



Swarna Jayanti Haryana Institute For Fiscal Management

अक्षय स्मृति

HARYANA STATE ARCHIVES-POLICY

2026

दस्तावेजों में संजोई विरासत का संरक्षण



Prepared by State Support Mission, Haryana

for and in consultation with Archives Department, Haryana

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We Are State Support Mission

Swarna Jayanti Haryana Institute For Fiscal Management (SJHIFM)

Overview

The State Support Mission (SSM) is a Central Sector initiative of NITI Aayog designed to strengthen Centre-State collaboration through institutional capacity building and governance reforms. It supports States/UTs in establishing State Institutions for Transformation (SITs) as multidisciplinary think-and-do tanks for evidence-based policymaking.

In Haryana, this role is undertaken by the Swarna Jayanti Haryana Institute for Fiscal Management (SJHIFM), designated as the Haryana State Institution for Transforming (HSIT).

Key Objectives of SSM

- Strengthen policy formulation and long-term strategic planning
- Promote data-driven governance and robust Monitoring & Evaluation (M&E) systems
- Identify growth drivers and development enablers
- Enable evidence-based decision-making
- Foster knowledge sharing and inter-state learning
- Encourage partnerships with academia and development institutions

SJHIFM as HSIT : Institutional Role

Established in 2016 under the Planning Department, Government of Haryana, SJHIFM serves as a Centre of Excellence in public policy, economics and fiscal management. Under SSM, it acts as the State's nodal institution for transformation and reform.

Core Functions

- Policy Support: Strategic inputs for sectoral reforms
- Data & M&E: Development of dashboards and evaluation frameworks
- Capacity Building: Training and skill development of officials
- Research & Innovation: Sectoral studies and pilot initiatives
- Convergence: Strengthening inter-departmental coordination
- SDG Integration: Aligning policies with SDGs and Viksit Bharat@2047

Strategic Significance

The SSM-SJHIFM convergence provides Haryana with a dedicated institutional mechanism for policy support, enabling data-driven governance, faster decision-making, improved coordination and alignment with national development priorities and SDG goals.



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1. EXECUTIVE SUMMARY

“Akshay Smriti – Haryana State Archives Policy”

The Archives Department, Government of Haryana, is the custodian of an extensive and invaluable documentary heritage comprising nearly 3 crore (30 million) records, including over 1,300 rare manuscripts, historical photographs, newspapers, maps and official government documents, with a legacy dating back to 1822. These records represent the State’s rich historical, cultural and administrative evolution and serve as critical resources for governance, research and public knowledge.

At present, a substantial portion of these records is stored in traditional formats such as bundles and boxes, making them vulnerable to deterioration, environmental damage and potential loss. Simultaneously, access to these records remains limited, restricting their effective utilization. Despite these constraints, there is a consistent and growing demand for archival resources, with approximately 30–35 researchers annually approaching the department, including scholars from across India and abroad.

Recognizing the need for a structured policy framework and enhanced public engagement, the Archives Department, Haryana submitted a request for the formulation of a comprehensive Archives Policy along with an outreach programme. In response, the responsibility for conceptualizing and drafting the policy was entrusted to the State Support Mission (SSM), Swarna Jayanti Haryana Institute for Fiscal Management (SJHIFM).

SSM undertook extensive groundwork, including district-level consultations through participation in events, conducted consultations with the Archives Department, Haryana and inter-state engagements, to assess stakeholder needs and identify good practices. These consultations highlighted a strong interest among citizens, researchers and academic institutions in accessing archival materials. It was also observed that many citizens possess valuable historical documents, which, if systematically collected and preserved, could significantly enrich the State’s archival repository. Interactions with other States further enabled the incorporation of proven practices in archival modernization, digitization and outreach.

Based on these insights, the “Akshay Smriti – Haryana State Archives Policy” has been developed as a transformative initiative to modernize archival systems and democratize access to knowledge. The policy focuses on key pillars including scientific preservation, large-scale digitization, development of an online access platform, standardization of record management practices, institutional capacity building and citizen participation.

Beyond its core objectives, the policy aligns with broader national and global priorities. It contributes to the Sustainable Development Goals (SDGs)—particularly SDG 4 (Quality Education) by enabling experiential learning and research; SDG 8 (Decent Work and Economic Growth) by fostering opportunities in archival and heritage management; and SDG 16 (Peace, Justice and Strong Institutions) by strengthening transparency, accountability and access to information. These linkages are also reflected in the SDG Budget Alignment Report 2024-25, which underscores the value

of investing in heritage and knowledge institutions as part of broader development strategies.

The policy is also aligned with the National Education Policy (NEP) 2020, which emphasizes experiential learning and the promotion of the Indian Knowledge System (IKS). Archives serve as critical repositories of primary sources that underpin IKS, while also functioning as dynamic learning spaces through internships, research projects and academic engagement, thereby fostering culturally rooted and globally aware citizens.

While primarily aimed at strengthening the Archives Department through modernization, capacity building and enhanced outreach, the policy has wider significance. It positions archival preservation not merely as a cultural responsibility but as a strategic investment in sustainable and inclusive development, ensuring that Haryana's documentary heritage is preserved, accessible and meaningful for present and future generations.

Strategic Objectives

The overarching goal of this policy is to modernize and strengthen the functioning of the Department of Archives, Haryana through a multi-pronged approach.

The strategic objectives are designed to promote archival awareness, preserve historical records, build institutional capacity and engage citizens and scholars alike.

The key strategic objectives of the Policy are as follows:

• **Preservation and Conservation of Archival**

Heritage: To ensure the long-term preservation of fragile and historically significant documents, manuscripts, photographs and other archival materials through modern conservation and restoration techniques.

- **Digital Transformation and Accessibility:** To promote digitization of archival records for enhanced accessibility, efficient retrieval and protection against physical deterioration, enabling greater public and academic use.
- **Human Resource Development:** To build and enhance the professional capacity of archivists, staff and aspiring professionals through structured



internship programs, skill development initiatives and exposure to good practices.

- **Public Outreach and Awareness:** To cultivate public interest in archival resources by undertaking outreach initiatives, mobile exhibitions and educational programs through a specially equipped outreach van.
- **Recognition and Motivation:** To acknowledge the contributions of archivists and encourage excellence in the field through awards and recognition programs.
- **Collection Development through Public Participation:** To actively appeal to individuals, families and institutions in possession of historically valuable records to donate or deposit them with the department, enriching the archival holdings.
- **Quality Assurance and Standards Compliance:** To implement a rigorous quality check mechanism for digitized and conserved records to ensure authenticity, completeness and technical excellence.
- **Institutional Strengthening and Sustainability:** To establish a robust administrative and operational framework for sustained archival development, project monitoring and integration with national and international archival networks.

Key Components

1. **Digitization & Digital Repository Scheme:** Focussing on preserving and enhancing access to archival materials through systematic digitization and conservation. The initiative aims to safeguard heritage content while making it digitally accessible to researchers and the public. The scheme will cover infrastructure upgrades and hiring of specialized agency through proper government procedures.

2. **Structured Internship Prog.:**

Introduction of a formal internship program to engage students, researchers, heritage archivists in hands-on

archival work. This initiative aims to create pathways for talent development, academic collaboration and future employment in the heritage sector.

3. **Capacity Building and Outreach:** The programme will focus on training government officials, building professional archival expertise and expanding public outreach initiatives, including innovative communication tools such as



Mobile Archival Exhibitions and Awareness Vans. A specially designed mobile unit will serve as a traveling archive and exhibition platform, bringing historical records, educational content and interactive displays to institutions, community centres and remote areas. This will significantly widen public access and awareness. A sustained public appeal may also be launched to encourage individuals, families and institutions to donate historically significant documents, photographs, manuscripts and other materials. These contributions will help enrich the department's holdings and ensure diverse representation in the archival record.

- 4. Recognition of Distinguished Archivists:** Establishing a formal mechanism to honour archivists who have made significant contributions to the field. This recognition will help elevate the status of the profession and inspire excellence within the archival community.

2. PREAMBLE

2.1. BACKGROUND

The State of Haryana, since its formation in 1966, has witnessed significant socio-economic transformation across sectors such as agriculture, industry, urban development, infrastructure and governance. Over the decades, this progress has resulted in the generation of vast volumes of records by Government departments, boards, corporations, local bodies, universities and other public institutions. These records collectively constitute the documentary memory of the State and serve as critical evidence of administrative decisions, policy evolution, financial transactions, land ownership, judicial matters and developmental initiatives.

The Archives Department, Government of Haryana, is presently the custodian of an extensive repository of nearly 3 crore (30 million) records, including over 1,300 rare manuscripts, with a legacy dating back to 1822. This repository comprises a wide range of materials such as rare manuscripts, historical photographs, newspapers and periodicals, maps and official government documents, reflecting the State's rich historical, cultural and administrative heritage.

However, archival functions in the State are currently being carried out in the absence of a comprehensive and consolidated policy framework governing records management, preservation standards, digitization protocols, access norms and institutional responsibilities. The lack of standardized procedures has resulted in several systemic challenges, including:

- Inconsistent record retention and weeding practices across departments
- Inadequate infrastructure for scientific preservation
- Limited digitization and absence of uniform metadata standards
- Risk of deterioration, loss, or accidental destruction of valuable public records
- Restricted public access and underutilization for research and knowledge dissemination

At the same time, there is a growing demand for access to archival resources. Researchers, academicians and scholars from across India and abroad regularly seek to study Haryana's historical and socio-economic evolution, with approximately 30–35 researchers annually approaching the State Archives. This indicates both the value of these records and the need to make them more accessible and usable.

Archives play a pivotal role in strengthening governance, preserving cultural continuity and enabling knowledge creation. Their relevance extends to broader national and global priorities, including promoting transparency and accountability in governance, supporting educational advancement and contributing to the objectives of the National Education Policy (NEP) 2020 and the Sustainable Development Goals (SDGs). By safeguarding historical records and ensuring their accessibility, archives not only protect the collective memory of society but also serve as authentic resources for research, learning and informed decision-making.

In the context of expanding e-governance systems, increasing public demand for transparency and the growing importance of digital recordkeeping, the need for a structured and future-ready archival management framework has become urgent. A formal policy is essential to establish clear roles, responsibilities, standards and timelines, while ensuring uniformity, efficiency and accountability across departments.

Accordingly, this Archives Policy has been conceptualized to address these gaps and to establish a modern, efficient and technology-enabled archival ecosystem for Haryana. The policy aims to ensure systematic preservation, enhanced accessibility and optimal utilization of archival records, thereby strengthening governance, promoting research and preserving the State's rich heritage for future generations.

2.2. IMPORTANCE OF ARCHIVES IN GOVERNANCE, TRANSPARENCY, RESEARCH AND CULTURAL PRESERVATION

Archives serve as the collective memory of a nation. They preserve records of enduring value that reflect the administrative, cultural, economic and social development of a society. In governance, archives ensure transparency, support evidence-based decision-making and uphold citizens' right to information. For researchers and historians, archival material is invaluable in reconstructing accurate historical narratives.

Beyond administrative utility, archives are vital for preserving cultural heritage. Manuscripts, photographs, maps, government records, personal papers and institutional documents collectively tell the story of a region's identity and evolution.

Importantly, archives also contribute to broader priorities; they resonate with SDG 4 SDG 8 & SDG 16 and complement the National Education Policy (NEP) 2020 by supporting experiential learning and integrating the Indian Knowledge System (IKS) into education.

Archives are not merely repositories of old files; they are instruments of governance, accountability and collective memory. Their importance may be viewed across the following dimensions:

a) Governance and Administrative Continuity: Public records form the legal and administrative backbone of the State. They provide documentary evidence of decisions, policies, rights and obligations. Efficient archival management ensures:

- Institutional memory for informed policymaking
- Continuity across changes in leadership and administration
- Legal defensibility of government actions
- Reliable reference material for audits and reviews

b) Transparency and Accountability: In a democratic system, preservation and accessibility of public records strengthen transparency. Archives:

- Support compliance with transparency frameworks
- Facilitate citizen access to historical government decisions

- Promote accountability in public administration
- Strengthen trust between the State and its citizens

c) Research and Knowledge Creation: Archival records are invaluable primary sources for scholars, researchers, students, policymakers and journalists. They contribute to:

- Historical research
- Socio-economic analysis
- Urban and rural planning studies
- Policy evaluation
- Legal and genealogical research

The availability of organized and digitized archives enhances Haryana's academic and intellectual ecosystem and encourages research partnerships with universities and institutions.

d) Cultural and Heritage Preservation: The archival heritage of Haryana reflects its rich civilizational legacy, social movements, administrative evolution, land reforms, agricultural transformation and cultural identity. Preserving records safeguards:

- Historical manuscripts and documents
- Maps, gazetteers and rare publications
- Personal papers of eminent personalities
- Audio-visual heritage

Archives serve as custodians of the State's documentary heritage and contribute to cultural pride and identity formation.

2.3. EXISTING CHALLENGES

Despite their importance, archives in many regions face persistent challenges that limit their effectiveness and public value:

- **Physical Deterioration of Records:** A significant portion of archival material is vulnerable to damage due to age, improper storage and environmental conditions, with limited conservation efforts in place.
- **Limited Digitization:** A large volume of records remains undigitized, restricting access and increasing the risk of permanent loss due to physical decay or disasters.
- **Limited Public Awareness:** Many citizens are unaware of the existence or relevance of archives, resulting in low public engagement and poor inflow of privately held historical material.

- **Underutilized Infrastructure:** Archives often operate in outdated facilities with limited technological support, restricting access, digitization and preservation efforts.
- **Human Resource Gaps:** There is a dearth of trained archivists and conservation professionals and limited opportunities for staff development and knowledge enhancement.
- **Outreach Deficit:** Physical and social outreach efforts remain minimal, particularly in rural and underserved areas, leading to a disconnect between archives and the public.
- **Lack of Recognition:** The contributions of archivists are rarely acknowledged formally, leading to low morale and limited professional growth opportunities.
- **Fragmented Collection Development:** There is no structured mechanism to appeal for and process archival contributions from private individuals or organizations, resulting in the potential loss of valuable historical materials.

2.4. RATIONALE FOR FORMALIZING ARCHIVAL MANAGEMENT IN HARYANA

The formalization of archival management through a comprehensive policy is justified on the following grounds:

- a) Standardization Across Departments:** A uniform framework will harmonize record classification, retention schedules, digitization standards and transfer procedures across all public institutions.
- b) Legal Certainty and Compliance:** A structured policy, supported by legislative backing such as the proposed Haryana Public Records Act (PRA), will clearly define responsibilities, compliance obligations and penalties for non-adherence.
- c) Risk Mitigation and Disaster Preparedness:** Scientific preservation standards and disaster management protocols are necessary to protect records from fire, flood, pests, technological obsolescence and cyber threats.
- d) Digital Transformation:** With the rapid adoption of e-governance platforms, archival systems must transition from paper-based repositories to integrated digital archives with secure storage, indexing and public access interfaces.
- e) Public Engagement and Outreach:** A formal policy will enable structured initiatives such as internships, outreach programs, recognition awards, voluntary contributions campaigns and mobile archival exhibitions to promote public participation.
- f) Institutional Strengthening:** The policy will establish clear governance structures, advisory mechanisms and monitoring frameworks to ensure accountability and measurable outcomes.
- g) Alignment with National and Global Good Practices:** Modern archival governance demands compliance with metadata standards, digital preservation

norms and professional archival practices consistent with national and international benchmarks.

In view of the foregoing, the Government of Haryana considers it necessary to adopt a comprehensive Archives Policy to ensure systematic preservation, digitization, accessibility and promotion of the State's documentary heritage. A well-designed scheme will not only improve the efficiency and reach of the Archives Department but also foster greater public trust, participation and pride in the preservation of shared history and heritage. This policy seeks to institutionalize archival management as a core governance function and to transform archives into dynamic knowledge resources for administration, research and society at large.

2.5. SUMMARY OF STAKEHOLDER CONSULTATIONS AND INTER-STATE LEARNING

In the course of formulation of this Archives Policy for Haryana, a consultative and evidence-based approach was followed to ensure that the proposed framework reflects contemporary archival standards, administrative requirements and proven governance practices.

