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महानिदेशक
राष्ट्रीय अभिलेखागार
संस्कृति मंत्रालय
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जनपथ, नई दिल्ली-110001



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D.O. No. 18-05/2023, R.A.

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Subject: Request for identification of office records for appraisal and transfer to National Archives of India.

No doubt, you are aware that the National Archives of India (NAI) is charged with the task of keeping, conserving and making accessible to users the non-current records of the Government of India. In this regard, I wish to draw your kind attention to clause (c) of the sub-section (1) of Section 6 of the Public Records Act, 1993, to be read with Rule 5 of the Public Records Rules, 1997 that envisages "appraisal of Public Records which are more than twenty five years old in consultation with the National Archives of India,....with a view to retaining public records of permanent value and transfer of these records to National Archives of India". Further, sub-rule (2) of Rule 9 of the said Rules also states that "no public record which is more than twenty five years old shall be destroyed by any records creating agency unless it is appraised."

In view of above, and in the interest of timely management of records, I would request you to kindly instruct the designated officials to review and assess the quantum of records more than twenty five years old in your Ministry/Department or subordinate offices, autonomous bodies, PSUs, etc., functioning under your administrative control and to inform NAI about the requirement for the appraisal of records. Kindly recall that under the Special Campaign 2.0 for Swachhata in government offices in 31 October 2022 an exercise of sorting files has probably already been carried out in your organisation; this should provide material for appraisal of identified records. Based on your information, we shall depute a team to appraise records twenty five years old and older; subsequently, the selected appraised documents should be transferred to NAI for preservation and management.

I look forward to your support in strengthening the record management practices in Government of India and the efforts towards the long term preservation of records of enduring value. I shall be grateful for an early response in this regard.

With best wishes for new year,

Yours sincerely,

Chandan Sinha

As per list
(All Secretaries to the Government of India)

o/c