i>History of Services of Genetied Officers.</i>		
ras Presidency, Civil	3	} Secretariat Library.
overnment of India, Home, Foreign, Revenue, Agricultural	2	
ad Legislative Departments	1	
overnment of India, Finance and Commerce	1	
gal	1	
abay	1	
tral Provinces	1	
th-Western Provinces and Oudh	1	
jab	1	
am	1	
ma	1	
erabad	1	
<i>Army Lists.</i>		
an Army List	2	} Do.
It's Army List	1	
<i>Civil Lists.</i>		
ras (Monthly)	3	} Do.
ras (Quarterly)	3	
gal (Quarterly)	1	
nbay (Quarterly)	1	
tral Provinces (Quarterly)	1	
th-Western Provinces (Quarterly)	1	
jab (Quarterly)	1	
am (Quarterly)	1	
irna (Quarterly)	1	
glun (Yearly)	1	
aps of Good Hope (Yearly)	1	
<i>Establishment Lists.</i>		
ief Secretariat	3	} Do.
idicial Department	3	
egistration Department	3	
olice Department	3	
rison's Department	3	
ivil Medical Establishment	3	
ducational Department	3	
overnment Press	3	

APPENDIX to Rules for the receipt of Records in the General Record Department—cont.

Rules for the Receipt of Records in the General Record Department of the Secretariat.

Publication.	Number of copies that will be received.	From what department.
<i>Establishment Lists—cont.</i>		
Revenue Secretariat	3	Revenue Department.
Revenue Department	3	Secretariat Library.
Salt, Abkari and Separate Revenue Department (Monthly and Quarterly).	3	Do.
Public Works Department Classified List and Distribution Return.	3	Do.
Forest Officers' Lists, Bengal, Madras and Bombay	2	Revenue Department 1; Secretariat Library 1.
India Forest Officers' List	2	Do.
Forest Officers' List, Madras	2	Revenue Department.
Deputy Collectors	2	Do.
The India List and India Office List	2	Secretariat Library.
The Royal Indian Marine List	1	
Government of India Finance and Commerce Department ..	1	Revenue Department 1; Secretariat Library 1.
List of the Heads of Administration in India and of India Office in England.	2	
List of officers in the Survey and other departments under the Government of India.	2	
<i>Gazettes.</i>		
Port St. George	3	Chief Secretariat.
District Gazettes of the Madras Presidency	1	Revenue Department.
Government of India	2	Chief Secretariat 1; Revenue Department 1.
London	1	Chief Secretariat.
Calcutta	1	
Bombay	1	
Central Provinces	1	
North-Western Provinces	1	
Punjab	1	
Burma	1	
Ceylon	1	
Hongkong	1	
Straits Settlements	1	
New South Wales	1	
<i>Newspapers.</i>		
The Madras Mail	1 set	Do.
The Madras Times	1 Do.	
The Madras Standard	1 Do.	
The Hindu	1 Do.	
The Pioneer	1 Do.	
The Overland Mail	1 Do.	
The London Times	1 Do.	
The Nilgiri News	1 Do.	
The Malabar and Travancore Spectator	1 Do.	
The Eastern Guardian	1 Do.	
		Assistant with Government.

1. No records shall be received that are not seven years old. [It is optional for departments to retain their records for more than seven years.]

2. The period during which records are received shall be from June to August in each year.

3. Before transfer, records shall be examined in accordance with the rules in force in each department and every paper not worthy of preservation shall be removed. The remainder shall, before transfer, be arranged in accordance with the instructions in G.O., No. 899, Public, dated 27th November 1894.

4. Departments of the Secretariat shall give the Superintendent, General Records, a clear month's notice of the proposed transfer of records.

5. Records shall be forwarded in charge of a competent attender, with instructions to deliver them over to the Superintendent. They shall invariably be accompanied by a complete list, the correctness of which shall be certified to by a responsible officer, and also by a declaration by the latter that all papers not worthy of preservation have been excluded.

6. Five sets of volumes of proceedings, five copies of the Indexes, and four sets of tables of contents relating thereto shall be sent to the General Records; one set being intended for reference and the remainder for stock. Two sets of volumes of Proceedings of the Board of Revenue will be received—one from the Public and one from the Revenue department. Receipt registers should be sent properly bound.

7. The following shall not be received in the General Record department:—

- Circulation Registers.
- Despatch Registers.
- Post Books.
- Telegrams.
- Official Memos.
- Demi-officials.
- Office Orders.

Public can publish "indexes" etc. if not otherwise according

Any papers of the above descriptions, which ought to be preserved, shall be placed in the original of the Government Order with which they are connected.

8. Not more than 12 spare copies of ordinary and 18 copies of important proceedings shall be maintained in the General Record department. This limitation applies also to Legislative bills and papers.