Recognizing that several States have implemented progressive measures in archival modernization, digitization, outreach and legislative reform, structured stakeholder consultations were conducted. As part of this process:

- Archives Department officials and subject-matter experts from different States were invited for knowledge-sharing interactions and deliberations.
- Detailed discussions were held on legislative frameworks, digitization strategies, preservation infrastructure, internship models, public outreach initiatives and recognition mechanisms.
- Comparative assessments were undertaken to examine operational challenges, financial models, institutional arrangements and technology solutions adopted in other jurisdictions.

The consultations yielded valuable insights into the following areas:

- 1. Digitization Frameworks:** Phased digitization planning, prioritization of fragile and historically significant records, metadata standards and digital repository management systems.
- 2. Legislative and Regulatory Structures:** Design and implementation of Public Records legislation, compliance mechanisms, inspection procedures and accountability provisions.
- 3. Internship and Capacity Building Models:** Structured academic collaborations, skill-based training modules and professional development initiatives.

- 4. Public Outreach Mechanisms:** Deployment of mobile archival exhibitions, district-level awareness campaigns and citizen engagement initiatives.
- 5. Recognition and Incentive Schemes:** Institutional awards and acknowledgment frameworks for archivists and contributors to documentary heritage.
- 6. Voluntary Contribution Systems:** Protocols for acquisition of private papers, donor agreements, digitization-and-return models and documentation of provenance.

The deliberations also highlighted common challenges, including backlog of legacy records, infrastructure constraints, need for specialized human resources and the transition to secure digital preservation systems. These inputs have informed the design of context-appropriate and scalable policy provisions.

The present Policy framework thus reflects insights drawn from inter-state knowledge exchange and comparative analysis, suitably adapted to the administrative structure and functional requirements of Haryana.

Further, provision is envisaged for continued benchmarking and periodic review to incorporate emerging good practices, technological advancements and evolving professional standards in archival governance.

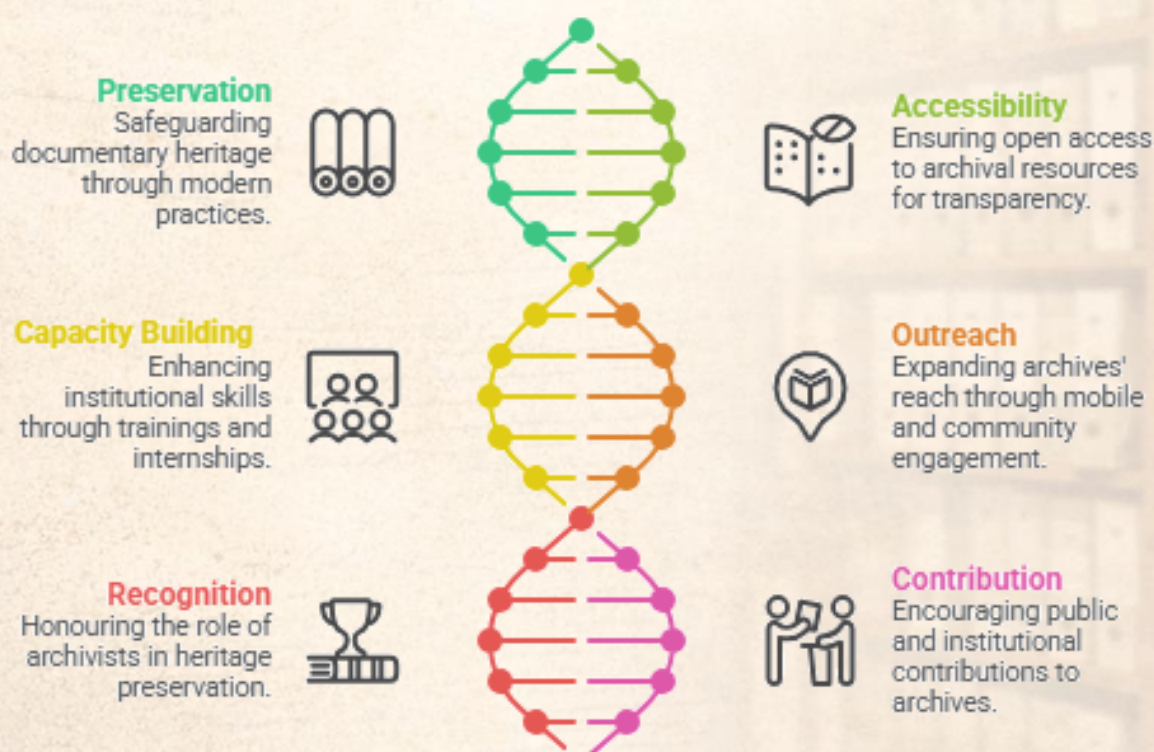
3. VISION, MISSION AND OBJECTIVES

Vision

To transform the Archives Department into a dynamic, accessible and inclusive institution that safeguards documentary heritage, supports transparent governance and fosters a deeper public connection with history and culture.

Mission

- To preserve, protect and promote the documentary heritage of the region through modern archival practices and inclusive collection strategies.
- To promote transparency, historical literacy and informed citizenship by ensuring easy and open access to archival resources.



- To enhance institutional capacity through structured internships, professional trainings and knowledge exchange.
- To expand the reach and relevance of archives through mobile outreach, community engagement and public education.
- To recognize and honour the vital role of archivists in nation-building and heritage preservation.
- To encourage citizens, scholars and institutions to contribute historically significant material for public benefit and scholarly access.

Objectives

The specific objectives of the Archives Policy shall include, but not be limited to, the following:

1. Institutional:

- a) To establish a clearly defined governance and administrative framework for archival management in the State.
- b) To designate and empower competent authorities, including State Archivist and Departmental Record Officers.
- c) To create advisory and monitoring mechanisms for policy implementation.

2. Legal and Regulatory:

- a) To provide statutory backing to archival functions through enactment of appropriate legislation such as the Haryana Public Records Act.
- b) To define obligations of public offices in respect of record creation, maintenance, retention and transfer.
- c) To prescribe accountability mechanisms and compliance standards.

3. Records Management:

- a) To develop standardized record classification systems across departments.
- b) To prepare and implement record retention and disposal schedules.
- c) To ensure timely transfer of records of permanent value to the State Archives.
- d) To minimize unauthorized destruction or loss of records.

4. Preservation:

- a) To establish modern archival repositories with scientific storage conditions.
- b) To introduce conservation laboratories for restoration of fragile and damaged records.
- c) To adopt preventive conservation techniques to extend the life of documents.
- d) To implement disaster risk management protocols for archival protection.

5. Digitization:

- a) To create a phased plan for digitization of legacy records based on priority and historical value.
- b) To develop a secure, searchable digital archival platform accessible to authorized users.

- c) To ensure proper metadata standards, indexing and digital preservation strategies.
- d) To maintain secure backups and data redundancy systems.



6. Access and Research:

- a) To facilitate academic and public research through structured access mechanisms.
- b) To develop reading room facilities and digital access systems.
- c) To define reproduction and citation policies.
- d) To encourage research publications and documentation based on archival sources.

7. Public Engagement:

- a) To institutionalize a Structured Internship Programme for students and researchers.
- b) To deploy a Mobile Outreach Van to promote archival awareness across districts.
- c) To introduce recognition and award schemes for distinguished archivists and contributors.
- d) To promote voluntary donation of historically significant private records.

8. Capacity Building:

- a) To organize regular training programmes for Record Officers and departmental staff.
- b) To collaborate with national and regional archival institutions for knowledge exchange.
- c) To introduce modern archival science and digital preservation methodologies.

9. Monitoring and Evaluation:

- a) To establish measurable performance indicators for archival management.
- b) To conduct periodic reviews and audits of compliance by departments.
- c) To publish annual performance reports on archival activities.

The Vision, Mission and Objectives articulated herein shall guide all schemes, administrative actions, legislative measures and institutional reforms undertaken under this Archives Policy. All departments and public institutions within the State shall align their record management practices with these guiding principles to ensure preservation, transparency and accessibility of Haryana's documentary heritage for present and future generations.

4. GUIDING PRINCIPLES

The Archives Policy of Haryana shall be guided by the following foundational principles. These principles shall inform legislative measures, administrative rules, scheme design, institutional arrangements, digitization initiatives and future reforms under this Policy. All implementing authorities shall align their actions with these guiding norms to ensure coherence, integrity and sustainability in archival governance.

4.1. TRANSPARENCY AND ACCOUNTABILITY

Archives constitute the documentary foundation of public administration. Proper creation, maintenance, preservation and accessibility of public records strengthen democratic governance and public trust.

Under this principle:

1. Records shall be systematically maintained to provide documentary evidence of decisions, policies, transactions and administrative actions.
2. Record management systems shall facilitate compliance with statutory transparency obligations.
3. Proper indexing, cataloguing and retention practices shall be ensured to enable traceability and auditability.
4. Mechanisms shall be established to prevent unauthorized destruction, alteration, concealment or removal of records.
5. Clear lines of responsibility shall be defined for record custody, preservation and transfer.

Archival governance shall therefore function as an institutional safeguard supporting accountability and responsible public administration.

4.2. PRESERVATION OF DOCUMENTARY HERITAGE

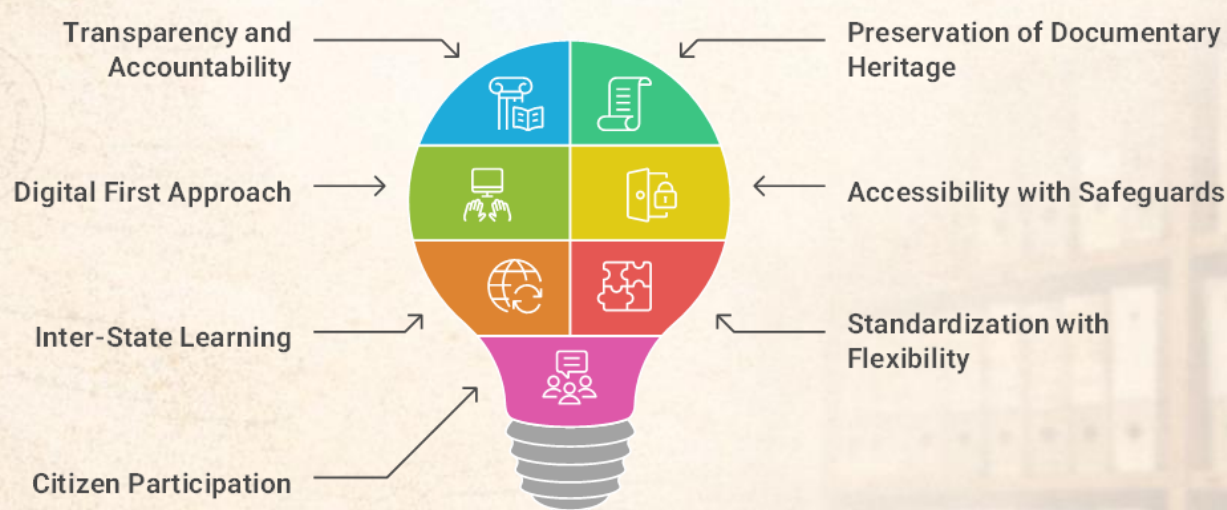
The documentary heritage of the State represents its administrative evolution, socio-economic transformation and cultural identity. Preservation shall be treated as a core institutional responsibility rather than a residual administrative function.

Accordingly:

1. Records of permanent value shall be identified through structured appraisal mechanisms.
2. Scientific preservation methods, including controlled storage environments, conservation treatments and preventive preservation techniques, shall be adopted.
3. Fragile, rare and historically significant materials shall receive priority attention.

4. Disaster preparedness and risk mitigation systems shall be established to protect records from fire, flood, environmental damage and technological obsolescence.
5. Both physical and electronic records shall be preserved in formats ensuring long-term usability and authenticity.

Preservation efforts shall aim not only at safeguarding documents but also at ensuring their continued relevance and usability for future generations.



4.3. DIGITAL FIRST APPROACH

Recognizing the increasing reliance on electronic governance systems and digital communication, the Policy adopts a “Digital First” approach to archival modernization.

This principle shall entail:

1. Progressive digitization of legacy physical records based on prioritization criteria.
2. Integration of digital record management systems in government offices.
3. Creation of a secure, searchable and scalable digital archival repository.
4. Adoption of standardized metadata, indexing protocols and interoperable digital formats.
5. Implementation of cybersecurity safeguards, encryption standards and data backup mechanisms.
6. Ensuring authenticity, integrity and non-repudiation of electronic records.

Digital initiatives shall complement, not replace, scientific preservation of original physical records of enduring value.

4.4. ACCESSIBILITY WITH SAFEGUARDS

Archives serve as public knowledge resources. However, access must be balanced with legal, privacy and security considerations.

Under this principle:

1. Access to archival materials shall be facilitated for researchers, students, institutions and citizens in a structured and equitable manner.
2. Clear access protocols shall be defined, including reading room rules, digital access procedures and reproduction guidelines.
3. Records containing confidential, classified or sensitive personal information shall be protected in accordance with applicable laws.
4. Time-based access restrictions may be prescribed for specific categories of records.
5. Sensitive records shall be handled in compliance with applicable information technology and data protection standards.

The objective is to maximize public access while safeguarding legitimate confidentiality and security concerns.

4.5. INTER-STATE LEARNING AND CONTINUOUS IMPROVEMENT

Archival governance is an evolving field shaped by technological advancements, professional standards and administrative innovations. Continuous learning and benchmarking shall be integral to this Policy.

Accordingly:

1. Good practices observed in other States/ UT's shall be studied, evaluated and contextually adapted where appropriate.
2. Participation in national forums, workshops and knowledge-sharing platforms shall be encouraged.
3. Periodic policy review mechanisms shall be established to incorporate emerging standards and innovations.
4. Performance benchmarking shall be undertaken to assess progress against national good practices.

The archival system shall remain dynamic, responsive and future-oriented rather than static or procedural.

4.6. STANDARDIZATION WITH FLEXIBILITY

Uniformity in records management ensures consistency, reliability and compliance. However, flexibility is necessary to address the diverse functional needs of departments and institutions.

Under this principle:

1. Standardized retention schedules, classification systems and digitization protocols shall be prescribed across departments.
2. Core archival standards shall be uniformly applicable to all covered institutions.

3. Departments may adopt supplementary procedures suited to their operational requirements, subject to approval of the competent authority.
4. Technological solutions may be tailored to scale and functional complexity, provided minimum standards are met.

This approach ensures consistency in governance while allowing contextual adaptation.

4.7. CITIZEN PARTICIPATION

Archives are repositories of collective memory and should encourage community engagement and public contribution.

This principle shall promote:

1. Voluntary contribution of private papers and historically significant documents.
2. Public awareness initiatives and outreach programs across districts.
3. Internship and academic collaboration programs.
4. Recognition of individuals and institutions contributing to preservation of documentary heritage.
5. Transparent processes for acknowledgment of donors and contributors.

Citizen engagement shall enhance inclusivity, broaden documentary representation and strengthen societal ownership of archival heritage.

The above Guiding Principles shall serve as the normative foundation for all legislative provisions, administrative procedures, institutional structures and scheme implementations under this Archives Policy. All authorities and stakeholders shall ensure that archival governance in Haryana is transparent, preservation-oriented, technologically progressive, accessible, adaptive, standardized and participatory in character.

5. STAKEHOLDERS

The Policy is designed to benefit and actively engage a diverse set of stakeholders, both as beneficiaries and as contributors of inputs in shaping and implementing the schemes. The stakeholders include;

Stakeholder	As Beneficiary	As Input Provider
Students and Young Professionals	Gain experience in archival management, digitization and research through internships and projects.	Share feedback on training needs, contribute innovative ideas and help align internship structures with academic requirements.
Existing Staff of the Archives Department	Benefit through capacity building, exposure to modern practices and professional development.	Serving as key contributors by providing practical insights into institutional needs and implementation challenges.
Archivists and Scholars	Receive recognition, mentoring opportunities and access to enriched collections.	Contribute expertise for policy design, thematic outreach and research collaborations.



