

F.No.17-02/2021-R.S
Government of India
Ministry of Culture
National Archives of India
Janpath, New Delhi -110001.

10 FEB 2021
Dated _____

CIRCULAR

Subject:- Revision of the Record Retention Schedule pertaining to substantive functions of National Archives of India-regarding.

As per provisions of Section 6(1) (e) of the Public Records Act, 1993 and under clause (e) of sub-section (1) of the section 6 of the aforementioned Act, as also at Chapter 10 Para 10.7 clause (ii) of the *Central Secretariat Manual of Office Procedure* (15th edition, 2019), the Records Retention Schedule should be reviewed at least once in five years. The Records Retention Schedule of this Department was last vetted in 2014 and circulated to all Sections and all Records Centers/Regional Office of National Archives of India vide Office Memorandum No. 17-10/2011-R.S. dated 28 March, 2014 and hence is due for revision.

All Sections/Divisions of the Headquarter and Record Centers and Regional Office of this Department are requested to revise their Records Retention Schedule of Substantive functions and forward the draft given in the enclosed Pro-forma (Annexure-I) to R.S. Section by **26th February, 2021**. The Sections/Divisions and Regional Office/Record Centers should ensure that all the subjects/records groups of substantive nature (other than those of common interests) are included in their draft Records Retention Schedule. Any new subject that was not included in the last Records Retention Schedule may also be included.

Administration/Establishment/General/Cash Sections of the Headquarter as well as of the Regional Office/Records Centers are to follow the ***Record Retention Schedule in respect of records Common to all Ministries/Departments***, (edition 2012) issued by Department of Administrative Reforms and Public Grievances. However, the retention periods of subjects which have not been prescribed in the said Retention Schedule may be listed in the draft Record Retention Schedule.

(Jayaprabha Ravindran)
Assistant Director of Archives
Government of India
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Encls : As above

To:
PA to Director General of Archives
All DDAs/ADAs
In charge, DRR, NAI
All Sections/Division of NAI (Headquarter)
National Archives of India Regional Office, Bhopal
National Archives of India Records Centers, Jaipur, Puducherry & Bhubaneswar

ANNEXURE - I

**Performa for Preparation of Draft Records Retention Schedule pertaining to
Substantive Functions of National Archives of India
(Headquarters/ Regional Office/ Records Centers)**

Name of Division/Section _____

Sr. No.	Subjects/Records Groups	Retention period (proposed)	Remarks