9. Maps, plans, &c., connected with Government Orders transferred to the General Record department shall be properly labelled with the numbers and dates of the orders to which they appertain and shall be stitched with them, one copy or set with the original order, and the others with the copies of the order.

10. Spare copies of proceedings of one department will not be received from another department, nor will those of a subordinate office. Spare copies of Government of India proceedings and letters will not be received in separate bundles. If not embodied in the printed proceedings of this Government, three copies of each shall be placed prior to transfer with the original of the Government Order disposing of it.

11. Besides the volumes referred to in rule 4, the publications mentioned in the appendix to these rules will be received. They shall be properly bound before transfer.

12. Title-deeds and other documents of importance for deposit in the strong room shall be forwarded in covers to the address of the Superintendent, General Records.

13. The Superintendent, General Records, shall have discretionary power to return records for re-arrangement and to reject records the preservation of which is not authorised or specially directed by a Secretary to Government.

Bound volumes of the newspapers mentioned in the appendix to be kept retained for the last ten years in the case of the first six half page papers and for twenty one year only in the case of the others.

APPENDIX to Rules for the receipt of Records in the General Record Department.

Publication.	Number of copies that will be received.	From what department.
<i>Almanacs, &c.</i>	3	
Madras Asylum Press	1	Secretariat Library.
Thacker's Indian Directory	1	
Whitaker's Almanac	1	
Travancore Almanac	1	
Pondicherry Almanac	1	
Statesman's Year Book	1	
Hazell's Annual	1	
Kelly's Hand-book to the Titled Landed and Official Classes	1	
<i>Calendars.</i>	2	Educational Department.
Madras University	1	Secretariat Library.
London University	1	
Civil Engineering College	1	Educational Department.
Medical College	1	
Imperial Forest School, Dehra Dun	1	
Commission for Government Examinations	1	
<i>History of Services of Gazetted Officers.</i>	3	
Madras Presidency, Civil	1	Secretariat Library.
Government of India, Home, Foreign, Revenue, Agricultural and Legislative Departments	1	
Government of India, Finance and Commerce	1	
Bombay	1	
Central Provinces	1	
North-Western Provinces and Oudh	1	
Punjab	1	
Assam	1	
Burma	1	
Hyderabad	1	
<i>Army Lists.</i>	2	Do.
Indian Army List	1	
Hart's Army List	1	
<i>Civil Lists.</i>	3	Do.
Madras (Monthly)	1	
Madras (Quarterly)	1	
Bombay (Quarterly)	1	
Bombay (Quarterly)	1	
Central Provinces (Quarterly)	1	
North-Western Provinces (Quarterly)	1	
Punjab (Quarterly)	1	
Assam (Quarterly)	1	
Burmah (Quarterly)	1	
Ceylon (Yearly)	1	
Cape of Good Hope (Yearly)	1	
<i>Establishment Lists.</i>	3	
Chief Secretariat	3	
Judicial Department	3	
Registration Department	3	
Police Department	3	
Prisons Department	3	
Civil Medical Establishment	3	
Educational Department	3	

I don't know what kind of paper it is but they might be stopped but as they are all they do not occupy space.

They used not be retained in the Gene Records as they are not of the nature of the records.

4
APPENDIX to Rules for the receipt of Records in the General Record Department—cont.

Publication.	Number of copies that will be received.	From what department.
<i>Establishment Lists—cont.</i>		
Revenue Secretariat	3	Revenue Department.
Revenue Department	3	
Salt, Abkari and Separate Revenue Department (Monthly and Quarterly)	3	Secretariat Library.
Public Works Department Classified List and Distribution Return	3	Revenue Department.
Forest Officers' Lists, Bengal, Madras and Bombay	2	
Forest Officers' List, Madras	2	Secretariat Library.
India Forest Officers' List	2	
Deputy Collectors	2	Revenue Department.
The India List, &c., India Office List	2	
The Royal Indian Marine List	1	Secretariat Library.
Government of India Finance and Commerce Department	1	
List of the Heads of Administration in India and of India Office in England	2	Revenue Department.
List of officers in the Survey and other departments under the Government of India	2	
<i>Gazettes.</i>		
Fort St. George	3	Chief Secretariat.
District Gazettes of the Madras Presidency	1	
Government of India	1	Revenue Department.
Calcutta	1	
Bombay	1	Chief Secretariat.
Central Provinces	1	
North-Western Provinces	1	Chief Secretariat.
Punjab	1	
Burmah	1	Chief Secretariat.
Ceylon	1	
Hongkong	1	Chief Secretariat.
Straits Settlements	1	
London	1	Chief Secretariat.
New South Wales	1	
<i>Newspapers.</i>		
The Madras Mail	1 set.	Do.
The Madras Times	Do.	
The Madras Standard	Do.	Do.
The Hindu	Do.	
The Pioneer	Do.	Do.
The Overland Mail	Do.	
The London Times	Do.	Do.