Stakeholder	As Beneficiary	As Input Provider
General Public and Communities	Benefit from campaigns, exhibitions and access to preserved records.	Contribute voluntary archival material, community perspectives and heritage documentation.
Educational and Cultural Institutions	Collaborate in hosting internships, workshops and exhibitions.	Provide academic linkages, institutional partnerships and input for curriculum-linked initiatives.
Local Historians, Collectors and Enthusiasts	Participate in outreach and contribute rare material.	Offer grassroots perspectives and resources that strengthen community-based heritage initiatives.
Officials of Other Departments	Benefit from shared knowledge	Share good practices, digital innovations and cross-departmental strategies for policy development.
Policy Makers	Benefit from access to authentic records that support transparent governance, evidence-based policy decisions and effective planning. Gain credibility and better decision-making tools.	Contributors of resources, strategic guidance and oversight, ensuring alignment with national priorities, including SDG commitments and the NEP framework.
Media & Publishers	Gain access to authentic archival records, photographs and documents that enrich content creation, ensure accuracy and strengthen credibility in reporting and publishing.	Create public awareness about the value of archives through news, documentaries, features and publications; encourage citizens to engage with and donate materials to archives.

6. STAKEHOLDER CONSULTATION, INTER-STATE BENCHMARKING FRAMEWORK AND OUTREACH & AWARENESS ANALYSIS

The formulation of this Archives Policy for Haryana is grounded in a structured, consultative and evidence-based approach. Recognizing that archival governance is a specialized and evolving domain, the policy development process incorporated inter-state benchmarking and stakeholder consultations to ensure that the proposed framework is practical, contemporary and aligned with national standards.

6.1. INTER-STATE CONSULTATION PROCESS

In order to ensure that the Archives Policy of Haryana is grounded in practical experience and comparative institutional learning, a structured Inter-State Consultation Process was undertaken during policy formulation.

This process was designed to systematically capture good practices, operational insights and implementation models from other States and Union Territories.

The consultation process enabled:

- Collection of scheme-level comparative inputs
- Identification of proven operational models
- Assessment of scalability and feasibility
- Evidence-backed design of new initiatives

The findings of this consultation have been systematically incorporated into this Policy through structured benchmarking references and scheme-level integration.

6.1.1. Constitution of Consultation Framework

A formal consultation framework was established to guide the inter-state engagement process. The framework included:

1. Identification of Objectives:

- To understand statutory frameworks governing archives in other States.
- To examine operational schemes related to digitization, outreach, internships, procurement and recognition systems.
- To assess technological models and repository standards.
- To gather insights on compliance, monitoring and financial structuring.

2. Preparation of Thematic Discussion Modules: Structured thematic areas were identified in advance to ensure focused discussions, including:

- Legal framework governing archives
- Digitization initiatives
- Digital repository standards
- Conservation of Archival records

- Internship programmes
- Capacity Building & Outreach Initiatives
- Procurement of archival records
- Recognition and Award systems

3. Nomination of Nodal Officers: Designated officers coordinated communication, data collection and follow-up interactions with participating States/UTs.

4. Structured Interaction Format: Consultations were conducted through meetings, presentations, written submissions and interactive deliberations to ensure comprehensive documentation.

6.1.2. States/UTs Consulted

Archives Departments of selected States and Union Territories were invited to share their experiences, operational frameworks and scheme models. In this regard, a structured questionnaire was circulated to the States/UTs through a Google Form prior to the consultative meeting to obtain information on key aspects of archival practices and institutional frameworks. The responses received through the questionnaire formed the basis for detailed discussions during the consultative meeting held on 11th September, 2025, which facilitated exchange of good practices and comparative insights in archival management.

As part of the structured Inter-State Consultation process, inputs received from participating States/UTs were systematically analyzed and organized into thematic comparative matrices. These matrices present a consolidated view of diverse operational models, institutional arrangements, technical standards and implementation experiences across key archival schemes. The objective of this section is to transparently present the comparative findings and highlight the analytical insights that have informed the design and structuring of the proposed policy framework for Haryana.

6.1.3. Digitization & Digital Repository

This table below presents a comparative analysis of digitization practices and digital repository frameworks adopted across States/UTs. The assessment highlights key technological approaches, operational models and standardization gaps in digital archival management.

State	Volume of Records (No. of Pages)	Digitization Status (Started or Not)	Digitization Policy/Strategy	Digitization Implementation Model	Cost per Page (₹)	Funding Source	Resolution Standards	File Formats (Storage)	Storage & Repository	OCR Usage	Metadata Standards	Applied Standards	Public Access Mechanism
Bihar	10000000	Yes	Yes	Open Tender	1.2	State Government	300 dpi	TIFF, PDF/A, JPEG	On-premise Servers	Yes – Fully searchable	Yes Followed	Dublin Core(Online Portal, On-site Terminals)	NA
Chhattisgarh	1200000	Yes	No	Open Tender	155	State Government	600 dpi	TIFF, PDF/A, JPEG, PNG	NA	NA	Yes Followed	On-site Terminals	NA
Delhi	50000000	Yes	Yes	Open Tender	2.15	State Government	300 dpi	TIFF, PDF/A	On-premise Servers, Cloud Storage	No	Yes Followed	Dublin Core	Online Portal
Gujarat	120000000	Yes	No	Open Tender	0.5	State Government	300 dpi	PDF/A, JPEG	Cloud Storage	Yes – Partially searchable	NA	NA	Online Portal
Himachal Pradesh	1700000	Yes	No	Open Tender	2.49	Central Government	NA	PDF/A, JPEG	NA	No	Yes Followed	NA	NA
Jammu and Kashmir	4608900	Yes	No	Open Tender	2.4	State Government	600 dpi	TIFF, PDF/A, JPEG	On-premise Servers	Yes – Fully searchable	Yes Followed	Dublin Core, ISAD	Online Portal, On-site Terminals, Others, NA
Karnataka	10000000	Yes	Yes	Open Tender	0.6	State Government	300 dpi	PDF/A	Cloud Storage	Yes – Fully searchable	Yes Followed	Customized System	Online Portal
Madhya Pradesh	6880000	Yes	No	Open Tender	8.75	State Government	300 dpi	PDF/A	On-premise Servers	Yes – Partially searchable	Yes Followed	Others	Online Portal
Odisha	70000000	Yes	No	In-house Team, Hybrid(NIC)	0.87	State Government	300 dpi	TIFF, PDF/A, JPEG	On-premise Servers	Yes – Partially searchable	Yes Followed	Customized System(Online Portal, On-site Terminals)	NA
Rajasthan	30000000	Yes	Yes	State Empanelled Agency	80	State Government	300 dpi	JPEG	On-premise Servers Cloud Storage	Yes – Fully searchable	Yes Followed	Customized System	Online Portal

Analytical Observations

- **Widespread Adoption:** Digitization initiatives have been undertaken across all States, though with varying levels of maturity and scale.
- **Outsourcing as Dominant Model:** Most States rely on open tender-based outsourcing, with limited adoption of hybrid or empanelled agency models.
- **Cost Variability:** Substantial variation in per-page digitization costs reflects differences in scope, technical standards and service components (e.g., OCR, metadata).
- **Standard Resolution Practices:** 300 dpi is widely adopted as the baseline, with selective use of higher resolutions for preservation purposes.
- **Dual File Format Usage:** Common use of TIFF (archival) and PDF/A (access) formats indicates an emerging standard practice.
- **Storage Infrastructure:** Predominantly on-premise storage systems, with limited but emerging adoption of cloud-based or hybrid solutions.
- **Inconsistent Optical Character Recognition (OCR) Adoption:** OCR usage varies across States, affecting searchability and usability of digitized records.
- **Metadata Practices:** While metadata standards are generally followed, there is lack of uniformity in structure and implementation.
- **Digital Access Systems:** Increasing adoption of online portals, with some States also providing on-site access mechanisms.
- **Funding Dependence:** Digitization initiatives are largely funded through State Government resources, with minimal diversification of funding sources.
- **Absence of Unified Policy Frameworks:** In several cases, digitization efforts are project-driven rather than guided by comprehensive policy frameworks.

Policy Insights

- **Phased and Priority-Based Digitization:** Implement a tiered approach prioritizing fragile, high-value and frequently accessed records to optimize resource utilization.
- **Adoption of a Hybrid Implementation Model:** Combine in-house supervision with outsourced execution to ensure both quality control and scalability.
- **Need for Standardization:** Establish uniform standards for resolution, file formats, metadata and quality control to ensure consistency and interoperability across departments.
- **Dual Format Strategy for Preservation and Access:** Institutionalize the use of TIFF (archival preservation) and PDF/A (user access) formats.
- **Adoption of Hybrid Storage Systems:** Develop on-premise + cloud-based storage architecture to ensure scalability, redundancy and disaster recovery.

- **Selective OCR Implementation:** Deploy OCR strategically for records requiring enhanced searchability and public accessibility.
- **Standard Metadata Framework:** Develop and enforce a uniform metadata architecture aligned with recognized standards to improve retrieval and integration.
- **Creation of Centralized Digital Repository:** Establish a unified repository for integration, long-term preservation and controlled access to digitized records.
- **Strengthening Public Access Systems:** Develop secure digital platforms (e.g., archival portals) to enhance accessibility while maintaining necessary safeguards.
- **Cost Optimization through Standardization:** Reduce cost variability by clearly defining technical specifications and procurement frameworks.
- **Diversification of Funding Sources:** Explore PPP, CSR and convergence with other schemes to supplement state funding and scale digitization efforts.

6.1.4. Structured Internship Programme

The table below examines the design, scope and implementation of internship and capacity-building initiatives across States/UTs. The analysis captures variations in programme structures, target groups and institutional approaches to skill development in archival domains.

State	Formal Internship Policy	Eligible Categories of Students	Disciplines Permitted	Foreign / International Students Eligible	Duration of Internship	Time Period	Nature (Stipend / Fee / Unpaid)	Stipend Range (₹/month)	Fee Charged (if any, ₹)	Source of Funding	Training Modules	Application Process (Online/Manual /Both)
Bihar	No	Postgraduate, Ph.D. Scholars, Undergraduate	Archival Studies	Yes	1-3 months	Year-round	Unpaid	NA	NA	Department Budget	Cataloguing & indexing, Conservation techniques, Digitization & scanning, Records management	Both
Chhattisgarh	No	Postgraduate, Ph.D. Scholars, Professionals, Undergraduate	Archival Studies, History, Public Administration, Others, GAD, Military, Political etc.	Yes	NA	NA	NA	NA	NA	Department Budget	Cataloguing & indexing, Conservation techniques, Digitization & scanning, IT/digital archives, Records management	Both
Delhi	Fellowship	Postgraduate, Ph.D. Scholars, Professionals	Archival Studies, History	NA	No	More than 6 months (Year-round)	Stipend-based	Jr. Fellow: 25000 Sr. Fellow: 50000	NA	Department Budget	NA	Online
Gujarat	No	NA	NA	NA	NA	NA	NA	NA	NA	Department Budget	NA	NA
Himachal Pradesh	No	NA	NA	NA	No	NA	NA	NA	NA	NA	NA	NA
Jammu and Kashmir	No	Postgraduate, Ph.D. Scholars, Professionals, Undergraduate	Archival Studies, History, IT/Digital Humanities, Library & Information Science,	NA	Yes	Less than 1 month, 1-3 months (Year Round)	Unpaid	NA	NA	Department Budget	NA	Both
Odisha	No	Postgraduate, Ph.D. Scholars, Professionals	Archival Studies, History, Others	No	More than 6 months	Year-round	Stipend-based	15000	NA	Department Budget	NA	Other

Analytical Observations

- **Absence of Formal Policies:** Most States do not have a formal structured internship policy; programmes are ad hoc or informal.
- **Variation in Programme Type:** Some States offer internships, while others use fellowship-based models (e.g., Delhi).
- **Diverse Target Groups:** Internships are open to postgraduates, PhD scholars, professionals and occasionally undergraduates, indicating broad participation.
- **Interdisciplinary Coverage:** Beyond archival studies, disciplines include history, public administration, IT/digital archiving, museum studies, etc.
- **Limited International Participation:** Only a few States allow foreign/international students.
- **Variation in Duration:** Internship duration ranges from short-term (1–3 months) to long-term (6+ months/year-round).
- **Mixed Stipend Practices:**
 - Some States offer stipend-based internships
 - Others are unpaid
 - Stipend amounts vary significantly
- **Funding Source:** Primarily funded through departmental budgets.
- **Training Modules:** Where present, focus on cataloguing, indexing, conservation, digitization and records management.
- **Application Process:** Mix of online, offline and hybrid (both) systems.

Policy Insights

- **Need for Formal Structured Internship Policy:** Establish a clearly defined, standardized internship framework instead of ad hoc arrangements.
- **Multi-Tier Internship Model:** Introduce short-term, long-term and research-based internships/fellowships to cater to diverse needs.
- **Interdisciplinary Inclusion:** Expand eligibility beyond archival studies to include history, IT, digital humanities, public administration, etc.
- **Defined Duration Framework:** Standardize internship duration (e.g., 1–3 months, 3–6 months, 6+ months) for clarity and planning.
- **Balanced Stipend Policy:** Introduce a structured stipend framework to attract quality candidates while allowing flexibility for unpaid academic internships.
- **Inclusion of International Participants:** Consider enabling foreign scholars/researchers, subject to regulations, to enhance knowledge exchange.
- **Standardized Training Modules:** Develop uniform training components covering digitization, metadata, conservation and records management.

- **Digital Application System:** Implement a fully online application and management system for transparency and efficiency.
- **Integration with Institutional Partnerships:** Strengthen collaboration with universities and research institutions for systematic participation.
- **Dedicated Budget Provision:** Allocate specific funding within departmental budgets to ensure sustainability.
- **Monitoring & Certification Mechanism:** Introduce structured evaluation, reporting and certification processes for interns.

6.1.5. Outreach & Mobile Archival Programmes

This section analyses outreach strategies and mobile archival initiatives undertaken by different States/UTs to enhance public awareness and engagement. It highlights diverse models of community interaction, awareness campaigns and dissemination of archival knowledge.

State	Exhibitions & Outreach	Academic Collaboration	Social Media Presence	Public Engagement Activities (Public talks, Storytelling sessions, Lectures)	Citizen Contribution	Partnership with cultural festivals, museums or artists	Publications & Merchandise	Mobile Outreach	Staff Training	Partnerships (NGOs/Institutions)
Bihar	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Chhattisgarh	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Delhi	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes
Gujarat	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes
Himachal Pradesh	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Jammu and Kashmir	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Karnataka	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes
Madhya Pradesh	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	No
Odisha	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Rajasthan	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

The comparative analysis indicates that most States have established strong foundations in outreach activities, particularly through exhibitions, academic collaborations, public engagement events and social media presence, which are widely adopted. However, advanced outreach mechanisms such as mobile archival units, publications/merchandising and structured staff training remain unevenly implemented. While citizen contribution initiatives and partnerships with cultural institutions are fairly prevalent, formalized collaborations with NGOs/institutions and systematic capacity-building efforts show variability.

This suggests the need for a structured and multi-channel outreach framework, combining conventional engagement (exhibitions, lectures) with innovative approaches such as mobile outreach vans and digital engagement platforms. There is also a clear requirement to institutionalize partnerships, strengthen staff training and promote citizen participation mechanisms, while exploring publications and heritage-based merchandise as tools for both awareness and revenue generation.

6.1.6. Recognition & Award Systems

This section provides a comparative overview of recognition and award mechanisms instituted by States/UTs to acknowledge contributions in the field of archival preservation. The analysis identifies variations in incentive structures, selection processes and institutional recognition frameworks.

State	Formal Recognition System for Archivists	Forms of Recognition	Training / Upskilling Programmes for Archivists	Eligibility for Research Grants / Fellowships
Bihar	No	NA	Yes	No
Chhattisgarh	No	NA	No	No
Delhi	No	NA	No	No
Gujarat	Yes	Awards, Certificates, Public Honours	No	No
Himachal Pradesh	No	NA	No	No
Jammu and Kashmir	No	NA	No	No
Karnataka	No	NA	No	No
Madhya Pradesh	No	NA	No	No
Odisha	No	NA	No	No
Rajasthan	No	NA	No	No

The comparative analysis indicates that formal recognition systems for archivists are largely absent across most States, with only limited instances of structured mechanisms such as awards, certificates, or public honours. Further, training and upskilling programmes specifically for archivists are sporadic and not institutionalized, limiting opportunities for continuous professional development within archival institutions. Similarly, access to research grants and fellowships for archivists is virtually non-existent, reflecting weak linkages between archival practice and research ecosystems. This points to a broader gap in structured career progression and motivation frameworks for archival professionals.

