

**REPORT
OF
THE RECORD MANAGEMENT
COMMITTEE**

JUNE 1976



V2:8.N7i
L6
167589

**NATIONAL ARCHIVES OF INDIA
NEW DELHI**

CONTENTS

	PARAS	PAGES
I. Introduction ...	1.1	1
Education Minister's letter to States/ Union Territories ...	1.2	1
Composition of the Committee ...	1.3	1—2
Terms of Reference ...	1.4	2
Scope of Enquiry ...	1.5—1.6	2—3
Modus Operandi ...	1.7	3
Visits to States/Union Territories ...	1.8—1.9	4
Scheme of the report ...	1.10	4—5
Acknowledgements ...	1.11	5
II. Summary of Recommendations ...	2.1—2.19	6—11
III. Past Practices ...		12
Introductory ...	3.1—3.2	12
Destruction of Records Act, 1879 ...	3.3	12
Management by Crisis ...	3.4	13
Systematization and Preservation Problems ...	3.5	13
Weeding operations ...	3.6	13
Impact of new filing system ...	3.7	13—14
Origin and growth of record offices ...	3.8	14
Setting up of Imperial Record Department ...	3.9	14
Fillip to appraisal and weeding operations ...	3.10—3.11	14—15
Smith Report and its impact ...	3.12	15
Indian Historical Records Commission ...	3.13	15
IV. The Commission's Resolutions ...		16
Commission's background ...	4.1	16
Commission constituted ...	4.2—4.3	16—17
Pre-1857 records ...	4.4—4.5	17—18
Sub-Committee's recommendations ...	4.6	18—19
Weeding deferred ...	4.7	19
Judicial records ...	4.8	19—20
Post-1857 records ...	4.9—4.12	20—22
Archival Legislation ...	4.13	22—23
Effectiveness of the Commission ...	4.14—4.15	23—24
V. Disposition of Records ...		25
Problems of Bulk ...	5.1	25
Quantum of Central Records ...	5.2—3.5	25

(ii)

Quantum of Union Territories/States		25—26
Records	... 5.4	
Staggering cost	... 5.5	26
Disposition defined	... 5.6	26
Outright destruction	... 5.7	26—27
Classification	... 5.8—5.9	27
Transfer to Departmental Record Rooms	5.10—5.12	27—28
Transfer to Archival Repository	... 5.13	28
Weeding of Central Records	... 5.14	29
Weeding of Records in States/Union Territories	... 5.15—5.16	29—31
Diversity of criteria	... 5.17—5.18	31—32
Interim Repositories	... 5.19	32
Retention Schedules	... 5.20—5.22	32—34
Printing of Records	... 5.23	34
Control Mechanism	... 5.24	34
Archival Buildings	... 5.25	34—35
VI. Qualification of the Personnel	...	36
Qualitative Failure	... 6.1—6.3	36—37
Archival Repositories	... 6.4	37
Archival Cadre	... 6.5—6.6	37—38
Record Rooms	... 6.7—6.8	38—39
VII. Problems of Coordination	...	40
Heterogenous Growth	... 7.1	40
Position during the British Regime	... 7.2	40
Factors influencing common practices	... 7.3	40
Historians' Forum	... 7.4	40—41
Official Attitude	... 7.5	41
Archivists Forum	... 7.6	41
Statutory basis	... 7.7—7.9	41—42
Estimate Committee's observation	... 7.10	42—43
Archival Policy Resolution	... 7.11	43
Administrator's views	... 7.12	43
Historians' opinion	... 7.13	43—44
Archivists' views	... 7.14—7.15	44
Archival Law	... 7.16	44
Archival Council	... 7.17	44—45
Composition	... 7.18	45
Functions	... 7.19—7.22	45—47

APPENDIX I

Text of the Resolution adopted at 43rd Session of the Indian Historical Records Commission held at Lucknow, recom- mending the setting up of the Committee ...	46
--	----

APPENDIX II

Audio-Visual Records ...	48—52
--------------------------	-------

APPENDIX III

Private Papers ...	53—55
--------------------	-------

APPENDIX IV

Questionnaire for collecting data in respect of management of records ...	56—62
--	-------

APPENDIX V

Schedule of visits to States/Union Territories	63
--	----

APPENDIX VI

Archivists, Historians and Administrators whose oral evidence was recorded ...	64—79
---	-------

APPENDIX VII

Chronological sequence of past practices in respect of appraisal and weeding ...	80—87
---	-------

APPENDIX VIII

Resolutions adopted from time to time by the Indian Historical Records Commission regarding appraisal, weeding and archival legislation and indicating briefly the extent of action taken thereupon as reported by the Secretariat of the Commission ...	90—100
--	--------

(iv)

APPENDIX IX

Patterns of classification of records prevalent at the Centre and in certain States/Union Territories ...	101—105
---	---------

APPENDIX X

Statement showing un-appraised records holdings of Ministries/Departments of the Government of India ...	106
--	-----

APPENDIX XI

Statement of records appraised in the National Archives/Ministries/Departments of the Government of India during 1970-1975 ...	107
--	-----

APPENDIX XII

Statement showing the weeding of records in different Union Territories States during 1970-75 ...	108—109
---	---------

APPENDIX XIII

Explanatory note from Thiru L. M. Vaṣagam, Commissioner of Archives and Historical Research, Tamil Nadu Archives ...	110—114
--	---------

APPENDIX XIV

Note by Dr. S.V. Deśika Char ...	115—122
----------------------------------	---------