

Refer to Letter No. 1/1/89-2AR dated 26/9/89 (Page 56 of this Manual)

RECORD RETENTION SCHEDULE

FOR RECORDS

COMMON TO ALL DEPARTMENTS



GOVERNMENT OF HARYANA

HARYANA STATE ARCHIVES, CHANDIGARH

1984

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GOVERNMENT OF KARNATAKA

KARNATAKA STATE ARCHIVES, CHANDIGARH

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INSTRUCTIONS

1. Retention period for records (other than files), e.g. registers, for which no files are to be opened have been shown under the appropriate group heading at the end.
 2. Retention periods for records common to all departments, but not relating to establishment and house-keeping work, have been shown at the end of the schedule, e.g. bill, acts and ordinances.
 3. Unless, otherwise, stated, the records described in column 1 of the schedule refer to files.
 4. The retention period specified in the column 2 in the case of a file, is to be reckoned from the year in which the file is closed (i.e. action on the file is completed) and not from the year in which it is recorded.
 5. In the case of records other than files, e.g. registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
 6. If a record relates to two or more subjects for which different retention period have been prescribed, it will be retained for the highest of such periods.
 7. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
 8. If a record is required in connection with the disposal of another record, the former will not be weeded out until all the issues raised on the later have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention period initially marked on such record should be consciously reviewed and, where necessary revised suitably.
 9. In the case of files on which instructions or office orders are issued the retention period mentioned in the schedule is subject to keeping a copy of instructions or office order in the collection file/register.
 10. In the case of files on which printed material is kept in the retention period is subject to keeping a copy of the printed material in the Departmental Library as well as in the State Archives.
 11. In the schedule a single asterisk (*) mark denotes : "Permanent" in the case of departments issuing the orders and instructions; other departments need keep only the standing orders, weeding out the superseded ones, as and when they become obsolete, and double asterisk (**) mark denotes "Subject to a suitable entry being made in the appropriate service records" (i.e. service book or service card) and an authenticated copy of the record/report/order being kept in the service book/personal file.
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PREFACE

With the formation of the State of Haryana in November, 1966, a huge bulk of old records was transferred to the Government of Haryana by the Punjab Government. It also included a large number of files which were subsequently opened and recorded. Although a provision for retention and weeding of the files existed in para 52 of the Secretariat Instructions, the State Government gave further thought to the matter after the setting up of Haryana State Archives in 1975. It was seen that the Government of India had prepared a detailed Record Retention Schedule applicable to all Ministries and Departments. Taking the Retention Schedule of the Government of India as the base, the Archives Department of the State advised the Government to revise the entire Schedule of retention periods prescribed for records which were common to all Departments. The State Government constituted a Working group, under the Chairmanship of the Commissioner and Secretary to Government, Haryana, Archives Department, vide their notification dated 15-2-1977. This working Group included representatives of the Secretariat Establishment and General Administration Department, Law and Legislative Department and the Finance Department, besides the Director Archives as its member. The Deputy Director Archives, was appointed the Member-Secretary. The Working Group held 5 meetings and prepared a Schedule which covers practically all aspects of records management which are common to all the Secretariat Departments as well as other offices of the State Government. In preparing this Schedule extensive use of the record retention schedule prepared by Government of India was made and the same is hereby acknowledged. I am sure this Schedule will greatly facilitate the proper recording of files and I also fervently hope that all concerned will refer to the Schedule frequently to derive fullest benefit from it.

Suggestions, including intimation of any errors or omissions that might have crept into the schedule, would be gratefully received and acknowledged by the Archives Department.

L. M. Jain, I.A.S.,
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FOREWORD

With the increased archival awareness in the country it has become extremely necessary to manage the public records properly on scientific lines. Even though para 52 of the Secretariat Instructions contains guidelines regarding retention period of various categories of files, it has been felt that the same was not adequate to deal with the problem, in view of the manifold expansion in the activities of the Government Departments. Therefore, it was considered necessary to prepare a record retention schedule which would be applicable to all Departments of the State Government on the pattern of the Record Retention Schedule prepared by the Central Government for its Ministries and Departments. This Schedule should prove extremely helpful to all Departments of the Government in managing their records properly. I do hope that they will give due importance to this matter and while regularly appraising their records at the appropriate time, keep with them only such records which are necessary to be retained for their current use or for archival preservation.

P. P. Caprihan

Chief Secretary to Govt., Haryana,
Chandigarh.