There is a clear need to establish a formal recognition system for archivists, introduce structured awards and honours and institutionalize regular capacity-building programmes tailored to their professional needs. Additionally, creating dedicated research grants and fellowship opportunities for archivists would strengthen research engagement and contribute to building a more skilled, motivated and professionally empowered archival workforce.

6.1.7. Voluntary Contribution & Private Papers

This section examines the frameworks adopted by States/UTs for acquisition of private papers and voluntary contributions of archival material. It highlights practices related to donor engagement, documentation, verification and governance mechanisms.

State	Sources of Archival Data	Formal Procurement Policy	Budget Allocation	Evaluation Criteria	Vetting/ Authentication Process	Legal Agreements with Contributors	Reward/ Recognition Mechanism
Bihar	Donations, Govt departments, Private collections	https://archives.bihar.gov.in/pdf/Bihar%20Lok%20Abhilekh%20Niyamawali%202015.pdf		Yes	Yes	NA	Yes
Chhattisgarh	Govt departments, Private collections	No	0		No	NA	Yes
Delhi	Donations, Govt departments, Private collections	No	No	NA	No	No	NA
Gujarat	Govt departments	Yes	No	Historical significance, Archival Relevance, Cultural value, Public interest	No	Yes	Cash Prizes
Himachal Pradesh	Donations, Govt departments, Private collections	Yes(WWW.LAC.HP.GOV.IN)	No	Historical significance, Archival Relevance, Cultural value	No	No	NA
Jammu and Kashmir	Academic institutions, Donations, Govt departments, Institutional transfers, Private collections, Religious bodies	No	No	Historical significance, Archival Relevance, Cultural value, Public interest	No	No	NA
Karnataka	Academic institutions, Donations, Govt departments, Private collections, Religious bodies	Yes	No	Historical significance, Archival Relevance, Cultural value, Public interest	Yes	Yes	NA
Madhya Pradesh	Others	No	No	NA		No	NA
Odisha	Donations, Govt departments, Institutional transfers, Private collections, Religious bodies	No		Yes	No	No	Archival Acknowledgment
Rajasthan	Donations, Govt departments, Private collections	Yes	No	Historical significance, Archival Relevance	Yes	No	Small Mementos; Archival Acknowledgment

Analytical Observations:

- Archival sources are largely limited to government departments and private collections, with limited institutional diversification.
- Formal procurement policies exist only in select States; many lack structured frameworks.
- Evaluation criteria (historical significance, cultural value, public interest) are used, but not uniformly applied.
- Verification/authentication processes are inconsistent or absent in several States.
- Legal agreements with contributors are largely missing, indicating weak governance mechanisms.
- Dedicated budget allocation for acquisition/recognition is generally absent.
- Recognition mechanisms vary widely (cash prizes, acknowledgements, or none), showing lack of standardization.

Policy Insights:

- Establish a standardized acquisition and procurement framework across States.
- Introduce mandatory verification and authentication protocols for archival materials.
- Formalize legal agreements with contributors to ensure ownership clarity and rights management.
- Provide dedicated budgetary support for acquisition and recognition activities.
- Develop a uniform recognition system (awards, incentives, acknowledgements) to encourage contributions.
- Promote diversification of archival sources (academia, institutions, community archives).
- Institutionalize clear and uniform evaluation criteria to ensure transparency and quality in archival selection.

The comparative assessment presented in this section, supplemented by insights from the consultative meeting held on 11th September 2025, highlights both progress and persisting gaps in archival management across States and UTs. While variations are evident in digitization practices, outreach initiatives and institutional mechanisms, several emerging developments underscore a broader momentum towards strengthening archival systems. Notably, inputs from participating regions such as Ladakh, where archival records are being systematically transitioned and preserved and Andhra Pradesh, where steps are underway to establish an independent Archives Department, reflect evolving institutional priorities and reforms in the sector. At the same time, gaps relating to standardization, capacity building, formal policy frameworks and recognition mechanisms remain critical areas for intervention. These combined insights from inter-state benchmarking and stakeholder consultations provide a strong foundation for the next phase of policy formulation. Accordingly, the subsequent section builds upon these findings to propose a structured set of schemes

and strategic interventions aimed at developing a modern, resilient and accessible archival ecosystem in Haryana.

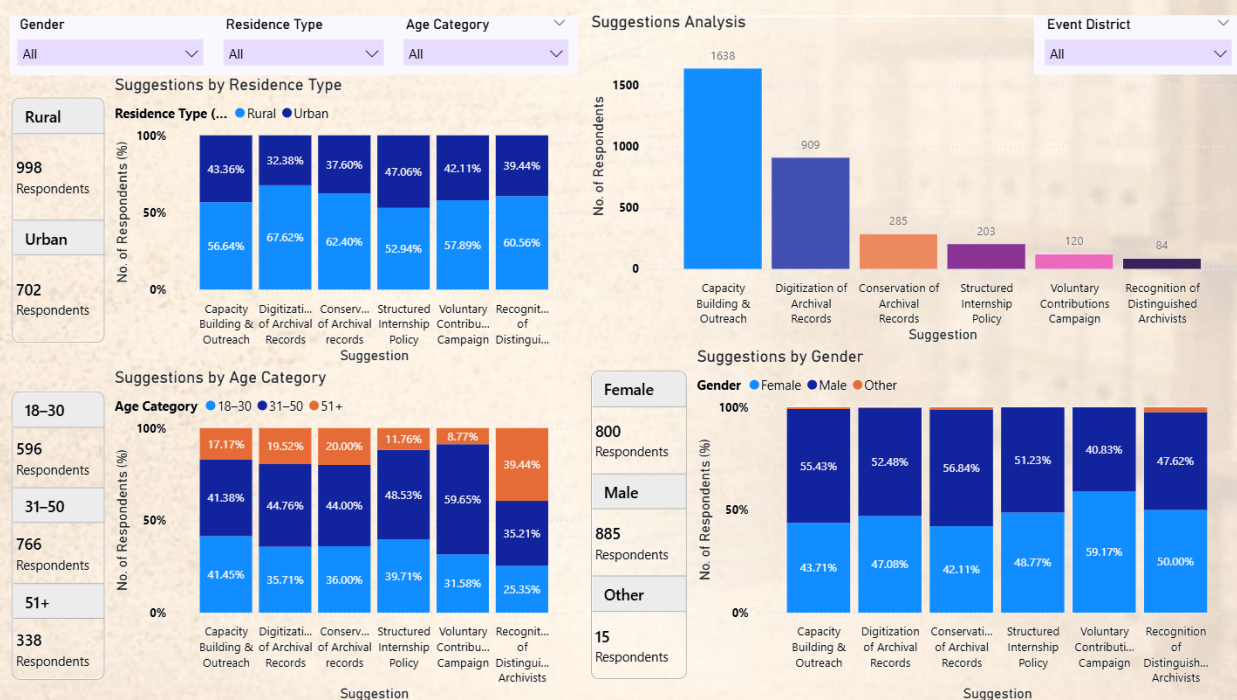
These developments collectively reflect the commitment of States/UTs towards strengthening institutional frameworks, ensuring continuity in archival governance and safeguarding documentary heritage.

6.2. OUTREACH & AWARENESS ANALYSIS

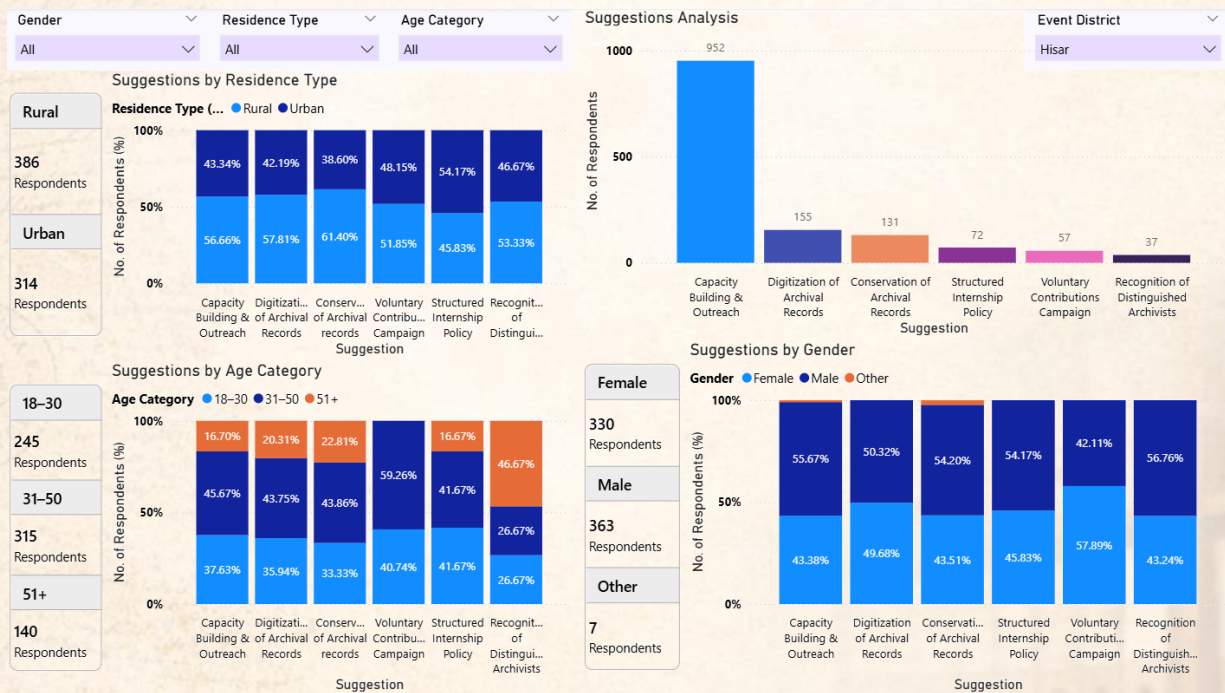
The following section presents an analytical overview of the outreach activities conducted across various districts, wherein citizen engagement was undertaken through participation in organized events. As part of this exercise, approximately 1,700 citizens were reached and their responses were recorded on key aspects relating to awareness and public engagement.

The data has been systematically analyzed and presented through an interactive dashboard, enabling visualization of trends, demographic patterns and regional variations, while also capturing indicative insights on public awareness regarding archival heritage and the perceived relevance of such initiatives, along with broad suggestions for their strengthening.

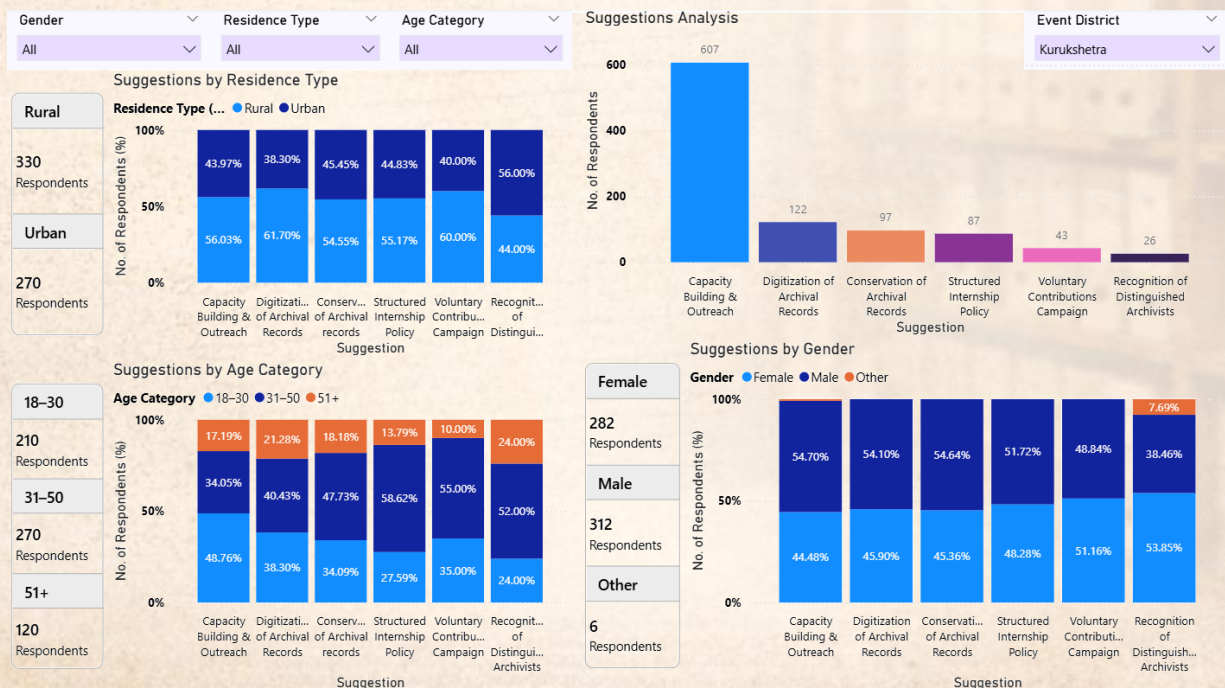
6.2.1. Overall Analysis – Citizen Outreach and Awareness Across Districts



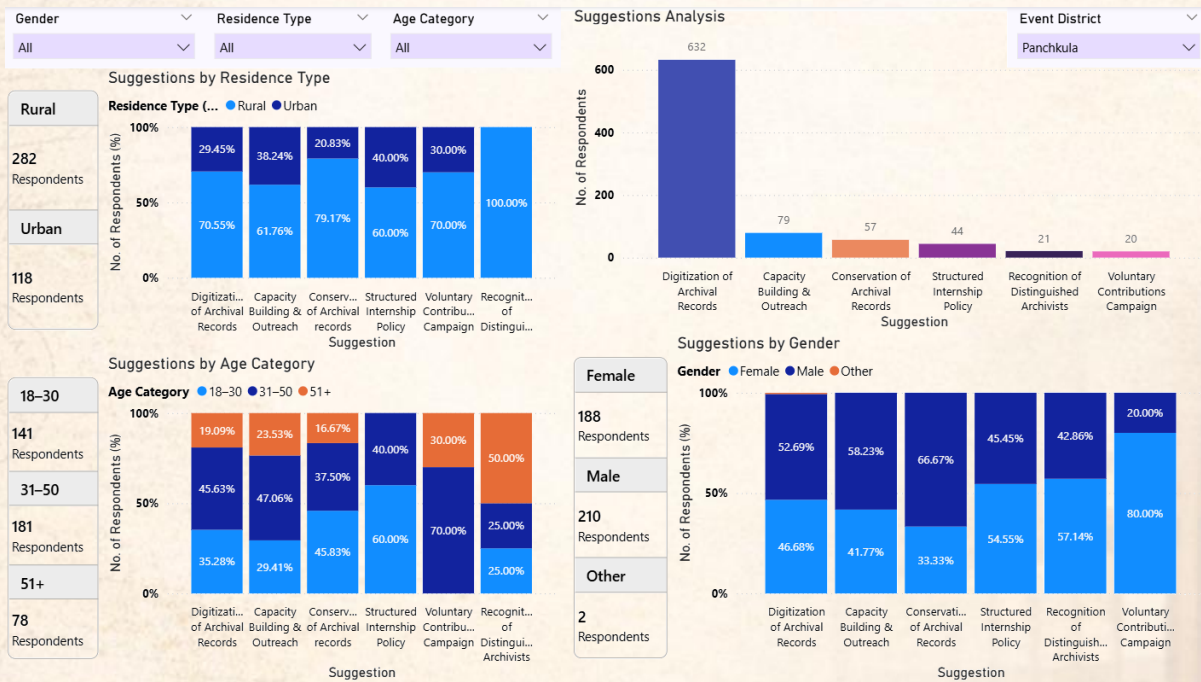
6.2.2. Hisar (Krishi Mela) – Citizen Outreach and Awareness Insights



6.2.3. Kurukshetra (International Geeta Mahotsav) – Citizen Outreach and Awareness Insights



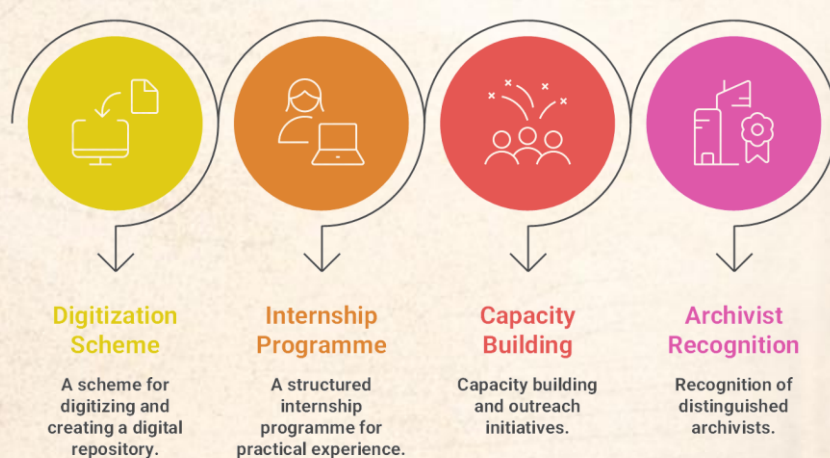
6.2.4. Panchkula (Book Fair) – Citizen Outreach and Awareness Insights



7. CORE POLICY COMPONENTS & SCHEMES (BENCHMARK-INTEGRATED FRAMEWORK)

The comparative assessment presented in Section 6 highlights a range of institutional practices and policy initiatives adopted by various States to strengthen archival governance, improve records management systems and promote public engagement with documentary heritage. Drawing upon these insights and aligning them with the administrative and institutional context of Haryana, the Archives Policy proposes a set of core policy components and targeted schemes designed to modernize archival administration and ensure long-term preservation of public records.

