

CHAPTER VIII

Procedure for Recording and Printing/Micro filming

I—RECORDING

168. (1) *Definition of recording*—Recording consists in arranging chronologically, referencing and paging the fresh papers in each case on which orders have been passed and binding the papers in the prescribed cover, thus forming a file. On this, the year, the file number, subject and a reference to previous correspondence, if any, is inserted. The flags should be removed and references to them erased, permanent references being substituted.

The Recorder should read the notes connected with unrecorded receipts and if any action has been omitted, he should draw the attention of the dealing Assistant to it. The responsibility, however, for seeing that every action has been taken before the case is sent to the recorder rests with the dealing Assistant.

169. (2) *When a case should be recorded or kept pending*—After a draft has issued, the file shall be sent by the despatcher to the Superintendent or Assistant concerned through the diarist, for the purpose of seeing whether all action has been taken and deciding whether the case should be recorded or kept unrecorded as a pending case. In the latter case a date should be fixed for the issue of a reminder if necessary. If orders have been passed and the case has been finally disposed of, or a reply is not expected for three months or more, it should be recorded. If replies are incomplete and the consideration of the case has been postponed pending their completion, or an intermediate reference has been made to which a reply may be expected within three months, the recording of the case should be deferred. In some cases, however, as for instance, when the papers have become numerous or bulky, or when they have been pending for a considerable time, it may be convenient to record them.

170. (3) *Record retention schedule*—(1) To ensure that files are neither prematurely destroyed nor kept for periods longer than necessary; every branch will :—

- (a) in respect of records connected with accounts, observe the instructions contained in Punjab Financial Rules as applicable to Government of Haryana.
- (b) in respect of records relating to establishment, personnel and house-keeping matters follow the schedule of periods of retention for records of this nature being issued separately.
- (c) in respect of records connected with the substantive functions, issue a schedule prescribing the periods for which files dealing with specified subjects should be preserved, in consultation with the Haryana State Archives.

(2) The above schedules should be reviewed at least once in 5 years.

(See new Record Retention Schedule for Records common to all Departments Published by Haryana State Archives Chandigarh in 1984.)

171. (4) *Classification of records* :—Files may be recorded under any one of the following classes :—

(1) Class 'A' meaning "keep and print or photostat/Micro film this classification will be adopted for;

(a) files of historical importance such as those listed in part 'B' of Appendix I; and

(b) files which qualify for permanent preservation for administrative purposes (vide part 'A' of Appendix I) and which have to be printed or photostat/Microfilmed because they contain:

(i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum; or

(ii) material likely to be required for frequent reference by different parties.

(2) Class 'B' meaning "keep but do not print or photostat.— this class will cover files required for permanent preservation for administrative purposes, such as those listed in part 'A' of Appendix I, but not containing material of the kind mentioned in (i) or (ii) of sub-para 1 (b) above.

(3) Class 'C' meaning "keep for specified period only".—This class will include files of secondary importance and having reference value for a limited period not exceeding 10 years.

172. 5. *Classification of cases to be recorded.* (1) The Superintendent is responsible for the correct marking on the draft of the class of proceedings A.B. or C in which the correspondence is to be recorded or filed. If the decisions in the file are of such importance that it should be got printed in extenso, an indication to this effect should be given on the file.

(2) The importance of classifying papers with care is enjoined on Superintendents. Carelessness in this respect leads not only to important papers classified as 'C' being destroyed, but also to congestion in the record shelves of ephemeral papers which ought to be destroyed.

(3) As regards the procedure for the destruction of papers of ephemeral nature, Branch Officers should scrutinize all closed files which have been lying in the branches under them for a year or more and destroy all ephemeral files which have been closed after making a note in the file register. Papers of short lived utility or of fleeting interest e.g. correspondence pertaining to supply of copies, circulars etc. received from various branches which do not delineate any policy may be destroyed after noting the fact in the Diary itself.

173. 6. *Procedure for recording.* —(1) After action on a file has been completed, the dealing official will:

(a) State the fact of completion of action on the file;

(b) suggest the appropriate classification of record vide para 7 and in the case of class 'C' files, also specify the retention period and the year of review;

- (c) where necessary, revise the title of the file so that it describes adequately the contents at that stage;
- (d) If the title has been revised, under line the catchword under which the title should be indexed.
- (e) Indicate on the file's cover whether any of the decisions contained in the file is or is not to be noted.
- (f) Remove from the main file, routine papers.
- (g) In respect of class 'A' files proposed to be printed, edit the file in accordance with the existing instructions and suggest the number of copies to be printed;
- (h) Complete all references and, in particular, mark previous and later references on the subject, on the file cover.
- (i) Initial the entries on the file cover; and
- (j) Submit the file to the Section Officer/Supdt.

