

Description of records	Period of retention	
	Original list	Revised list
Treasury receipts	5 years	3 years ✓
Bank receipts	5 years	3 years ✓
Cash Account current ..	5 years	3 years ✓
Statements of service books sold by Collectors. ..	5 years	3 years ✓
Stock books	5 years	5 years ✓
Receipt registers (stores) ..	5 years	5 years ✓
Issue registers (stores) ..	5 years	3 years ✓
Indents for stationery ..	5 years	3 years ✓
Indents for rubber stamps ..	5 years	3 years ✓
Invoices	5 years	3 years ✓
Ordinary letters received ..	5 years	3 years ✓
Tonnage statements	3 years	1 year ✓
Tonnage books	3 years	1 year ✓
Packers' books	3 years	1 year ✓
Invoice registers kept by packers ..	3 years	1 year ✓
Advice letters	3 years	1 year ✓
Acknowledgment for printed forms ..	1 year	1 year ✓

Items 35, 36 & 37 - the original list at D have been discontinued.

The periods of retention for the Account items have been compared with those in the Accountant General's list in G.O. 104, Public, dated 4th February '97. *E'*

So far as can be made out the periods agree. The only difference that can be noted is that the "Stock Book" in the Accountant General's list is retained for 25 years, the "Stock Books" in the list of the Superintendent of Stationery for only 5 years. Further one or two items in the list under review are not to be found in the Accountant General's list being special to the Stationery Dept.

** vide G.O. 843 Public/22.7.87 (Q2)*

Perhaps the list may be referred to the Accountant General for remarks as far as account documents are concerned.

With reference to the Chief Secretary's remarks ^{at} D opposite the item "Acquittance rolls," it is submitted that ~~the~~ ^{no} rule to the effect that they should be ~~prescribed~~ ^{kept} for 50 years can be traced. From ^E, it will be seen that the Accountant General has fixed the period of their retention at 3 years.

From the Board's Standing Order (vide page 4 of No. 57 of 1893 put up) it will be seen that the period for "pay abstracts" has ^{now} been rightly fixed at 25 years.

In regard to the Chief Secretary's remarks at D opposite "Army lists" and "Gazettes" it is observed that in para. 16 of G.O. 1123, Public, dated 12th October 1896 (after ~~At the Surgeon General was~~ told to always keep for reference a complete set of Army lists and similar instructions were issued to the Marine Dept. in G.O. No. 614, Public, dated 16th July 1899 (M)). In the present list the periods of retention for gazettes, almanacs and Army lists are fixed at 20 years, 5 years, and 1 year respectively.

Orders are requested whether the Dept. should be asked about these three, or whether the periods now fixed may be allowed to stand.

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We might ask him but I don't think these lists are ever referred to after 20 years. If a copy does occur in hand, it may be retained in our records and then disposed of if necessary.

G.O. 104 Public/4.2.97

I have thinking of pay abstracts.

** C.S. to copy*

Reas again
J.O. 1123 Pub (2 + extract)
12.10.96
from para 5(a)
J.O. 104 Pub (2)
4.2.96
C 1983 (a get + enclos)
C 2555 (a)

CS / Order No. 942 of 15 July '97
A

The revised list
submitted by the Supdt
of Stationery is approved
subject to the alterations
suggested by the Acct
further regard to the
account items Nos
12, 13, 14 + 21 - which
have the concurrence
of Govt.

C.W. M.L.
13.7.97 13/7/97 15/7/97

Supdt of Stationery 3
Acct Genl 4
30/7/97

H.C.
Please add any items to
whom it may be advisable
to go for information

700-24-3-03.
Government of Madras.

Public (^{1897.}~~190~~) Department.

ORDINARY PRINTED.

G.O., No. 942

DATED 15-7-97.

[Despatch Abstract.]

Records - Retention and destruction

Approving, subject to certain alterations, the revised list of the records of the Stationery office submitted by the Supt, showing the periods for which they should be retained.

BACK PAPERS.

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

FURTHER PAPERS.

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

NUMBER OF COPIES { Order.
Letter.

Government (1897) of Madras.
PUBLIC.

Recd.

Regd.

} 1897.

Enclosures

Spare copies

G.O., No. 942, 15th July 1897.

JULY.

Records—regarding such as should be retained and destroyed.

Approving, subject to certain alterations, the revised list of the records of the Stationery Office submitted by the Superintendent, showing the periods for which they should be retained.

GOVERNMENT OF MADRAS.
PUBLIC DEPARTMENT.

READ—again the following papers:—

G.O., No. 104, Public, dated 4th February 1896.

Extract from G.O., No. 1123, Public, dated 12th October 1896.

Paragraph 5 (a). "The Superintendent of Stationery will be requested to revise the list . . . for three years."

READ—also the following papers:—

From J. N. ATKINSON, Esq., C.S., Acting Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 25th May 1897, No. 926.

With reference to G.O., No. 1123, Public, dated 12th October 1896, I have the honour to forward herewith a revised list of the records of this office, showing the periods for which they should be retained. All other old and unimportant papers, periodicals, &c., may be sold as waste-paper.

ENCLOSURE.

List of the Records of the Stationery Office showing the periods for which they should be retained.