These policy components adopt a benchmark-integrated framework that combines



good practices observed across jurisdictions with the specific needs of the State's archival ecosystem. The proposed schemes aim to strengthen archival infrastructure, promote digital transformation of records management, build

professional capacity and encourage wider participation of academic institutions, researchers and citizens in the preservation and use of archival resources. Collectively, these initiatives are intended to create a robust, accessible and future-ready archival system capable of safeguarding the documentary heritage of Haryana while supporting governance, research and public knowledge.

7.1. DIGITIZATION & DIGITAL REPOSITORY SCHEME

The comparative analysis presented in Section 6 indicates that several States have undertaken systematic initiatives for digitization of archival records and development of digital repositories to improve preservation, accessibility and efficient management of documentary heritage. Drawing upon these insights and adapting them to the institutional context of Haryana, the Archives Policy proposes the implementation of a Digitization & Digital Repository Scheme.

The scheme aims to modernize archival management by integrating digital technologies with established archival practices. Through systematic digitization and the creation of a centralized digital repository, the programme will enable long-term preservation of records, facilitate research and administrative use and promote wider public engagement with archival resources.

7.1.1. Objective

The primary objectives of the Digitization & Digital Repository Scheme are:

- To ensure long-term preservation of archival records through digital formats.
- To reduce deterioration of fragile historical documents by minimizing physical handling.
- To improve accessibility of archival materials for researchers, government departments and citizens.
- To establish a centralized digital archival repository for secure storage and efficient retrieval of records.
- To support transparency, knowledge generation and public engagement with documentary heritage.
- To strengthen digital archival infrastructure in line with contemporary archival standards.

7.1.2. Target Beneficiaries

The scheme will benefit a wide range of stakeholders including:

- Government departments and public institutions requiring access to archival records for administrative purposes.
- Researchers, historians, scholars and academic institutions engaged in historical and policy research.
- Students and educational institutions seeking access to archival materials for learning and academic work.
- Citizens interested in the historical, cultural and administrative heritage of the State.
- Archival institutions and record management units responsible for preservation of public records.

7.1.3. Components / Interventions

The scheme shall include the following key components:

1. Systematic Digitization of Archival Records: A phased digitization programme shall be undertaken for archival and administrative records identified for long-term preservation. Priority may be given to:

- historically significant records and manuscripts,
- rare or fragile documents,
- records frequently accessed by researchers or departments,
- administrative records of enduring value.

Digitization shall follow standardized technical protocols relating to scanning resolution, file formats, indexing structures and document handling procedures.

2. Establishment of a Centralized Digital Archival Repository: A centralized Digital Archival Repository shall be established to securely store and manage digitized records. The repository shall provide:

- structured digital storage and archival preservation,
- searchable catalogues and indexes,
- scalable infrastructure capable of accommodating increasing volumes of digitized records,
- secure data management systems.

3. Metadata-Based Indexing and Cataloguing: Digitized records shall be accompanied by standardized metadata to facilitate efficient retrieval and archival management. Metadata fields may include:

- record title and description,
- originating department or institution,
- date and classification of the record,
- keywords and subject tags,
- archival reference numbers.

Standardized metadata structures will enhance searchability and interoperability across digital archival systems.

4. Quality Control and Verification Mechanisms: A structured multi-layer quality control system shall be adopted to ensure accuracy and reliability of digitized records. Quality checks may include:

- verification of image clarity and completeness,
- validation of metadata entries,
- review of file integrity and indexing accuracy.

Quality audits may be conducted periodically to maintain digitization standards.

5. Secure Storage, Backup and Disaster Recovery: The digital repository shall incorporate robust data protection mechanisms including:

- multi-tier backup systems,
- redundant storage infrastructure,
- disaster recovery mechanisms,
- cybersecurity safeguards to prevent unauthorized access or data loss.

These measures will ensure long-term security and sustainability of digital archival assets.

7.1.4. Implementation Mechanism

The implementation of the Digitization & Digital Repository Scheme shall be coordinated by the State Archives Department.

The implementation framework may include:

- The State Archives acting as the nodal authority for planning, supervision and quality assurance of digitization activities.
- Government departments identifying and transferring records suitable for digitization in consultation with the State Archives.
- Technical digitization work being undertaken through a hybrid operational model, combining in-house capacity with specialized agencies.
- Collaboration with academic institutions, research bodies and technology partners for capacity building and technical expertise.
- Periodic reporting by departments and implementing agencies to ensure adherence to digitization standards and timelines.

7.1.5. Funding Pattern

Funding for the Digitization & Digital Repository Scheme shall be provided through budgetary allocations made by the Government of Haryana.

Financial support may include:

- infrastructure development for digital repository systems,
- procurement of digitization equipment and software,
- outsourcing of specialized digitization services,
- capacity building and training of archival personnel.

Where appropriate, the scheme may explore:

- convergence with digital governance initiatives,
- partnerships with academic institutions or research bodies,
- corporate social responsibility (CSR) support for specific archival projects.

7.1.6. Eligibility & Criteria

Digitization activities under the scheme shall cover records that meet the following criteria:

- records identified as having historical, administrative, or research value,
- records that are physically fragile or at risk of deterioration,
- records frequently accessed by departments or researchers,
- records transferred to or identified by the State Archives for preservation.

Government departments and public institutions may submit proposals for digitization of records under their custody in consultation with the State Archives.

Selection Criteria for Specialized Digitization Agencies

Where digitization activities require external technical support, the State Archives Department or concerned institutions may engage specialized agencies in accordance with applicable government procurement procedures. To ensure quality, security and

preservation of archival materials, the following broad criteria may be considered while selecting such agencies:

- **Relevant Experience:** The agency should have demonstrable experience in digitization of archival records, historical documents, manuscripts or large-scale records management projects.
- **Technical Capability:** The agency should possess appropriate infrastructure including high-resolution scanning equipment, document handling systems, metadata creation tools and digital storage capabilities consistent with prescribed archival standards.
- **Expertise in Handling Archival Materials:** The agency should have trained personnel capable of handling fragile, rare or historically significant records in accordance with established archival preservation practices.
- **Quality Assurance Mechanisms:** The agency should maintain structured quality control processes to ensure accuracy, image clarity, completeness of digitized records and compliance with metadata standards.
- **Data Security and Confidentiality:** The agency must comply with prescribed data protection protocols and ensure secure handling, transfer and storage of digitized records. Appropriate confidentiality safeguards shall be maintained where records contain sensitive information.
- **Compliance with Technical Standards:** The agency shall adhere to digitization specifications, metadata standards and digital repository requirements prescribed by the State Archives Department.
- **Delivery and Integration Capability:** The agency should be capable of delivering digitized records in formats compatible with the State Digital Archival Repository and supporting integration with the Public Digital Archives Portal.

Detailed technical specifications and evaluation parameters may be prescribed separately by the State Archives Department in the operational guidelines issued for the digitization programme.

7.1.7. Monitoring & Evaluation

A structured monitoring and evaluation framework shall be established to track the progress and impact of the digitization programme.

Monitoring mechanisms may include:

- periodic progress reports from implementing agencies,
- performance indicators such as number of records digitized, metadata entries created and repository usage statistics,
- quality assurance audits to verify adherence to technical standards,
- periodic review meetings at departmental and State Archives levels.

Digital dashboards or management information systems may also be developed to track digitization progress.

7.1.8. Public Digital Archives Portal & Citizen Access System

To enhance accessibility and public engagement with archival resources, the Digitization & Digital Repository Scheme shall include the development of a Public Digital Archives Portal integrated with the centralized digital repository. The portal will function as the primary interface through which digitized archival materials can be accessed by researchers, government institutions and citizens in a structured and user-friendly manner.

The portal shall be designed to support secure, searchable and regulated access to digitized archival collections while ensuring compliance with legal, administrative and security safeguards applicable to public records.

Key Features of the Portal

- 1. Searchable Digital Catalogue:** The portal shall provide a searchable catalogue of digitized records supported by metadata-based indexing. Users will be able to search archival materials using parameters such as subject, year, department, keywords and archival reference numbers.
- 2. Tiered Access Framework:** Access to digitized records shall follow a tiered access model to balance transparency with record security. The system may include:
 - **Open Access:** Digitized records available for public viewing where no legal or confidentiality restrictions apply.
 - **Registered Researcher Access:** Enhanced access for accredited researchers and academic institutions subject to registration.
 - **Restricted Access:** Records requiring departmental authorization or subject to statutory restrictions.
- 3. Citizen Access and Digital Services:** The portal may provide services such as:
 - viewing and downloading permissible digitized records,
 - submission of research requests or archival queries,
 - online application for certified copies or reproduction services and
 - digital exhibitions and curated thematic collections to promote public awareness of archival heritage.
- 4. Integration with Government Departments:** The portal shall support controlled access for government departments requiring archival materials for administrative, legal or policy purposes. This will enable faster retrieval of historical records required for governance functions.
- 5. Security and Data Protection:** The digital portal shall incorporate robust cybersecurity safeguards, including:
 - user authentication and access controls,
 - audit trails and activity logs,
 - protection of sensitive or classified records and

- compliance with applicable legal and data protection frameworks.

6. User Interface and Accessibility Standards: The portal shall be designed in accordance with modern digital service standards to ensure:

- ease of navigation and search functionality,
- compatibility across devices,
- accessibility features for diverse user groups and
- scalable architecture capable of accommodating future expansion of digitized archival collections.

7.1.9. Expected Outcomes

The Digitization & Digital Repository Scheme is expected to generate several long-term benefits including:

- improved preservation of historically significant records,
- enhanced accessibility of archival materials for research and administrative purposes,
- reduced risk of physical damage to fragile archival documents,
- improved efficiency in archival retrieval and records management,
- greater public awareness and engagement with documentary heritage,
- development of a modern digital archival infrastructure in the State.

The scheme will contribute to strengthening archival governance and ensuring that the documentary heritage of Haryana is preserved and made accessible for future generations.

7.2. STRUCTURED INTERNSHIP PROGRAMME

The preservation and effective management of archival records require a continuous pipeline of trained professionals with interdisciplinary skills in archival science, history, records management, digital preservation and information technology. Based on insights drawn from the inter-state comparative matrices in Section 6, the Policy proposes the establishment of a Structured Internship Programme to strengthen professional capacity, promote research engagement and encourage academic participation in archival work.

This programme will create a formal platform for students and early-career researchers to gain hands-on exposure to archival practices while simultaneously supporting archival institutions in activities such as cataloguing, digitization, research support and public outreach.

Interns will work alongside professionals at the State Archives and regional centres, gaining practical exposure to real archival environments. They will contribute to various projects such as exhibitions, research support, awareness campaigns and documentation tasks.

This intellectually enriching programme allows participants to explore career paths in archives, museums, libraries and related fields, offering valuable academic and professional insights into the functioning of archival institutions.

7.2.1. Objective

The Structured Internship Programme aims to:

- promote academic engagement with archival institutions;
 - develop professional capacity in archival science, records management and digital preservation;
 - provide practical training opportunities to students and young researchers;
 - support ongoing archival initiatives such as digitization, cataloguing, metadata creation and public outreach; and
 - build a future cadre of trained archival professionals and researchers.
-

7.2.2. Target Beneficiaries

The programme shall primarily benefit:

- students enrolled in undergraduate, postgraduate and doctoral programmes in relevant disciplines;
- scholars and researchers working in the fields of history, archival science, information science, public administration, law, heritage studies and digital humanities;
- students from information technology, data management and library sciences interested in digital archival systems;
- Individuals not necessarily enrolled in a formal academic program but with a proven interest in history, archives, or cultural heritage. They may include freelancers, independent researchers, or professionals from related sectors; and
- early-career professionals seeking exposure to archival and records management practices.

Universities, research institutions and archival bodies will also benefit through strengthened collaboration and knowledge exchange.

7.2.3. Components / Interventions

The programme shall include the following key components:

- 1. Formulation of Internship Guidelines:** The State Archives Department shall prepare detailed operational guidelines for the Structured Internship Programme. These guidelines shall specify:
 - eligibility criteria for applicants,
 - duration and types of internships (short-term, semester-based, research-based),

- roles and responsibilities of interns and supervisors,
- application and selection procedures and
- reporting and evaluation mechanisms.

The guidelines may be periodically revised based on programme experience and institutional requirements.

2. Institutional Partnerships: The State Archives Department shall establish collaboration with:

- universities and higher education institutions,
- departments offering programmes in history, archival science, library science, public administration and information technology and
- research institutions and cultural organizations.

Memoranda of Understanding or Institutional Arrangements may be developed where necessary to facilitate participation of students and scholars.

3. Notification and Call for Applications: At the beginning of each internship cycle, the State Archives Department shall issue a notification inviting applications for the internship programme.

The notification may include:

- number of internship positions available,
- duration and location of internships,
- thematic areas or projects available and
- application submission timelines.

Applications may be invited through an online portal or through nominations from academic institutions.

4. Screening and Selection of Interns: Applications received shall be screened by the State Archives Department based on the prescribed eligibility criteria.

A selection committee or designated officials may evaluate candidates based on:

- academic qualifications,
- demonstrated interest in archival research or records management,
- research proposals or statements of purpose and
- recommendations from academic institutions where applicable.

Selected candidates shall be formally informed and provided with internship guidelines.

5. Orientation and Training: At the commencement of the internship, selected interns shall undergo an orientation programme conducted by the State Archives Department. The orientation may include:

- introduction to archival administration and records management systems,

- training on digitization processes and metadata standards,
- exposure to archival preservation practices and
- guidelines on handling archival materials.

This step will ensure that interns are adequately prepared to undertake assigned tasks.

6. Assignment of Internship Projects: Interns shall be assigned specific tasks or projects aligned with ongoing archival initiatives. These may include:

- cataloguing and indexing archival records,
- supporting digitization and metadata creation activities,
- assisting in research documentation or preparation of archival inventories and
- supporting public outreach activities such as exhibitions or digital content preparation.

Each intern may be assigned a designated supervisor within the State Archives Department.

7. Supervision and Periodic Review: Throughout the internship period, supervisors shall monitor the progress of interns and provide guidance as required.

Periodic review meetings or progress reports may be required to ensure that assigned tasks are completed in accordance with programme objectives.

8. Submission of Internship Report: At the completion of the internship, interns shall submit a report or project documentation summarizing the work undertaken, findings and recommendations where applicable.

The report shall be reviewed by the supervising officer.

9. Certification and Documentation: Upon successful completion of the internship, the State Archives Department shall issue an official certificate acknowledging the intern's participation and contributions. A digital database of interns and projects completed under the programme may also be maintained for institutional reference.

