

Public (1897) Department.

ORDINARY PRINTED.

G.O., No. 311

DATED 19. 3. 97

[Despatch Abstract.]

*Records of the S. G. of Police Passing further
orders in regard to the retention and desti-
tion of records in the Office of the S. G.
of Police.*

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Government {1897} of Madras. PUBLIC.

Recd.

Enclosures

1897.

Regd.

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G.O., No. 311, 19th March 1897.

MARCH.

Records of the Inspector-General of Police.

Passing further orders in regard to the retention and destruction of records in the office of the Inspector-General of Police.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—again the following paper :—

G.O., Mis. No. 1272, Public, dated 3rd December 1896.

Read—again G.O., No. 1123, Public, dated 12th October 1896.

Read—also the following letter from M. HAMMICK, Esq., I.C.S., Inspector-General of Police, Madras, to the Chief Secretary to Government, dated 18th November 1896, No. 4508 :—

With reference to paragraph 7 of G.O., No. 1123, Public, dated 12th October 1896, I have the honour to state that one copy of the following records under head "Printed papers" in the list submitted with my letter, No. 870, dated 18th February 1895, may be permanently retained, viz.—

- (1) Report on the administration of Criminal Justice, Madras Presidency.
- (2) " " of Abkari Revenue.
- (3) " " of Salt Revenue.
- (4) " " of Jails, Madras.
- (5) Judicial Statistics of England and Wales.
- (6) " " of Ireland.
- (7) Report on the working of Thuggi and Dacoity department.
- (8) Statistics of British India for the Judicial and Administrative departments subordinate to Home Department.
- (9) Finance and Revenue Accounts of the Government of India.

2. All other records mentioned in the list, including those under the head of manuscript papers, may be destroyed after three years with the exception of petitions noticed below. The destruction will be carried out every year in January.

3. *Petitions from Police officers against dismissal, &c., and Petitions from Private individuals (4th item under the head of Manuscript Papers).*—Under the present current, reference and disposal system of records, which I introduced in this office as also in the district offices last year, papers which are "Lodged" are liable to be periodically destroyed. Three years' time will be observed in the case of these papers also. Many petitions go under "Lodged" papers. Appeals against dismissal, &c., which pass into the disposal list will be permanently retained.

Order—Mis. No. 1272, Public, dated 3rd December 1896.

The permanent retention of the records enumerated in paragraph 1 of the Inspector-General's letter read above is approved. The reports on criminal justice in other presidencies and provinces, however, should also be permanently retained. There is no objection to keeping items 8 and 9, but should subsequent experience show that they are not wanted they may be eventually destroyed.

2. As regards manuscript papers, it is observed that in his letter, No. 870, dated 18th February 1895, recorded in G.O., No. 1123, Public, dated 12th October last, the Inspector-General fixed *one* year as an appropriate period for the retention of a large number of papers, whereas he now proposes *three* years for all manuscripts with certain exceptions. As absolute uniformity is not required and it is desirable to economize space as much as possible by destroying, as soon as may be convenient, all

records no longer required, the Government considers that the Inspector-General's original proposal should be adhered to in regard to all papers the retention of which for one year only was recommended, subject to any exceptions which the Inspector-General may consider necessary.

3. Pending the reply of the Accountant-General to paragraph 11 of G.O., No. 1123, Public, dated 12th October 1896, orders in regard to all account papers must lie over.

4. With reference to item 4, the Inspector-General will be requested to explain more definitely what class of petitions he proposes to retain permanently. As at present advised, the Government considers that, if every petition which passes into the disposal series is permanently kept, there will be much unnecessary retention of records.

(True Extract.)

(Signed) A. T. ARUNDEL,
for Chief Secretary.

To the Inspector-General of Police.

READ—also the following paper :—

From M. HAMMICK, Esq., I.C.S., Inspector-General of Police, Madras, to the Chief Secretary to Government, dated 26th February 1897, No. 775.