Description of Records.	To be retained.
1. Government orders received	Permanent.
2. Receipt registers (correspondence)	Do.
3. Despatch " "	Do.
4. Pay abstracts	For 25 years.
5. Leave statements sent to the Accountant-General	Do.
6. Ledgers	Do.
7. Copies of Europe invoices	Do.
8. Gazettes	For 20 years.
9. Almanacs	For 5 years.
10. Standing orders of His Excellency the Commander-in-Chief.	Do.
11. General orders of His Excellency the Governor in Council	Do.
12. Stock books	Do.
13. Receipt registers (stores)	Do.
14. Issue registers (stores)	For 3 years.
15. Contingent vouchers	Do.
16. Do. bills	Do.
17. Do. registers	Do.
18. Acquittance rolls	Do.
19. Treasury receipts	Do.
20. Bank receipts	Do.
21. Cash account current	Do.
22. Statement of service-books sold by Collectors	Do.
23. Indents for stationery	Do.
24. Do. for rubber stamps	Do.
25. Invoices	Do.
26. Ordinary letters received	For 1 year.
27. Army lists	Do.
28. Tonnage statements	Do.
29. Do.	Do.
30. Packer's books	Do.
31. Invoice registers kept by packers	Do.
32. Advice letters	Do.
33. Acknowledgment for printed forms	Do.

From F. C. HARRISON, Esq., Officiating Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 10th July 1897, No. 2106.

With reference to your endorsement, No. 1324, dated the 25th of June 1897, referring to me for remarks a list of Stationery Office records received with the Superintendent's letter, No. 926, dated 25th May 1897, I have the honour to state that the account documents therein referred to may, with the exception of the following, be retained for the periods entered against them:—

Items Nos. 12, 13 and 14, stock books, receipt and issue registers (stores) may be destroyed after 3 years, and

Item No. 21 (cash account current) after 25 years.

2. In fixing these periods and the periods for other records approved of in G.O., No. 104, Public, dated 4th February 1897, my chief aim has been to fix as few intervals as possible, at which the various kinds of records should be destroyed.

3 The letter from the Superintendent of Stationery and your endorsement on it are herewith returned.

ORDER—No. 942, Public, dated 15th July 1897.

The revised list submitted by the Superintendent of Stationery is approved subject to the alterations suggested by the Accountant-General—in regard to the account items Nos. 12, 13, 14 and 21—which have the concurrence of Government.

(True Extract.)

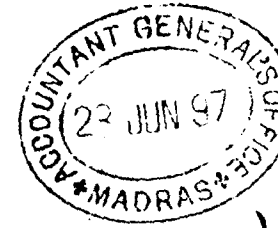
Chief Secretary.

To the Superintendent of Stationery.
" Accountant-General.

Exd. W. D'Moss.

Public (1897) Department.

CURRENT No.



From

The Superintendent
of Stationery
Madras

Order No. 1324725 June 1897

Referred to the Accountant

No. 926

General for favour of remarks
so far as account items
are concerned, with
advocence to P.O. N^o 104

Dated 25 May 1897

Received 26 } 5- 97
Registered 27 }

Recd by 24th February 1897

Enclosures one.

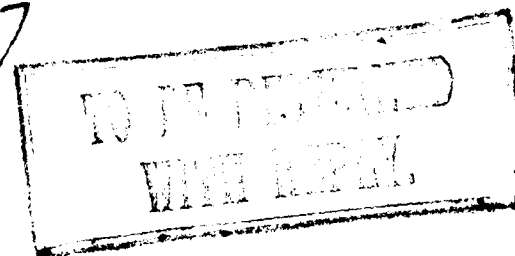
Spare copies

Subscribed

Chief Secretary

SUBJECT.

Submitting a revised list
of the records of this office
showing the periods for which
they should be retained



BACK PAPERS.

G.O.	No.	Department.	Date.
Go	1123	Pub	12-10-96
	311		19-3-97
	1272		3-12-96
R	1206		14-11-96
	1212		18-11-96
Go	104		-1-97
	624		23-8-96

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Public (1897) Department.

CURRENT No. 2106

From *Chief Secretary General*
 11. JUL. 1897
 GOVERNMENT OF MADRAS

Order

No. 2106

Dated 10th July 1897

Received 11
 Registered 12 } 7-97

Enclosures Pub. C. No. 1983/97
 Spare copies and enclos.

SUBJECT.

Returning the revised list
 of the records of the station-
 -ery office shewing the
 periods for which they
 should be retained
 with certain remarks
 so far as account-items
 are concerned

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

[G]
[H]

NOTE FOR THE CHIEF SECRETARY.

With ref to the
CS's note of 16.6.97 it
is submitted that the
Supt does not propose
to keep Army lists, further
evaluations for more
than 20 years. The
periods are 1 year,
20 years & 5 years. No
reference made to
him?

End to the Dept
file is submitted
below. CW 18/6/97

C.No.1983

FOR ORDERS

Please see the notes at **D** in G.O.No. 1123, Public, dated 12th October 1896. The Superintendent of Stationery was, in accordance with the Chief Secretary's instructions, requested to revise his list vide para. 5 of the order at **A**

The revised list is now submitted.

The periods of retention in the revised and original lists are compared below:-

Description of records	<u>Period of retention</u>	
	Original list	Revised list
Almanacs	Permanently	6 years ✓
Army lists	"	1 year ✓
Gazettes	"	20 years ✓
Standing Orders of H.E. the Commander-in-Chief.	"	5 years ✓
General Orders of H.E. the Governor in Council	"	5 years ✓
Govt. Orders received Receipt registers (correspondence) Despatch registers	"	Permanent ✓
Contingent vouchers ..	"	3 years ✓
Contingent registers ..	"	3 years ✓
Contingent bills	"	3 years ✓
Acquittance rolls	"	3 years ✓
Pay abstracts	"	25 years ✓
Leave statements sent to Accountant General	"	25 years ✓
Ledgers	"	25 years ✓
Copies of Europe invoices ..	"	25 years ✓

Treasury