10. Programme Review and Improvement: The State Archives Department may periodically review the implementation of the internship programme based on:

- feedback from interns and supervisors,
- institutional partnerships established and
- contributions made to archival projects.

Based on this review, improvements may be introduced in programme design, duration or scope.

7.2.4. Implementation Mechanism

The programme shall be implemented under the overall supervision of the State Archives Department.

Key institutional roles may include:

- **State Archives Department:** Programme coordination, internship design, selection process, supervision and certification.
- **Universities and Academic Institutions:** Nomination of eligible students, academic collaboration and research supervision.
- **Government Departments:** Facilitation of exposure to departmental records management systems where appropriate.
- **Technical and Research Institutions:** Collaboration in areas such as digital archiving, metadata standards and digital humanities.

A structured internship framework may be developed covering duration, supervision, reporting formats and certification.

7.2.5. Funding Pattern

The Structured Internship Programme may be supported through:

- allocations from the State Archives Department's annual budget,
- convergence with relevant capacity-building or heritage promotion programmes,
- collaboration with universities and academic institutions and
- possible support through research grants, fellowships or CSR initiatives, where appropriate.

Provision may also be made for stipends or honoraria, subject to budgetary availability and policy guidelines.

7.2.6. Eligibility & Criteria

Eligibility for the programme may include:

- students enrolled in recognized undergraduate, postgraduate, or doctoral programmes in relevant disciplines;
- submission of an application through the designated portal or institutional nomination;
- academic credentials and demonstrated interest in archival or research work; and
- compliance with any additional criteria prescribed by the State Archives Department.

Internships may be offered for defined durations such as short-term (4–8 weeks), semester-based, or research internships.

7.2.7. Monitoring & Evaluation

Monitoring of the programme may include:

- maintenance of a digital database of interns and projects undertaken;
- submission of internship reports and supervisor evaluations;
- periodic review of programme outcomes by the State Archives Department; and
- incorporation of feedback from interns, academic institutions and archival staff to improve programme design.

7.2.8. Expected Outcomes

The Structured Internship Programme is expected to:

- strengthen human resource capacity in archival management;
- enhance academic engagement with archival collections;
- support ongoing digitization, documentation and outreach activities;
- promote research and scholarship based on archival materials; and
- create a skilled pool of future archivists, researchers and records management professionals.

7.3. CAPACITY BUILDING AND OUTREACH

Strengthening archival governance requires not only institutional infrastructure but also sustained efforts toward capacity development, public awareness and professional training. Based on insights derived from the inter-state comparative matrices presented in Section 6, the Policy proposes a comprehensive Capacity Building and Outreach Programme aimed at enhancing professional competencies, promoting archival awareness and strengthening citizen engagement with documentary heritage.

The programme will focus on training government officials, building professional archival expertise and expanding public outreach initiatives, including innovative communication tools such as Mobile Archival Exhibitions and Awareness Vans. These interventions will contribute to improving records management practices across institutions while also promoting greater appreciation of archival heritage among the public.

7.3.1. Objective

The Capacity Building and Outreach Programme aims to:

- strengthen professional capacity in records management, archival science and digital preservation;
- enhance awareness among government departments regarding systematic records management and transfer practices;

- promote public understanding of the importance of archival heritage and historical documentation;
- facilitate knowledge exchange through training programmes, workshops and collaborative initiatives; and
- expand citizen engagement with archives through innovative outreach initiatives, including mobile exhibitions and awareness campaigns.

7.3.2. Target Beneficiaries

The programme shall benefit:

- Government officials and record officers responsible for records management in departments and public institutions;
- personnel working in archives, libraries and cultural institutions;
- students, researchers and academic institutions engaged in historical and archival research;
- local bodies and public institutions responsible for maintaining public records; and
- the general public, particularly students and youth, through awareness and outreach initiatives.

7.3.3. Components / Interventions

The programme shall include the following key components:

1. Professional Training Programmes: Regular training programmes shall be conducted for:

- departmental Record Officers and archival personnel;
- officials responsible for records management and digitization; and
- professionals working in archives, libraries and heritage institutions.

Training modules may cover:

- records lifecycle management
- archival appraisal and cataloguing
- digitization and metadata standards
- digital preservation and data security
- legal and administrative aspects of records management

2. Workshops, Seminars and Knowledge Exchange: Periodic workshops, seminars and conferences may be organized to facilitate:

- exchange of best practices in archival administration;
- collaboration between archives, universities and research institutions; and

- dissemination of innovations in digital archiving and records management.

3. Mobile Archival Exhibition & Awareness Van: To expand public outreach, the Policy proposes the deployment of a Mobile Archival Exhibition & Awareness Van.

This initiative may include:

- curated exhibitions showcasing historically significant documents, photographs and archival materials;
- digital displays explaining the importance of records preservation and archival heritage;
- outreach visits to schools, universities, districts and rural areas; and
- interactive sessions aimed at promoting archival awareness among students and citizens.

The mobile exhibition platform will help bring archival heritage closer to communities and promote wider public engagement.

4. Public Awareness Campaigns: Awareness initiatives may include:

- archival exhibitions and thematic displays;
- public lectures, heritage talks and archival literacy programmes;
- digital awareness campaigns through official portals and social media platforms; and
- collaborations with educational institutions to promote archival research and documentation.

5. Collaboration with Academic and Research Institutions: Partnerships may be developed with universities and research institutions for:

- training programmes and certificate courses in archival science;
- collaborative research projects; and
- academic engagement with archival collections.

7.3.4. Implementation Mechanism

The programme shall be implemented under the overall coordination of the State Archives Department.

Key institutional roles may include:

- State Archives Department: programme design, training coordination, outreach planning and supervision.
- Government Departments and Public Institutions: nomination of officials for training and adoption of improved records management practices.
- Universities and Academic Institutions: collaboration in training programmes, research activities and knowledge dissemination.

- District Administration and Local Bodies: facilitation of outreach programmes and mobile exhibition visits.
- Technical partners and cultural institutions: support in exhibition design, digital content development and awareness campaigns.

7.3.5. Funding Pattern

The programme may be supported through:

- allocations from the State Archives Department's budget;
- convergence with relevant heritage, culture and capacity-building initiatives;
- collaboration with educational institutions and cultural organizations; and
- potential support through Corporate Social Responsibility (CSR) initiatives and partnerships, where appropriate.

Specific allocations may be made for training programmes, outreach events and the operation of the Mobile Archival Exhibition & Awareness Van.

7.3.6. Eligibility & Criteria

Participation in capacity-building initiatives may include:

- government officials and record officers nominated by departments;
- archival personnel and professionals from libraries and cultural institutions;
- students and researchers participating in training workshops or awareness programmes; and
- educational institutions collaborating in outreach activities.

Detailed operational guidelines may be issued by the State Archives Department to regulate programme participation.

7.3.7. Monitoring & Evaluation

Monitoring mechanisms may include:

- maintenance of records on training programmes conducted and participants trained;
- documentation of outreach events and mobile exhibition coverage;
- feedback from participating institutions and trainees; and
- periodic review of programme outcomes by the State Archives Department.

Key indicators may include:

- number of officials trained annually;
- number of awareness programmes conducted;
- districts and institutions covered through outreach initiatives; and
- participation levels in archival awareness activities.

7.3.8. Expected Outcomes

The Capacity Building and Outreach Programme is expected to:

- strengthen institutional capacity in records management and archival administration;
- improve compliance with records management standards across departments;
- increase public awareness of archival heritage and documentary history;
- promote academic engagement with archival resources; and
- create a more inclusive and participatory archival ecosystem connecting institutions, researchers and citizens.

7.4. RECOGNITION OF DISTINGUISHED ARCHIVISTS

The preservation and advancement of archival heritage depend significantly on the dedication and expertise of professionals engaged in archival science, records management, historical research, conservation and digital preservation. Insights drawn from the inter-state comparative matrices presented in Section 6 indicate that several archival institutions across the country have instituted recognition mechanisms to encourage professional excellence and innovation in archival practices.

In this context, the Policy proposes the establishment of a Recognition of Distinguished Archivists Scheme to formally acknowledge outstanding contributions made by archivists, researchers, records managers and institutions in the field of archival preservation and public records management.

7.4.1. Objective

The scheme aims to:

- recognize and honour individuals and institutions that have made significant contributions to archival preservation and records management;
- promote professional excellence and innovation in archival science and digital preservation;
- encourage research, documentation and dissemination of archival heritage;
- motivate professionals and institutions to adopt best practices in archival administration; and
- strengthen the overall ecosystem of archival governance and historical documentation.

7.4.2. Target Beneficiaries

The scheme shall be designed to benefit:

- professional archivists and records management professionals working in government archives, public institutions or affiliated organizations;
- researchers, historians and scholars who have made notable contributions to archival studies or documentation;

- institutions, departments or organizations demonstrating exemplary practices in records management and archival preservation; and
- professionals contributing to digital archiving, conservation and archival outreach initiatives.

7.4.3. Components / Interventions

The scheme may include the following components:

- 1. Annual Archival Excellence Awards:** Awards may be instituted to recognize outstanding contributions in areas such as:
 - archival preservation and conservation
 - records management innovation
 - digitization and digital archiving
 - archival research and publications
 - public outreach and archival awareness initiatives
- 2. Institutional Recognition:** Government departments, archival institutions, universities and other public bodies demonstrating exemplary records management practices may be recognized through institutional awards or citations.
- 3. Citation and Public Recognition:** Awardees may receive a formal citation, plaque or medal and public recognition through official events, publications or digital platforms.
- 4. Knowledge Dissemination:** The experiences and best practices of recognized individuals and institutions may be documented and shared through seminars, workshops and publications to promote knowledge sharing within the archival community.

7.4.4. Implementation Mechanism

The scheme shall be implemented under the supervision of the State Archives Department.

The implementation mechanism may include:

- establishment of a Selection Committee comprising archival experts, senior administrators and representatives from academic institutions;
- invitation of nominations from government departments, universities, research institutions and professional bodies and distinguished individuals from the general public who makes notable contributions in the field of archives;
- transparent evaluation based on defined criteria such as innovation, impact, professional contribution and sustainability; and
- announcement of awards during appropriate public events such as International Archives Week, archival conferences or state-level heritage programmes.

7.4.5. Funding Pattern

The scheme shall be supported through:

- budgetary allocations under the State Archives Department;
- integration with broader heritage promotion or cultural programmes of the State Government; and
- possible collaboration with academic institutions, cultural organizations or CSR-supported initiatives, where appropriate.

The financial provisions may cover awards, citations, documentation activities and event organization.

7.4.6. Eligibility & Criteria

Eligibility for the scheme may include:

- individuals or institutions with a demonstrated record of contribution to archival preservation, records management, research or digital archiving;
- professionals working in government archives, public institutions, universities, or recognized research organizations;
- distinguished individuals from the general public who makes notable contributions in the field of archives;
- individuals who have produced significant scholarly work, innovative archival systems or impactful outreach initiatives; and
- institutions demonstrating best practices in records management, digitization, or archival accessibility.

Detailed eligibility conditions and evaluation criteria may be notified separately by the State Archives Department.

7.4.7. Monitoring & Evaluation

The implementation of the scheme shall be monitored through:

- maintenance of a digital registry of award recipients and recognized institutions;
- periodic review of the scheme by the State Archives Department and the State Archives Advisory Council;
- documentation of recognized best practices for institutional learning; and
- assessment of the scheme's contribution to promoting archival excellence and professional engagement.

7.4.8. Expected Outcomes

The Recognition of Distinguished Archivists Scheme is expected to:

- promote a culture of professional excellence and innovation in archival administration;

- strengthen the recognition of archival science as a specialized professional field;
- encourage the adoption of best practices in records management and digital preservation;
- enhance collaboration between archival institutions, researchers and academic bodies; and
- increase public awareness regarding the importance of preserving documentary heritage.

The core policy components and schemes outlined in this section provide a comprehensive framework for strengthening archival governance and modernizing the management of public records in the State. By integrating initiatives related to digitization, professional capacity development, research engagement, public outreach and recognition of archival excellence, the Policy seeks to create a balanced ecosystem that addresses both institutional strengthening and wider societal engagement with archives.

Successful implementation of these initiatives will require sustained coordination among the State Archives Department, government departments, academic institutions, cultural organizations and the broader archival community. With appropriate institutional support, resource allocation and periodic review, these schemes are expected to significantly enhance the preservation, accessibility and public value of archival records. In the long term, they will contribute to safeguarding the documentary heritage of Haryana while enabling archives to serve as an important resource for governance, scholarship and public knowledge.

8. LEGAL & INSTITUTIONAL FRAMEWORK

To provide statutory backing to archival administration in Haryana, a dedicated legislation titled the Haryana Public Records Act shall be enacted, if not already in force. The proposed Act shall establish a comprehensive legal framework governing the creation, maintenance, appraisal, retention, preservation, digitization, transfer and disposal of public records generated by all public offices under the administrative control of the State. In the event that such legislation is not presently operational, the Act shall be formulated broadly on the lines of the Public Records Act, 1993, with suitable modifications to address the administrative structure and functional requirements of Haryana. The legislation shall clearly define the scope of public records, prescribe institutional responsibilities, provide mechanisms for compliance and oversight and lay down accountability provisions to prevent unauthorized destruction, alteration or concealment of records.

The Act shall specifically and comprehensively address the management of electronic records in view of the expanding e-governance ecosystem and digital modes of communication. It shall define electronic records in explicit terms and provide statutory recognition to records created, received, stored or transmitted in digital form. Provisions relating to authenticity, integrity, preservation standards, metadata requirements, cybersecurity safeguards, digital transfer protocols and long-term digital preservation strategies shall be incorporated to ensure that electronic records are managed with the same legal validity and evidentiary value as physical records. The legislation shall also ensure alignment with applicable information technology and data protection laws to safeguard sensitive and personal information.

9. FINANCIAL FRAMEWORK

A sustainable and adequately resourced financial framework is essential for effective implementation of the Archives Policy in Haryana. This Section outlines the funding architecture, budgetary mechanisms and resource mobilization strategies to support archival preservation, digitization, outreach and capacity-building initiatives.

The Financial Framework shall ensure transparency, efficiency, accountability and long-term sustainability of archival programmes.

9.1. BUDGET ALLOCATION CITIZEN PARTICIPATION

9.1.1. Dedicated Budgetary Provision

- A dedicated budget head shall be created under the concerned Administrative Department for implementation of archival activities.
- Annual budget allocations shall provide for both recurring and non-recurring expenditure.
- Scheme-wise financial provisioning shall be reflected in the Annual Budget Estimates and Revised Estimates as applicable.

9.1.2. Major Expenditure Components

Budgetary allocation shall broadly cover:

- Infrastructure development (archival repositories, storage systems, conservation labs)
- Digitization and Conservation
- IT infrastructure, servers and cybersecurity systems
- Human resources and professional services
- Mobile Outreach Van and exhibitions
- Internship stipends and training programmes
- Awards and recognition initiatives
- Maintenance and operational costs

9.1.3. Phased Financial Planning

Implementation shall follow a phased financial plan aligned with the policy roadmap:

- Phase I: Legal framework, infrastructure assessment, pilot digitization
- Phase II: Large-scale digitization, outreach roll-out, capacity building
- Phase III: Digital repository expansion, district-level strengthening, advanced preservation systems

9.2. CORPORATE SOCIAL RESPONSIBILITY AND PUBLIC-PRIVATE PARTNERSHIP

Recognizing the importance of diversified funding sources, the Policy encourages collaboration with the private sector under regulated and transparent frameworks.

9.2.1. Corporate Social Responsibility (CSR) Participation

- Eligible projects such as digitization of rare records, conservation of fragile documents, mobile outreach initiatives and heritage exhibitions may be undertaken with CSR support.
- CSR partnerships shall comply with applicable corporate and financial regulations.
- Contributions may be acknowledged through appropriate recognition mechanisms without compromising public ownership of records.

9.2.2. Public-Private Partnerships (PPP)

1. PPP models may be explored for large-scale digitization projects, IT infrastructure development and repository management systems.
2. Agreements shall clearly define:
 - Scope of services
 - Data security obligations
 - Intellectual property rights
 - Confidentiality provisions
 - Quality standards and timelines
3. Custodianship and ownership of public records shall remain exclusively with the State.
4. PPP arrangements shall be subject to transparent procurement procedures and financial oversight.