With reference to G.O., No. 1272, Public, dated 3rd December 1896, I have the honour to state as follows.

2. As the Police reports of all the other presidencies and provinces are permanently retained, I considered their reports on criminal justice were unnecessary. These are rarely used for any purpose. No copy is received from Bengal or Bombay, but only from the smaller provinces. In case the reports are to be preserved, it might be well to obtain in future copies of the Bombay and Bengal reports also.

3. To lessen the task of scrutinizing the records to be destroyed, I considered a uniform period of three years would be convenient, the same course having been approved by Government in regard to the Inspector-General of Prisons' records. If the destruction be carried out punctually *every year*—as I intend to see it done—a considerable quantity of useless records would doubtless be dispensed with. It would be some saving of labour not to have to distinguish some records as destroyable after one year and others after three years. About half the number of items originally marked for one year's retention are district returns for the annual Police report. These I thought on reconsideration might well be preserved for three years in view to check any mistakes which Superintendents might perhaps afterwards find with the chief office which embodies the district figures in the Presidency Police report. In each year's report the previous two or three years' figures are referred to for comparison. I therefore considered the district returns might be preserved for three years. Having gone through the list again, I request that my subsequent proposal to have only one class of records to be destroyed after a period of three years may be sanctioned if Government approves it now.

4. As regards petitions, I beg to say that those of the following nature do not pass into the disposal list and are liable to be destroyed, viz., complaints against police officers—anonymous, pseudonymous or signed—which after inquiry or without it prove to be false and do not call for any orders, mahazirs praying that certain police officers should be removed from, or retained at, certain places, and other papers of similar nature. All these go under "Lodged" papers. Appeals against punishments by District Superintendents or Deputy Inspectors-General, applications for transfer, promotion, &c., applications from private individuals for private police guards—these are the principal records under the class of petitions on which final orders are sent and which therefore pass into the disposal list. Appeals against punishments by men in the force should probably be preserved as long as the men are in the force. The other classes of the papers above referred to may be destroyed within a shorter time. Appeals against dismissals and resignations alleged to be forced may be retained for ten years.

ORDER—No. 311, Public, dated 19th March 1897.

In modification of the orders passed in G.O., No. 1272, Public, dated 3rd December 1896, the Inspector-General of Police will be informed that the reports on criminal justice in other presidencies and provinces need not be permanently retained. Copies of the reports can always be procured for reference from the records of the Secretariat.

2. The Inspector-General's proposal in paragraph 2 of the first of his letters read above is, in the circumstances explained, approved.

3. With reference to paragraph 4 of the Inspector-General's letter, No. 775, dated 26th February 1897, the Government considers that appeals against punishments by men in the police should be preserved for three years after they have left that force. There is no objection to appeals against dismissals and resignations alleged to have been forced being retained for ten years, as proposed by the Inspector-General, or to the other papers referred to being destroyed after three years.

4. Orders in regard to account documents were issued in G.O., No. 104, Public, dated 4th February 1897.

(True Extract.)

J. F. PRICE.
Chief Secretary.

To the Inspector-General of Police.

Exd. A. Raitt.

Public (1897) Department

CURRENT No. 782

From

THE INSPECTOR-GENERAL OF POLICE,

MADRAS.

No. 775

Dated 26th February 1897

Received 28th Do.
Do for Registry 1-3-97
Registered 1-3-97

Enclosures

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SUBJECT.

Submitting his further report on the retention and destruction of records with reference to G. O. No. 1272 Public, dated 3rd December 1896.

BACK PAPERS.

G.O.	No.	Department.	Date.
	1272 1123 104	Pub	3-12-96 12-10-96 4-29-

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Public Department.

C. No. 782.

SUBJECT.

Destruction of Records

H. E. THE GOVERNOR.

THE HON'BLE MR. BLISS, C.I.E.

THE HON'BLE MR. GROSE, C.I.E.

C.S.

FOR ORDERS.

