

GOVERNMENT OF HARYANA

ARCHIVES DEPARTMENT

ARCHIVAL POLICY RESOLUTION

For long the Government of India have been trying to enact a Central Law that could take care of the records of the Union and State Archives, but it could not be done as the Indian Constitution was required to be suitably amended and the subject of Archives entered in the Concurrent List. The Government of India, therefore, issued an Archival Policy Resolution and defined the responsibilities of the National Archives of India as also the Record Rooms of various Ministries of the Government of India for proper preservation, transfer and maintenance of Public Records. The Haryana State Government, nonetheless, has always taken keen interest in the scientific preservation, maintenance and management of the records of the State Government. The State Government undertakes to define and regulate the responsibilities of the Government Departments, and all offices of the State Government for custody, care and management of records in their possession, for selection and retirement of records of permanent value to the State Archives, laying down the responsibilities of the State Archives in respect of Public Records in its custody and also those with other Departments and Offices, and prescribing the limits and conditions governing reasonable public access to the records retired to State Archives for purpose of research. Government of Haryana have approved the measures set out below :—

1. These measures will extent to the records of (i) all the Departments and offices of the State Government, (ii) all Committees and Commissions set up by them, (iii) the Haryana Public Service Commission and the Subordinate Services Selection Board,

Haryana and (iv) such of the attached and subordinate offices of Departments/Offices as may be determined from time to time, but not to the records of the High Court or any other Judicial Courts, the Accountant General Haryana, Election Officer and the Legislative Assembly or of Autonomous bodies set up by the State Government, including State Undertakings and Enterprises. It would, however, be open to any of the above excluded bodies to seek the assistance of the Haryana State Archives in any matter coming within the scope of the Resolution and to retire their non-current records of permanent value to it, if they so desire, at any time, in consultation with the Haryana State Archives. The term 'Records' for this purpose would include documents, rolls, cadices, sheets, files, dossiers, volumes, microfilms, photographs, charts, plans, diagrams, maps, paintings, sound records, lal kitabs, pothles, geneologies, writings on metal (Tamra-patra) or palm leaf etc.

2. The Departments/Offices coming within the purview of this Resolution will be responsible for their current and semi-current records, periodicals appraisal and elimination of ephemeral records and for orderly and systematic transfer of records of permanent value to the Haryana State Archives.

3. The Secretariat Record Rooms and the Departmental Record Rooms or Record Rooms in various offices in district should be placed in the charge of properly trained, suitable and responsible full time staff (until adequate arrangements of training are not made at the State Archives, the staff working in the Record Rooms/Offices can be trained at the National Archives of India, New Delhi).

4. The Officer-in-charge, Secretariat Record Room and the Departmental Record Officers should be responsible for proper maintenance and management of the Records entrusted to their care for compilation and periodic revision of Retention Schedules of

the Functional files of the Department for appraisal and weeding of records in accordance the procedure laid down, for compilation and issue of annual Indexes to Records for compilation and annual supplements to it, for maintenance of general liaison with State Archives, and for tendering advice generally on all matters pertaining to record management to all branches/sections within the Department/Office/Directorate.

5. Retention Schedules, indicating the periods for particular classes or categories of records should preserved, shall be drawn by the Departmental Record Officers in consultation with the Analyst and or State Archives and should be got approved by the Administrative Department concerned. The schedules should be revised once in ten years to ensure that adequate notice is being taken of the changing and expanding activities of the Department/Office.

The authority given to Departmental Record Officer to draw up Retention Schedules in consultation with the Analyst and of the Haryana State Archives should not, however, over-ride the instructions and provisions contained in the Secretariat Instructions. The Officers dealing with the records at appropriate levels will have to take decisions regarding the period of retention of different records. The function of the Departmental Record Officer will be only advisory.

6. All records and files selected for permanent preservation should be transferred to the Haryana State Archives three years after being closed or recorded subject to the following limitations :-

- (a) Files bearing any Security classification should not be transferred to the State Archives.
- (b) The Governor's Secretariat, the Cabinet Secretariat, the Chief Minister's Secretariat, the Haryana Public Service Commission and the Subordinate Services Selection Board,

Haryana, may prescribe a period longer than 3 years for the transfer of their non-confidential records.

(c) Any individual file or record series may be retained by a Department/Office or Directorate beyond the stipulated period for any reason subject to the State Archives being appraised of the position.

(d) Classified files remaining un-transferred to State Archives at the end of the stipulated period should be appraised once in five years with a view to down grading them and downgraded files fit for permanent preservation transferred to State Archives.

(e) Files once transferred may be withdrawn from the State Archives by the Department/Office or Directorate concerned for a stipulated period, apprising the State Archives of the reasons for taking such action.

(f) The Administrative Department would have sole authority to decide on the consigning of particular records of the attached and subordinate Offices/Directorates to the State Archives.

7. Records pertaining to a body becoming defunct with no successor taking over its functions, should be transferred to the State Archives soon after the body is defunct.

8. No records more than 30 years old should be destroyed.

9. The Director of Archives will be responsible for the custody, proper care and management of all records received in the State Archives.

10. The Director of Archives may receive public records of any public office or organisation falling outside the scope of this Resolution or papers of historical, administrative, cultural, literary, research value with private institutions and individuals, subject to the conditions mutually agreed upon.

11. The Director of Archives may acquire for permanent custody or for a stipulated period any file/files of any public office or organisation through the Administrative Department, which he considers to be important from the National or State point of view.

12. The Director of Archives is required to co-ordinate and guide all operations connected with public records in respect of their administration, preservation and elimination with a view to ensure that the records of permanent value are not destroyed and are transferred to the State Archives at the appropriate time.

13. The Director of Archives will tender such advice and render such assistance as may be possible to officers and instructions in the State falling outside the scope of this Resolution in respect of technical problems bearing on record management.

14. The Director of Archives will be responsible for attending to ancillary matters, such as Archival Commission and Committees, archival publications, compilation of the National Register of Private Records and organising exhibitions and for developing general archival consciousness in the State.

15. The Director of Archives will submit a report to Government every year on the management of public records, with particular reference to the actual working of the record management system.

16. All non-confidential public records, transferred to the State Archives, of period prior to the 31st December, 1945, and prospectively all such records more than 30 years old, will be open to bonafide Research Scholars subject to such exceptions and restrictions as may be found necessary by the Departments concerned in consultation with the Director of Archives, Haryana State Archives.

17. The Departments/Offices and Directorates, may in consultation with the Haryana State Archives grant special access to records not transferred to the Haryana State Archives.

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