9.3. GRANT MODELS

9.3.1. Central Government Assistance

Financial assistance may be sought under relevant schemes of the Government of India, including initiatives aligned with archival modernization and digital governance where applicable.

9.3.2. Institutional Grants

1. Grants may be provided to universities, local bodies, or public institutions for archival preservation and digitization initiatives subject to approved proposals.
2. Grant-in-aid guidelines shall specify eligibility criteria, utilization norms, reporting requirements and audit mechanisms.

9.3.3. Research and Documentation Grants

Provision may be made for limited grants to support:

- Archival research projects
- Documentation of thematic historical collections
- Publication initiatives based on archival materials

All grants shall be subject to transparent selection procedures and monitoring mechanisms.

9.4. SCHEME-WISE COSTING

Each scheme under this Policy shall be supported by a detailed cost framework outlining capital and operational expenditure.

Indicative costing categories include:

a) Digitization & Digital Repository Scheme

- Scanning equipment and software
- Data storage and server infrastructure
- Cybersecurity systems
- Professional digitization manpower
- Annual maintenance and upgrades

b) Structured Internship Programme

- Stipend (where applicable)
- Training materials
- Supervision and certification costs

c) Mobile Outreach & Awareness Van

- Vehicle procurement and customization
- Display infrastructure and equipment
- Operational and fuel costs
- Staffing and maintenance

d) Recognition of Distinguished Archivists

- Award honorarium or citation
- Event organization costs
- Public communication and documentation

e) Voluntary Contribution & Private Papers Scheme

- Conservation and digitization of donated materials
- Documentation and cataloguing

- Donor acknowledgment activities

f) Capacity Building & Training

- Workshops and seminars
- Resource persons and experts
- Training materials and manuals

A detailed financial memorandum may be prepared separately outlining year-wise projections, capital expenditure, recurring expenditure and funding sources.

9.5. FINANCIAL OVERSIGHT AND ACCOUNTABILITY

1. All expenditures under this Policy shall be subject to applicable financial rules and audit procedures.
2. Utilization certificates shall be mandatory for grants and CSR-supported projects.
3. Periodic financial reviews shall assess cost-effectiveness and resource optimization.
4. Digitization and PPP contracts shall include performance-linked payment mechanisms.

The Financial Framework under this Policy aims to ensure adequate resource mobilization, prudent expenditure, diversified funding partnerships and strong financial accountability. Through structured budget allocation, strategic partnerships and scheme-wise costing, the archival system of Haryana shall be supported by a sustainable and transparent financial foundation capable of meeting both present requirements and future expansion needs.

10. GOVERNANCE & OVERSIGHT MECHANISM

Effective implementation of the Archives Policy in Haryana requires a structured governance architecture with clearly defined institutional responsibilities, coordination mechanisms and accountability frameworks.

This Section establishes the oversight bodies, coordination systems, monitoring arrangements and reporting structures necessary to ensure transparency, efficiency and policy compliance.

10.1. STATE ARCHIVES ADVISORY COUNCIL

10.1.1. Constitution

A State Archives Advisory Council (SAAC) may be constituted to provide strategic direction, policy guidance and expert oversight to archival administration.

10.1.2. Composition

The Council may include:

- Chairperson: Administrative Secretary of the concerned Department
- State Archivist – Member Secretary
- Representatives from key Departments (Finance, IT, Higher Education, Culture, Law)
- Experts in archival science, history, digital preservation and records management
- Representatives from universities and research institutions
- Nominee from the State Information Commission (where appropriate)

10.1.3. Functions

The Council shall:

1. Advise on archival policy formulation and revision.
2. Review implementation of schemes under the Policy.
3. Recommend digitization priorities and preservation strategies.
4. Provide guidance on adoption of technological standards.
5. Facilitate inter-state and national collaboration.
6. Review annual performance reports and recommend corrective measures.

10.1.4. Meetings

- The Council shall meet at least twice annually.
- Special meetings may be convened as required.
- Proceedings shall be documented and action points monitored.

10.2. INTER-DEPARTMENTAL COORDINATION COMMITTEE

10.2.1. Constitution

An Inter-Departmental Coordination Committee (IDCC) shall be established to ensure operational coordination among government departments and covered institutions.

10.2.2. Composition

- Chairperson: Director General / Director of Archives
- State Archivist
- Nodal Record Officers from major Departments
- Representative from IT Department
- Representative from Finance Department

10.2.3. Functions

The Committee shall:

1. Ensure compliance with records management standards.
2. Coordinate preparation and revision of retention schedules.
3. Facilitate timely transfer of records to the State Archives.
4. Monitor digitization progress across departments.
5. Resolve inter-departmental operational issues.
6. Oversee implementation of outreach and internship programmes.

10.2.4. Meetings

- Quarterly meetings shall be conducted.
- Departments shall submit compliance updates prior to each meeting.

10.3. MONITORING FRAMEWORK

A robust Monitoring Framework shall be established to assess policy implementation and ensure measurable progress.

10.3.1. Key Performance Indicators (KPIs)

To effectively assess the implementation and impact of the scheme, the following Key Performance Indicators (KPIs) have been identified for each core component:

1. Digitization & Digital Repository:

- Number of archival records and collections digitized annually.
- Percentage of priority and historically significant records digitized.
- Number of government departments and institutions contributing records for digitization.

- Number of digitized records integrated into the centralized Digital Archival Repository with standardized metadata.
- Operationalization and expansion of the centralized digital repository and its storage capacity.
- Number of users accessing the Public Digital Archives Portal and utilization of digital archival resources.
- Number of archival records viewed, downloaded or requested through the portal for research or administrative purposes.
- Compliance with prescribed digitization standards, metadata protocols and quality assurance procedures.
- Number of archival personnel trained in digitization, digital preservation and repository management.
- Implementation of secure storage, backup and disaster recovery mechanisms for digital archival assets.
- Number of digital exhibitions, curated collections or public engagement initiatives hosted on the portal.

2. Internship Policy: Number of interns onboarded annually.

- Percentage of interns completing the program successfully.
- Number of research outputs, reports, or archival projects supported by interns.
- Feedback scores from both interns and supervisors.

3. Mobile Outreach Van:

- Number of outreach visits conducted annually.
- Number of districts/locations covered.
- Estimated footfall per outreach event (public participation).
- Number of awareness materials (leaflets, exhibits, audio-visuals) distributed.
- Feedback collected from event participants.

4. Capacity Building and Training:

- Number of training programs/workshops organized.
- Number of participants trained (archival staff, officers, others).
- Pre- and post-training evaluation scores (knowledge/skill gain).
- Number of collaborations with training institutions or experts.
- Satisfaction rating from training participants.

5. Honoring Archivists:

- Number of nominations received annually.
- Number of awards conferred each year.

- Visibility of the award event in media/public forums.
- Post-award engagement of awardees (mentoring, advocacy).

6. Public Appeal for Archival Material:

- Number of public appeals or campaigns conducted.
- Number of individuals/institutions contacted or reached.
- Volume (or number) of archival materials submitted by the public.
- Percentage of submitted material that meets archival standards.
- Number of contributors formally acknowledged.

7. Overall Scheme Performance:

- Year-on-year increase in public engagement metrics (e.g., website traffic, social media mentions).
- Annual utilization of allocated budget (component-wise).
- Timely implementation of planned activities (based on milestones).
- Mid-term and end-term external evaluation scores.
- Stakeholder satisfaction levels (staff, public, contributors, interns).

10.3.2. Annual Performance Review

- An Annual Archival Performance Report shall be prepared by the State Archivist.
- The Report shall highlight achievements, gaps, challenges and corrective measures.
- The Report shall be placed before the State Archives Advisory Council for review.

10.3.3. Periodic Inspections

- Scheduled inspections of departmental record rooms.
- Audit of digitization quality and digital repository security.
- Verification of compliance with statutory obligations.

10.3.4. Third-Party Evaluation

To ensure objectivity and credibility, independent third-party evaluations by professional agencies or academic institutions may be undertaken periodically.

Third-party evaluation may cover:

- Large-scale digitization projects
- PPP or CSR-supported initiatives
- Effectiveness of outreach programmes
- Institutional compliance levels
- Impact assessment of internship and capacity-building programmes

10.4. REPORTING STRUCTURE

10.4.1. Departmental Reporting

- Each Department shall designate a Record Officer responsible for quarterly compliance reports.
 - Reports shall include details of records created, weeded, digitized and transferred.
-

10.4.2. State Archivist Reporting

- The State Archivist shall consolidate departmental submissions.
 - Bi-annual progress reports shall be submitted to the Administrative Department.
 - Annual consolidated reports shall be placed before the Advisory Council.
-

10.4.3. Escalation Mechanism

- Cases of persistent non-compliance shall be escalated to the Administrative Secretary.
 - Recommendations for corrective action, including disciplinary measures where warranted, may be made in accordance with applicable laws and service rules.
-

10.4.4. Public Disclosure

- A summary of annual achievements may be published on the official website to enhance transparency.
- Digitization milestones and outreach activities may be periodically disclosed in the public domain.

The Governance & Oversight Mechanism outlined above ensures that archival administration in Haryana operates within a clearly defined institutional framework supported by coordination, monitoring and accountability systems. Through structured oversight bodies, measurable performance indicators and transparent reporting channels, the Policy establishes a durable governance architecture capable of sustaining archival excellence and institutional integrity.

11. IMPLEMENTATION ROADMAP

The Implementation Roadmap provides a structured and time-bound plan for operationalizing the Archives Policy in Haryana. It translates policy commitments into sequenced actions with defined milestones, institutional responsibilities and measurable outputs.

The rollout shall be phased to ensure administrative feasibility, financial prudence and capacity alignment.

11.1. PHASE-WISE ROLLOUT

Implementation shall be undertaken in three structured phases:

11.1.1. Phase I: Foundation & Legal Structuring (Year 1)

Objectives: Establish statutory framework, institutional mechanisms and baseline infrastructure.

Key Actions:

- Drafting and initiation of the Haryana Public Records Act (if not already in force)
- Constitution of:
 - State Archives Advisory Council
 - Inter-Departmental Coordination Committee
- Preparation of model retention schedules
- Department-wise baseline assessment of record holdings
- Pilot digitization projects in select departments
- Development of digital repository blueprint
- Preparation of operational guidelines and SOPs
- Budget allocation and financial structuring

Deliverables:

- Legal framework initiated
- Governance bodies operational
- Digitization pilot completed
- Baseline archival inventory created

11.1.2. Phase II: Expansion & System Integration (Year 2–3)

Objectives: Scale digitization, standardize records management and operationalize outreach programmes.

Key Actions:

- Department-wide implementation of retention schedules
- Large-scale digitization of prioritized records

- Launch of State Digital Archival Repository
- Rollout of Structured Internship Programme
- Deployment of Mobile Outreach & Archival Awareness Van
- Launch of Recognition of Distinguished Archivists Scheme
- Capacity-building workshops for Record Officers
- Integration of compliance reporting system

Deliverables:

- Majority of legacy priority records digitized
- Departments integrated into centralized digital repository
- Internship and outreach schemes operational across districts
- Annual performance monitoring system stabilized

11.1.3. Phase III: Consolidation & District-Level Deepening (Year 4–5)

Objectives: Achieve district-level saturation, strengthen digital preservation and institutionalize continuous improvement.

Key Actions:

- District-level archival strengthening initiatives
- Establishment or upgradation of district record centers (where feasible)
- Expansion of digitization to cover remaining legacy records
- Advanced digital preservation mechanisms (backup, migration planning)
- Comprehensive third-party evaluation
- Mid-term policy recalibration (if required)

Deliverables:

- Full district coverage under outreach and monitoring framework
- Sustainable digital repository ecosystem
- Institutionalized compliance culture
- Evaluation-based refinement of policy

Component	Year 1: Foundation & Setup	Year 2: Expansion & Scaling	Year 3: Consolidation & Full Rollout
Legal Framework	Draft Haryana Public Records Act (if not in force); inter-departmental consultation; initiate approval process	Enactment/operationalization of Act; notification of Rules & SOPs	Enforcement of compliance provisions; review of implementation gaps
Governance Structure	Constitute State Archives Advisory Council & Inter-Departmental Coordination Committee; designate Record Officers	Regular quarterly meetings; compliance reporting system activated	Strengthened oversight; performance review by Advisory Council
Baseline Assessment	State-wide survey of records; infrastructure gap assessment; digitization master plan	Update inventory; department-level digitization plans finalized	District-level inventory integration into central database
Records Management Framework	Issue model retention schedules; initiate departmental adoption	50% departments adopt approved retention schedules	100% major departments adopt schedules; compliance enforcement
Digitization Programme	Pilot digitization in select departments; 10–15% priority records digitized	Scale-up digitization; cumulative 40–55% records digitized; repository launched	Accelerated digitization; cumulative 70–80% priority records digitized; quality audit

Component	Year 1: Foundation & Setup	Year 2: Expansion & Scaling	Year 3: Consolidation & Full Rollout
Digital Repository	Repository architecture designed; pilot integration	Centralized repository operational; major departments onboarded	Full integration of departments and district records; advanced backup & preservation systems
District-Level Expansion	Identify District Nodal Officers; district record surveys	50% districts covered under digitization & outreach	100% districts covered; district records integrated into central system
Mobile Outreach & Awareness Van	Procurement & customization; pilot district visits	Outreach in at least 50% districts	Outreach coverage across all districts
Structured Internship Programme	Framework design; pilot internships	State-wide implementation; university collaborations formalized	Programme stabilization; performance evaluation
Recognition & Awards Scheme	Scheme guidelines finalized	First annual awards conferred	Institutionalized annual recognition system
Voluntary Contribution Scheme	Donor guidelines issued; awareness initiated	Active collection & digitization of private papers	Consolidated cataloguing & digital access integration
Capacity Building	Initial training workshops for Record Officers	Advanced training on digital preservation & cybersecurity	District-level training saturation; refresher courses
Monitoring & Reporting	Quarterly reporting initiated; baseline KPIs defined	Annual Performance Report published; compliance grading introduced	Third-party evaluation; policy refinement recommendations

11.2. RISK MITIGATION & CONTINGENCY PLANNING

The roadmap shall incorporate safeguards against:

- Budgetary constraints
- Technological obsolescence
- Cybersecurity threats
- Administrative resistance to change

Mitigation strategies may include phased budgeting, cloud-based scalability, capacity building and periodic technology audits.

11.3. REVIEW & FLEXIBILITY

The Implementation Roadmap shall remain adaptive. Based on monitoring findings, technological advancements or legislative developments, timelines and targets may be recalibrated with approval of the competent authority.

The Implementation Roadmap provides a realistic, phased and accountable pathway for transforming archival governance in Haryana. By sequencing legal reforms, technological modernization and institutional capacity-building, the roadmap ensures systematic transition from legacy record-keeping practices to a modern, transparent and digitally enabled archival ecosystem.

12. REVIEW & AMENDMENT CLAUSE

In order to ensure that the Archives Policy remains dynamic, responsive and aligned with evolving administrative, technological and societal needs, a structured Review & Amendment mechanism shall be incorporated. This provision shall apply to the implementation of the Policy in Haryana.

12.1. FIVE-YEAR POLICY REVIEW

12.1.1. Periodic Comprehensive Review

A comprehensive review of the Policy shall be undertaken every five (5) years from the date of its notification or operationalization.

The five-year review shall examine:

- Effectiveness of the Legal & Institutional Framework
- Performance of digitization and digital repository initiatives
- Compliance levels across departments
- Financial sustainability and resource utilization
- Outreach and public engagement outcomes
- Alignment with national archival standards

The review may be conducted internally or through an independent evaluation mechanism, as deemed appropriate.

12.1.2. Mid-Term Assessment

In addition to the five-year comprehensive review, a mid-term assessment may be conducted within two to three years of implementation to:

- Identify operational bottlenecks
- Recalibrate timelines and targets
- Strengthen underperforming schemes

12.2. SCOPE FOR INTRODUCTION OF NEW SCHEMES

Recognizing that archival administration is a dynamic field influenced by technological innovation and evolving public needs, the Policy shall provide flexibility for introduction of new schemes.