H
*K Please see the note for orders in G.O.No.1272 Public, dated 3rd December 1896. In para. 1 of that order the Inspector-General of Police was directed to preserve permanently the reports on Criminal Justice in ~~under~~ presidencies and provinces.

He now states that, as the police reports of all the other presidencies and provinces are permanently retained, he considered their reports on Criminal Justice, which are rarely used for any purpose, unnecessary; but that, if Govt. is still of opinion that they should be preserved, it would be well in future to obtain copies of the Bombay and Bengal reports which at present are not received.

It was pointed out in the note at H that the Inspector-General had originally suggested 5, 3 and 2 years as the periods of retention of certain printed records, and from one to ten years for manuscript papers — but

As regards this they have not been advised. It has been the order of the Govt. to be preserved from the records of the Govt. Secy.

that in his letter in G.O. No. 1272, dated 13th December 1896, he proposed three years for all such records; and that this proposal had the merit of uniformity and simplicity.

Government however considered that the periods originally recommended should be adhered to.

Mr. Hammick now represents that to have a uniform period of three years - a course approved of in regard to the records of the Inspector-General of Prisons - would be far more convenient.

For (1) this would save the labour of having to distinguish between those records destroyable after one year and those after three years.

and (2) half the number of items originally marked for ^{one} year's retention ~~are~~ District returns for the Annual Police Report, and these on reconsideration the Inspector-General thinks safer to keep for three years for purposes of comparison and check.

He therefore asks for the sanction of Govt. to that period.

Petitions. In his first list Mr. Hammick set down ten years as the limit of retention of "petitions from Police officers against dismissal &c." and of "petitions from private individuals".

He subsequently stated that such petitions as were lodged would be destroyed (within a limit of 3 years), but that those which passed into the disposal list would be permanently

just before H

nde L & K

x N

This may be ~~sanctioned~~.

page after C

o para 3 of his letter in G.O. 1272

1/ para 4 of G.O. 1272 at K

I am not sure about this. I think that they should be kept for three years after as has been done. But there is a distinction between appeals against punishment & appeals against dismissal.

No objection

Yes let it be three years.

Note

When disposing of this paper the I.G. will be informed that account papers will be dealt with in accordance with G.O. 104. Pubd 4-2-97 G. He has had that G.O.

W. 3/97

retained.

On this point Govt. asked for fuller particulars. and para. 4 of the current is Mr. Hammick's reply. He says that complaints (proved to be false) against Police Officers, Mahazirs praying for their removal or retention and similar petitions are lodged; while appeals against punishment, applications for transfer, promotion &c., and applications from private individuals ^{of this class} are the principal records which pass into the disposal series.

Of these he considers that

1. Appeals against punishments by men in the force should be preserved as long as the men remain in the force.
2. Appeals against dismissals and resignations alleged to be forced should be kept for ten years.
3. The other papers referred to might be destroyed "within a shorter time" - (Query - three years?)

12 5.3.97
C.W.
5.3.97

These points are for C.I.'s orders.

5.5.97

5/5/97

Feb 31/97

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(To the Inspector-General of Police)

4. Orders in regard to account documents were issued in G.O. No. 104. Pub d/4.2.97.

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17.3.97

19/3/97

Inspector-General of Police. 6. 19/3/97

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Letter only.
Order complete with Letter.

AGAIN G.O., No.
189

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CURRENT No.

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CLOSURES to C. No.

DER OF GOVERNMENT

ITER OF GOVERNMENT.

TLEMENT WITH DUTTO.

ERS NOT FILED UP, BRING MEANT FOR DESPATCH
IN ORIGINAL.

W.B.-

A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.

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14/3
Public (1897) Department.

ORDINARY MS.

G.O., No. ~~257~~ 312

Dated 19- 3- 97.

INDEXED.

[Despatch Abstract.]

Receiving a memorandum from the Hon.
Mr J. D. Bess on the subject of his hold-
ing the Persian and Hindustani Transla-
tion ship.