

Form-5

Form for the submission of Annual Report to Director General of Archives/head of the Archives  
[See sub-rule (1) of rule 8]

1. A. Setting up organised Departmental Records Room-Whether your organisation has set up an organised Records Room, and if so, is the space sufficient?

B. Nomination of Records Officers.- Whether your organization has nominated an officer as Departmental Records Officer, and if not, give reasons ?

C. Training of Records Officer and Staff:

(i) Whether Departmental Records Officer has received training in Records Management?

(ii) Whether the junior staff working in the Departmental Records Room are trained in various aspects of Records Management?

(iii) If not, are you willing to avail training facilities existing at National Archives of India.

D. I. Sharing of space for housing semi-current records at National Archives/Archives of the Union Territory:-

(i) Whether your organisation is willing to share space at National Archives, New Delhi and its Records Centres at Jaipur, Pondicherry and Bhubaneswar and Regional Office at Bhopal ?

(ii) If Yes, please state bulk of records proposed to be transferred.

II. (i) Whether your organisation is willing to share space at the Archives of the Union Territory ?

(iii) If yes, please state the bulk of records proposed to be transferred.

2. Periodical recording, reviewing and weeding out of semi-current records:

(i) Whether your organisation has taken steps for recording, reviewing and weeding out of ephemeral records?

(ii) Indicate the total number of records recorded, reviewed and weeded out during the period under report.

3. Appraisal of Non-Current records:

(i) Whether your organisation has initiated action to get non-current records appraised in consultation with National Archives?

(ii) State the total bulk of records awaiting appraisal.

4. Compilation/Revision of Retention Schedule of Records:

(i) Whether your organisation has compiled Record Retention Schedule of substantive functions in consultation with National Archives and if not what action do you propose to take?

(ii) Has your organisation taken steps to revise the above schedule after five years?

5. Periodical review of classified records:

(i) Whether your organisation has de-classified the classified records during the period under report?

(ii) If not, state reasons ?

6. Compilation of Annual Indices to Records:

(i) Whether your organisation has compiled annual indices ?

(ii) State inclusive years with the name of the series ?

7. Compilation of Organisational history:

Has your organisation compiled organisational history reflecting various functions along with the date of their creation and if so furnish a copy to National Archives.

8. Records of Defunct Bodies:

(i) Whether your organisation has got records of defunct bodies, give details ?

(ii) If yes, what action have you initiated for their transfer to National Archives?