



**Central Arid Zone Research Institute**  
(Indian Council of Agricultural Research)  
**Jodhpur (Rajasthan) 342 003**



F. No. Record Management/2012-13/Admn.II/

Dated: 12.12.2012

**CIRCULAR**

Subject: Record Management including weeding out of old records - regd.

The undersigned has been directed to state that the Competent Authority has observed that sections/divisions/units of this institute are not doing the needful regarding Record Management and weeding out of old records.

Therefore, all the sections/divisions/units are directed to maintain/prepare a list of all the **running and closed files as per Appendix-22** and of all the **closed files as per Appendix-29** of Central Secretariat Manual of Office Procedure (CSMOP) (copies enclosed herewith) and weed out the old files/recorded which specified retention period has already passed. A copy of the list of weeded out files as per Appendix-29 may be forwarded to Admn-II of this institute for monitoring purpose.

For detail reference for compliance of instruction regarding Record Management and weeding out of old records, the extract of Chapter-XII of CSMOP (copy enclosed herewith), **pages 56 to 63 and 146 to 161 of CSMOP, Appendix-13 of GFR and ICAR-Record-Retention-Schedule (RRS) 1989 may be referred.** The copies of these documents is available on CAZRI's website under "RTI" tab under the heading "*References for Record Management and Weeding out of old records - regd.*"

Enclosed: A/a.

**(I. B. Kumar)**

**Record Officer/Administrative Officer**



**02912785981**

**Distribution:**

1. HoDs of Division-I/II/III/IV/V/VI, AAOs of Admn-I/II/III/IV/V, AFAOs of Audit-I/II/III, PCs of KVKs-Jodhpur/Pali, PC Arid Legumes, PC Rodent, National Fellow, I/c RCMS, I/c ATIC, I/c Library, Farm Section, Security Section, I/c CD Unit for compliance.
2. Heads of RRS, Bikaner/Pali/Jaisalmer/Bhuj/Leh for compliance.
3. I/c ARIS Cell along with the soft copies of above said documents for uploading on CAZRI's Website.
4. PS to Dir/CAO/FAO for information.

# **RECORDS MANAGEMENT**

**(Extract of Chapter-XII of CSMOP)**

## **• Recording of Files:**

### **(A) Stage of recording-**

Files should be recorded after **action on the issues considered thereon has been completed**. However, *files of a purely ephemeral nature (such as casual leave records or circulars of temporary nature) containing papers of little reference or research value may be destroyed after keeping for one year without being formally recorded.*

### **(B) Procedure for recording —**

#### **(i) Action for Recording:**

After action on the issue(s) considered on the file has been completed, the dealing hand/ initiating officer, in consultation with his supervisory officer, should close and record the file in the manner prescribed below:

(a) indicate the appropriate category of record and **in the case of category ‘C’, also specify the retention period and the year of review/weeding on the file cover; for non-file documents, indicate the number of years for retention on the front cover.**

(b) where necessary, revise the title of the file so that it describes adequately the contents at that stage;

(c) get the file indexed unless it is to be retained for less than 10 years from the date of closing.

(d) **extract from the file, copies of important decisions, documents, etc., as are considered useful for future reference and add them to the standing guard file/standing note/precedent book/reference folder, etc.;**

(e) remove from the file all superfluous papers such as reminders, acknowledgements, routine slips, working-sheets, rough work drafts, surplus copies, etc., and destroy them;

(f) complete all references and, in particular, mark previous & later references on the subject, on the file cover;

(g) pass on the file to the record clerk;

#### **(ii) Action on Recorded Files:**

The record clerk will thereafter:

(a) complete columns 4 and 5 of the file register (**Appendix 22 of CSMOP**) and correct the entry in column 2 (i.e. the subject, if revised), where necessary;

- (b) enter the file number in column 2 of the register for watching progress of recording (Appendix 24 of CSMOP);
- (c) write the word 'recorded' prominently in red ink (*make suitable entries in computer environment*), across the entries in the file movement register;
- (d) indicate page numbers and other references (except references to alphabetical slips) in ink which were earlier made in pencil
- (e) indicate the year of review on the file cover in respect of category 'C' files;
- (f) prepare fresh covers, where necessary, with all the entries already made thereon; and
- (g) hand over the file to the daftry/peon.
- (h) the multi skilled staff will repair the damaged papers, if any, stitch the file and, show it to the record clerk for making entries in the register for watching progress of recording (Appendix 24 of CSMOP) before keeping it in the bundle of recorded files.