(2) After satisfying himself that no action is pending on the file, the Section Officer/Supdt will:

- (a) Approve or modify the action proposed in (b) to (g) of sub-para (1);
- (b) Ensure that action in respect of (h) and (i) of sub-para (1) has been taken;
- (c) Sign on the notes portion and initial entries on the file cover;
- (d) If the file is proposed to be recorded under Class 'A' obtain the approval of the Branch Officer; and
- (e) Pass on the file to the recorder.

(3) The recorder will :

- (a) Complete columns 4 and 5 of the file register and where necessary, correct the entry in column 2 thereof;
- (b) Enter the file number in column 2 of the register for watching progress of recording (Appendix 2).
- (c) Write the word 'recorded' prominently in red ink, across the entries in the file movement register;
- (d) Ink page numbers and other references (except references to alphabetical slips) made in pencil;
- (e) Indicate the year of review on the file cover in respect of class 'c' files;
- (f) Prepare fresh cover, where necessary, with all the entries already made thereon;

(g) Submit the files to the Deputy Superintendent / Superintendent who will satisfy himself that the file has been properly recorded, and will sign the outer cover and return the file to the Record Clerk;

(h) Hand over the file to the daftri after putting the initials on the file cover.

(4) The Daftri will repair the damaged papers, if any, stitch the file and submit it to the Section Officer/Suptd.

(5) After satisfying himself that the file has been properly recorded, the Section Officer/Suptd. will sign the outer cover and return the file to the recorder.

(6) The recorder will enter the file number in column 4 of the register for watching progress of recording and send the files to the record room.

174. (7) *Custody of records*.—(1) Files transferred by a branch to the record room will be accompanied by a list of files (Appendix 5) in duplicate. The record room will verify that all the files mentioned in the list have been received, retain one copy of the list and return the other, duly signed to the branch concerned. In the record room, these lists will be kept branch-wise in separate file covers.

(2) The record room will maintain a separate record review register (Appendix 3) for each year and a few pages will be allotted in it for each branch. Class 'C' files of a branch marked for review in a particular year will be entered in the pages earmarked for the branch in the register of that year.

(3) Files surviving the review under taken on their attaining the 25th year of life will be stamped prominently as 'transferred to State Archives' and retired to the State Archives. Files transferred to the State Archives will be accompanied by a list of files (Appendix 4) in duplicate, one copy of which will be returned by the State Archives, duly signed, to the record room.

175. (8) *Review and weeding of records*.—(1) No file other than ephemeral files will be weeded out without first reviewing its contents.

(2) A class 'C' file will be reviewed on the expiry of the specified retention period and depending on the merits of the case, will be;

(a) Weeded out ; or

(b) Retained for a further period not exceeding 10 years from the year of its closing at the end of which it will be weeded out without any further review; or

(c) Upgraded to class 'B' files with the approval of the branch officer.

(3) Class 'A' and class 'B' files will be reviewed on attaining the 25th year of their life in consultation with the State Archives. In these reviews, the need for revising the original classification of class 'B' files may also be considered.

(4) The year of review of class 'C' files will be reckoned with reference to the year of their closing and that for class 'A' and class 'B' files with reference to the year of their opening.

(5) Beginning in January each year, the record room will send to the branches concerned, files due for review in the preceding year together with a list of files in the form at Appendix 7.

(6) Files received for review will be examined by, or under the directions of the Section Officer/Supdt. concerned and those no longer required will be marked for destruction. Other files may be marked for Further retention vide sub paras 2 & 3

(7) After review, the recorder will make entries of revised classification/retention period in the file register and return them to the record room along-with the list (Appendix 5)

(8) The record room will :—

(a) Transfer class 'A' and class 'B' files surviving the review under taken at the 25th year of their life vide sub-para (3) above, to the State Archives.

(b) In the case of other files:

(i) Destroy those marked for destruction after completing column 4 of the list of files (Appendix 4).

(ii) Restore the rest i.e. those marked for further retention, to the record stocks after making the required entries in the record review register in the case of class 'C' files.

(9) Records not falling within the category of files e.g. publications, spare copies of circulars, orders will also be subjected to periodic review as at suitable intervals and those no longer needed, should be weeded out. To facilitate such reviews each branch may maintain a register in the form at Appendix 6.

176. Requisitioning of records.—(1) No recorded file will be issued from the record room or Archival records except against a signed requisition in the form of Appendix 7.

(2) The requisition will be kept in the place of file issued.

(3) If the requisitioned file is one that has been photostated or printed/microfilmed, normally a photostated or printed copy and not the original will be issued to the requisitioning branch.

(4) If the requisitioned file is initially obtained for being put up in one case is subsequently put up on another, a fresh requisition should be sent to the record room for replacing the original requisition which will be returned to the party concerned.

(5) On return, the requisitioned file will be restored to its place and the requisition returned to the branch/official concerned.

(6) File obtained by a branch from the record room will normally be returned within 3 months. If they are not received back within the period, the record room