New schemes may be introduced based on:

- Technological advancements in digital preservation
- Emerging good practices in records management
- Public demand for enhanced access
- Institutional capacity expansion
- Recommendations of the State Archives Advisory Council

Such schemes may include, but shall not be limited to:

- Advanced digital preservation initiatives
- AI-assisted indexing and cataloguing systems
- Thematic archival exhibitions
- Heritage documentation drives
- Research fellowships

New schemes may be introduced through administrative orders, subject to financial approval and compliance with applicable laws, without requiring full-scale policy reissuance.

12.3. INCORPORATION OF EMERGING GOOD PRACTICES

The Policy shall remain aligned with evolving national and inter-state archival standards.

Emerging good practices may be incorporated through:

- Inter-state consultations and benchmarking exercises
- Participation in national archival forums and conferences
- Technological audits and modernization studies
- Recommendations from domain experts and academic institutions

Operational guidelines, technical standards and SOPs may be updated periodically to reflect:

- Advances in digitization technology
- Cybersecurity standards
- Data protection norms
- Metadata and interoperability standards
- International archival preservation methodologies

Such updates may be issued through executive instructions or revised manuals, as appropriate.

12.4. AMENDMENT PROCEDURE

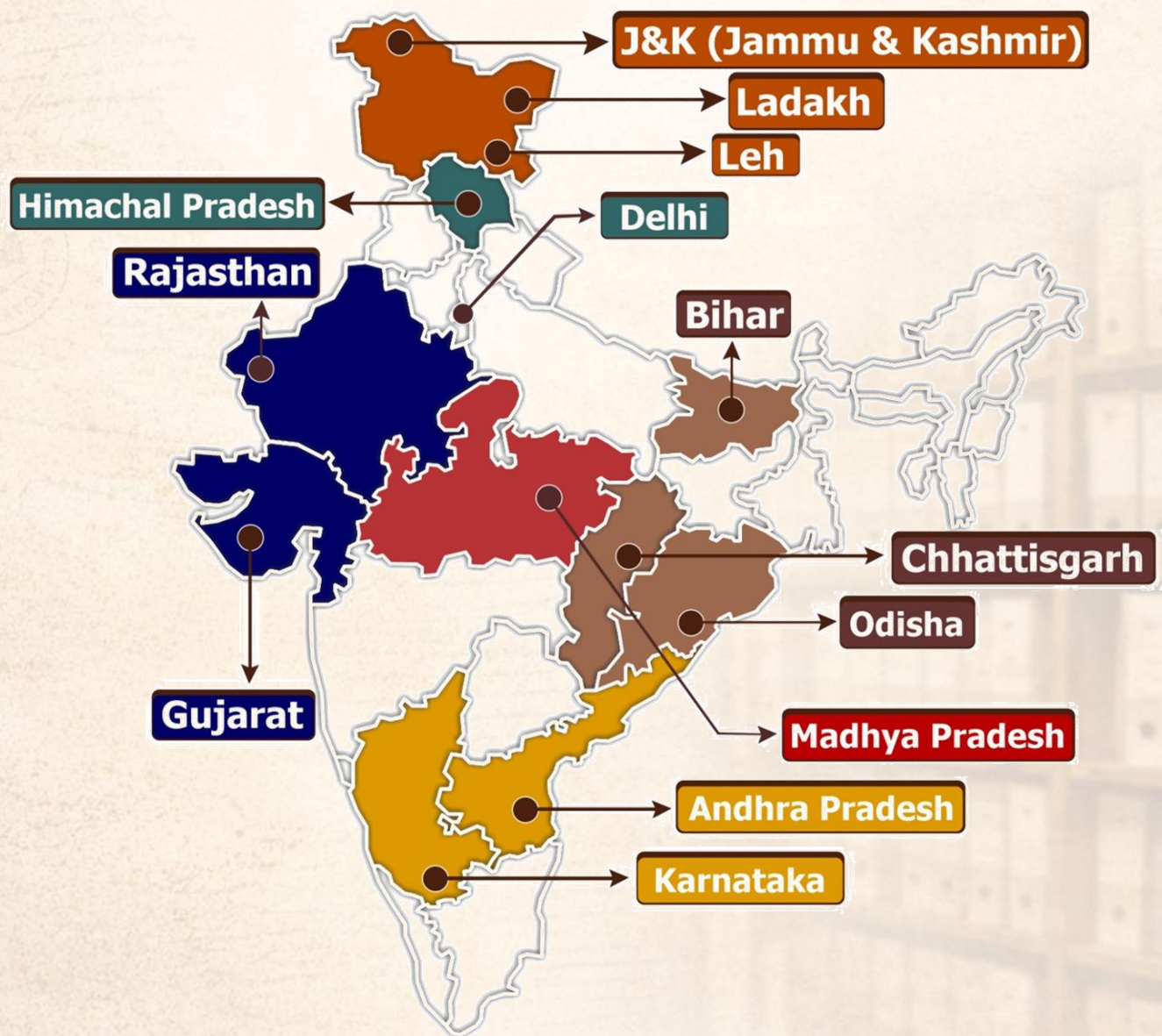
Minor amendments, procedural refinements, or scheme-level modifications may be approved by the competent authority based on recommendations of the State Archives Advisory Council.

Major amendments involving structural, legal, or financial implications may require:

- Inter-departmental consultation
- Legal vetting
- Formal approval through prescribed administrative or legislative processes

The Review & Amendment Clause ensures that the Archives Policy is not static but adaptive and future-oriented. Through structured periodic review, scope for innovation and systematic incorporation of emerging good practices, archival governance in Haryana shall remain modern, resilient and aligned with technological advancements and public expectations.

13. STATE/ UT CONSULTED



14. OUTREACH AND AWARENESS CAMPAIGNS

In pursuance of strengthening citizen engagement with archival heritage, the State Support Mission (SSM), under the aegis of the Swarna Jayanti Haryana Institute for Fiscal Management (SJHIFM), in collaboration with the Archives Department, Haryana organized three major outreach activities across Haryana. These included participation at the Krishi Mela in Hisar (21 September – 22 September 2025), Book Fair in Panchkula (7 November – 13 November 2025) and International Geeta Mahotsav in Kurukshetra (15 November – 05 December 2025). Together, these events provided a platform to connect health awareness with heritage preservation, mobilize communities and highlight the importance of archival policy for sustainable development.

The outreach activities undertaken were designed not only as awareness drives but as structured interventions to connect citizens with their documentary heritage. These initiatives recognized that archives are more than custodial repositories, they are living resources that strengthen cultural identity, support education and foster transparent governance. The objectives outlined below captures the guiding vision behind these outreach efforts and provide the foundation for integrating archival awareness into Haryana's broader developmental agenda.

14.1. OBJECTIVES

- To raise public awareness about the importance of preserving documentary heritage and Indian Knowledge Systems (IKS).
- To encourage citizen participation in archival preservation through voluntary contributions, digitization awareness and heritage education.
- To build partnerships with educational institutions, government departments and civil society for strengthening archival systems.

14.2. ACTIVITIES CONDUCTED

14.2.1. Hisar Krishi Mela (21 September – 22 September 2025)

Organized interactive sessions featuring awareness campaigns on archival preservation. Distribution of IEC Material was done. Citizens were encouraged to contribute to repositories, fostering community participation in heritage safeguarding.

14.2.2. Book Fair, Panchkula (7 November – 13 November 2025)

Displayed citizen-friendly archival records with accessible formats. Distributed IEC materials and conducted workshops on preservation techniques. Youth-focused engagement activities linked archival practices with education, promoting awareness among students and educators.

14.2.3. International Geeta Mahotsav, Kurukshetra (15 November – 05 December 2025)

Hosted large-scale exhibitions and storytelling sessions (Nukkad Natak) alongside digitization demonstrations. Awareness stalls highlighted the importance of archives in cultural continuity and citizen engagement.

14.3. COMMUNITY RESPONSE

- **Diverse Participation:** Strong involvement from farmers, women, youth, students and researchers, reflecting the wide appeal and relevance of archival and outreach initiatives.
- **Citizen Enthusiasm:** Participants showed keen interest in the heritage themes, with many expressing willingness to contribute personal records, family documents and oral histories to strengthen repositories.
- **Sense of Ownership:** Engagement highlighted a growing collective responsibility among citizens toward preserving cultural heritage and connecting it with contemporary issues.
- **Feedback Insights:** Suggestions emphasized the need for simplified formats, practical demonstrations and accessible communication methods to make archival practices more relatable.
- **Sustained Engagement:** Citizens recommended regular follow-up sessions and continuity in outreach activities to maintain momentum and deepen long-term participation.

14.4. IMPACT

- **Enhanced Recognition of Archival Wealth:** Significantly increased awareness of Haryana's rich archival resources, positioning them as vital assets for education, governance and cultural identity. Citizens and institutions alike began to view archives not merely as repositories, but as living resources that inform policy, inspire learning and strengthen heritage pride.
- **Strengthened Institutional Collaboration:** Fostered closer coordination between archives departments and other government bodies, leading to integrated approaches in documentation, preservation and outreach. This inter-departmental synergy has laid the foundation for more cohesive policies and streamlined implementation of archival modernization initiatives.
- **Mobilization of Youth and Volunteer Networks:** Successfully engaged youth groups, student communities and volunteer networks, channelling their energy toward future outreach campaigns and preservation projects. This mobilization has created a sustainable pipeline of citizen advocates who can carry forward archival awareness, ensuring continuity across generations.
- **Broader Public Engagement:** The initiatives cultivated a sense of ownership among citizens, encouraging contributions of personal records, oral histories and community narratives. This participatory approach has expanded the archival base while reinforcing trust between institutions and the public.

- **Catalyst for Long-Term Outreach:** The activities served as a catalyst for designing future campaigns that blend heritage with contemporary themes such as health, education and sustainability. The impact extends beyond immediate events, shaping a roadmap for continuous engagement and policy innovation.

14.5. KEY TAKEAWAYS

- The outreach activity demonstrated the value of organizing more such initiatives, enabling the younger generation to engage with history, heritage and lived realities.
- Direct ground-level engagement revealed challenges and insights that are often overlooked in formal documentation.
- The experience emphasized the importance of conducting similar activities in colleges and educational institutions, where students can connect with history in a practical and meaningful way.
- Such initiatives foster awareness, curiosity, responsibility and a deeper appreciation for the collective past.

14.6. SOME GLIMPSES





हरियाणा राज्यों व केंद्र शासित प्रदेशों के सहयोग से भारतीय ज्ञान प्रणाली को सुदृढ़ बनाने में अग्रणी : राज नेहरू

टीएम एसएम इंडिया संस्थापक अध्यक्ष राज नेहरू हरियाणा राज्यकोषीय प्रबंधन संस्थान (एसजेएमआईएमएस) के राज्यकोषीय प्रबंधन विभाग के सहयोग से राज्य सहायता मिशन (एसएसएम) ने हरियाणा राज्य के लिए व्यापक अभिलेखागार नीति तैयार करने पर विचार-विमर्श हेतु एक परामर्श बैठक का आयोजन किया।



यह पहल भारतीय ज्ञान प्रणाली (आईएस) और राष्ट्रीय शिक्षा नीति के मार्गदर्शक सिद्धांतों के अनुकूल की जा रही है ताकि यह सुनिश्चित किया जा सके कि राज्य का अभिलेखागार प्रबंधन दृष्टि प्राथमिकता होने के साथ-साथ भारत के सांस्कृतिक मूल्यों में भी निहित हो। यह बैठक एसजेएमआईएमएस के महाप्रदेशिक डॉ. राज नेहरू के मार्गदर्शन में आयोजित की गई और इसका मार्गदर्शन एसजेएमआईएमएस के संयुक्त निदेशक एवं राज्य सहायता मिशन की नेहरू अधिकारी डॉ. नीरू और हरियाणा के अभिलेखागार विभाग की उप-निदेशिका मंजू नायडू ने किया। हरियाणा राज्य सहायता मिशन के टीम लीडर सहूल मिश्रा ने एसएसएम की भूमिका और हरिकोष को रेखांकित करते हुए बैठक की शुरुआत की और भारतीय ज्ञान प्रणाली के संस्थागत सुरक्षितकरण हेतु एक नीति का मसौदा तैयार करने की आवश्यकता और मातृघर पर बल दिया। विभिन्न राज्यों और केंद्र शासित प्रदेशों के अभिलेखागार विभागों के अधिकारी भी वीडियो कॉन्फ्रेंसिंग के माध्यम से इस कार्यवाही में शामिल हुए, जिसमें व्यापक राष्ट्रीय प्रतिनिधित्व और सहयोगात्मक सहभागिता सुनिश्चित हुई। इस परामर्श ने पूरे भारत में अभिलेखागार विभागों के कामकाज पर गहन चर्चा के लिए एक संघ प्रदान किया। प्रतिभागियों ने अपने विचार साझा किए, चुनौतियों पर प्रकाश डाला और सर्वोत्तम प्रथाओं का अदान-प्रदान किया। इस दौरान कई मुद्दों पर चर्चा हुई, जिनमें अभिलेखागार अभिलेखों का डिजिटलीकरण, उनके दृष्टिकोण के संरक्षण को सुनिश्चित करना, युद्ध और शोधकर्ताओं को शामिल करने के लिए ईमेलिंग और क्षमता निर्माण नीतियों का विकास, सतत अभिलेखागार विकास के लिए वित्तपोषण तंत्र को पकड़ना, प्रचलित कानूनी दृष्टि की समीक्षा और विरासत संरक्षण में नागरिकों की भागीदारी को मजबूत करने के लिए आउटरीच रणनीतियों को अपनाया शामिल है। इस पहल का उद्देश्य भारत में शोधकर्ताओं की सुविधा प्रदान करना और भारतीय ज्ञान प्रणाली को मजबूत करना है। डिजिटलीकरण के लिए एक मजबूत नीतिगत ढांचा विकसित करने पर विशेष ध्यान दिया गया, जो अभिलेखागार अभिलेखों की पुनर्निर्माण, खरीद और रखरखाव संरक्षण को संक्षेपित करेगा। नीति विकास संस्थाओं को मजबूत बनाने का काम करेगा। नीरू एसजेएमआईएमएस के संयुक्त निदेशक एवं राज्य सहायता मिशन की नेहरू अधिकारी डॉ. नीरू ने इस बात पर जोर दिया कि राज्य सहायता मिशन द्वारा की जा रही पहल हरियाणा को एक मजबूत और सशक्त के लिए तैयार अभिलेखागार नीति प्रदान करेगी।

SSM-SJHIFM ने अंतर्राष्ट्रीय गीता महोत्सव 2025 में बढ़ाया जागरूकता का परचम, एनीमिया - कुपोषण

अंतर्राष्ट्रीय गीता महोत्सव 2025 में बढ़ाया जागरूकता का परचम, एनीमिया - कुपोषण

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नूकड नाटक में एनीमिया और कुपोषण जैसी गंभीर स्वास्थ्य समस्याओं को दर्शाया

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“Akshay Smriti – Haryana State Archives Policy” represents a transformative and forward-looking initiative that seeks to bridge Haryana’s rich historical legacy with the opportunities of a digitally empowered future. By systematically preserving, digitizing and democratizing access to archival records, the policy will convert the State’s vast documentary wealth into a living knowledge resource.

The policy is designed not only to safeguard invaluable archival assets from the risks of deterioration and loss, but also to unlock their potential for governance, education, research and public engagement. It will enable citizens to connect more deeply with their heritage, empower researchers with authentic primary sources and strengthen institutional memory for more informed decision-making.

In the long term, “Akshay Smriti” will contribute to:

- Building a transparent, knowledge-driven governance framework
- Promoting cultural preservation and identity
- Supporting academic excellence and innovation
- Positioning Haryana as a leader in archival modernization and digital access

Above all, the initiative will ensure that the State’s legacy remains secure, accessible and meaningful for generations to come, fostering a lasting connection between the people of Haryana and their historical roots.

Joint Institutional Collaboration and Administrative Coordination in Policy Formulation and Implementation.
State Support Mission (SSM), Swarna Jayanti Haryana Institute For Fiscal Management (SJHIFM)
and Archives Department, Haryana

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