### **Categorization of records:—**

Files may be recorded under any one of the following categories:

- (1) **Category 'A' meaning 'keep and microfilm'** -This categorization will be adopted for:
  - (a) files which qualify for permanent preservation for administrative purposes (vide part 'A' of **Appendix 25 of CSMOP**) and which have to be microfilmed because they contain:
    - (i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum to avoid its damage or loss;
    - or
    - (ii) material likely to be required for frequent reference by different parties simultaneously/frequently.
  - (b) files of historical importance such as those listed in Part 'B' of **Appendix 25**.
- (2) **Category 'B' meaning 'keep but do not microfilm'**-This category will cover files required for permanent preservation for administrative purposes, such as those listed in part 'A' of **Appendix 25**. It will, however, exclude the nature of material falling under the category described in (i) or (ii) of sub-para (1) (a) above and therefore need not be microfilmed.
- (3) **Category 'C' meaning 'keep for specified period only'**. This category will include files of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to B Category.

## **Record Retention Schedule—**

(1) To ensure that files etc. are neither prematurely destroyed, nor kept for periods longer than necessary, every department will:

(a) in respect of records connected with accounts, observe the instructions contained in **Appendix 13 to the General Financial Rules**;

(b) in respect of records, relating to establishment, personnel and housekeeping matters common to all departments, follow the 'Record Retention Schedule' in Respect of Records Common to All Ministries/ departments', issued by the Department of Administrative Reforms and Public Grievances.

(c) in respect of records prescribed in Central Secretariat Manual of Office Procedure (CSMOP), observe the retention periods specified in **Appendix 28 & in respect of records exclusively related to ICAR as prescribed in ICARS's record retention schedule**; and

(d) in respect of records connected with its substantive functions, issue a departmental retention schedule prescribing the periods for which files dealing with specified subjects should be preserved, in consultation with the National Archives of India.

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

## **Custody of records—**

(1) Recorded files will be kept serially arranged in the sections/desks concerned for not more than one year, after which they will be transferred to the departmental record room. For files due for such transfer the register as at Appendix 24 will be consulted.

(2) In the event of transfer of work from one section to another, the relevant files also will be transferred, after being listed in duplicate in the form at **Appendix 29 of CSMOP**. One copy of this list will be retained by the section taking over the files for its record and the other acknowledged and returned to the section transferring them.

(3) Files transferred by a section to the departmental record room will be accompanied by a list of files (**Appendix 29 of CSMOP**) in duplicate. The departmental record room will verify that all the files mentioned in the list have been received, retain one copy of the list and return the other, duly signed, to the section concerned. In the record room, these lists will be kept section-wise in separate file covers.

(4) The departmental record room will maintain a record review register (Appendix 30) in which a few pages will be allotted for each future year. Category 'C' files marked for review in a particular year will be entered in the pages earmarked for that year in the register.

(5) Files of category 'A' and 'B' surviving the review on their 25th year of life [vide para 113(3)] will be stamped prominently as 'transferred to NAI' and retired to the National Archives. Files transferred to the National Archives will be accompanied by a list (in triplicate), one copy of which will be returned by the National Archives, duly signed, to the departmental record room.

(6) Record rooms will be properly ventilated, with adequate lighting and fire-safety equipment and avoid exposure to moisture. The records will be arranged serially section-wise and will be regularly dusted. For proper preservation, the records will be periodically fumigated and naphthalene moth-balls will be used.

#### **Review and weeding of records —**

**(1) A category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of branch officer/divisional head concerned. Retention after a review will be for a period not exceeding ten years, including the period already retained. If a file was originally retained for a period of 10 years, any further retention will require up-gradation of the category.**

(2) Category 'A' and category 'B' files will be reviewed on attaining the 25th year of their life, in consultation with the National Archives of India. In these reviews, the need for revising the original categorization of category 'B' files may also be considered.

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

(4) Beginning in January each year, the departmental record room will send to the sections/ desks concerned the files due for review in that year, together with a list of files in the form at Appendix 31, in four lots in January, April, July & September.

(5) (i) Files received for review will be examined by, or under the direction of, the section officer or the desk functionary concerned and those files which are no longer required will be marked for destruction. Other files may be marked for further retention vide sub-paras (2) & (3). It may, however, be ensured that in case an inquiry has been initiated departmentally or by a Commission of Inquiry or as a result of Court proceedings having a bearing on the subject matter contained in the files/documents concerned or the files/documents which are required in connection with the implementation of order/judgment of any court of law, such files/documents will not be destroyed, even if, such files/documents have completed their prescribed life as per the Record Retention Schedule.

(ii) Files/documents referred to above may be, destroyed only after submission of the Report by the Commission or completion of inquiry or implementation of the judgment/ order of the court(s), with the approval of the concerned Joint Secretary/Head of the Department concerned. In case the implementation of the court order has been challenged/appealed against either by the Government or by the applicant in a higher court, the relevant files/documents will not be weeded out until, such time the appeal/ challenge is considered and finally decided. In such cases the limitation period prescribed for appeals should also be kept in mind.

(6) After review, the record clerk/desk assistant will make entries of revised categorization/ retention period in the file registers and return them to the departmental record room along with the list (Appendix 31) after completing column 3 thereof.

(7) The Departmental Record Room, under the supervision of Departmental Record Officer (DRO), will:

(a) transfer category 'A' and category 'B' files surviving the review undertaken at the 25th year of their life vide sub-para (3) above, to the National Archives;

(b) in the case of other files:

(i) destroy those marked for destruction, after completing column 4 of the list of files (**Appendix 29 of CSMOP**); and

(ii) restore the rest i.e. those marked for further retention, to the departmental record stacks after making the required entries in the record review register in the case of category 'C' files;

(8) Records not falling within the definition of file, e.g., publications, spare copies of circulars, orders, etc., will also be subjected to periodic reviews at suitable intervals and those no longer needed should be weeded out. To facilitate such reviews each section will maintain a register in the form at Appendix 32.

(9) Considering the urgency to reduce the volume of records being retained without any significant need for their retention, the following measures may be taken in the Ministries/ Departments:

(a) A special drive may be launched every 6 months to record/review all old files and to weed out those no longer needed. The results of such special drives will be submitted to the DAR&PG in the proforma shown in Appendix 33;

(b) Each Joint Secretary may review every quarter the state of indexing/recording/review/weeding out of files in his wing and allot such time- bound tasks towards this and to the members of the staff;

(c) Inspecting officers may be asked to pay special attention to the stage of Records Management in the sections as well as the Departmental Record Rooms during their inspections.

(10) The following manner of Weeding/Destruction of records will be adopted:

(a) Routine files/records will be manually torn into very small pieces and disposed.

(b) Other documents including classified files/records will be destroyed by incinerating (burning) or by shredding.

(c) Secret files/records will also be incinerated after being shredded as per provision under 'Departmental Security Instructions' issued by the Ministry of Home Affairs.

• **Storage of Records:**

i. Records will be stored in a secure place that is properly ventilated with adequate lighting and is free of dampness, dust and termites etc.

ii. The records will be arranged serially Division / Unit-wise, with proper labeling on the shelves.

iii. The Record Room and all the shelves/ almirahs holding records therein should be regularly cleaned/ dusted/ fumigated. The area should also be rendered fireproof.