ARCHIVAL POLICY RESOLUTION

GOVERNMENT OF GOA

(Works, Education and Tourism Department)

August, 1990
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The Archival Policy Resolution, which has been adopted by the Archival Council for the Union Territory of Goa, Daman and Diu in its meeting held on 26th February '82 and which has been approved by Government for implementation, is hereby notified and published for information and implementation by all the concerned Department/Offices of Government.

The Director of Archives, Archaeology and Museum shall be the Liaison Officer for ensuring proper implementation of the above Resolution.

By order and in the name of the Administrator of Goa, Daman and Diu.

GOVERNMENT OF GOA, DAMAN AND DIU

Directorate of Archives, Panaji (Goa)

Archival Policy Resolution

Goa Archives has enjoyed unbroken continuity of official custody thereby retaining their archival quality. During erstwhile Portuguese regime, there was a legislation regulating the conditions pertaining to the Goa Archives and the responsibilities of various Departments of the Government and other creating agencies.

Since Liberation, the Government of Goa, Daman and Diu has been taking various steps to maintain and preserve all pre-Liberation and post-Liberation records. In addition to the past legislation of the erstwhile Portuguese regime, the Government of Goa, Daman and Diu has been following the instructions issued by the Government of India from time to time.

The inadequacies of rules throughout the country to regulate the responsibilities of the record creating agencies and the Director of Archives for the proper care, custody and management of records in their current, semi-current and non-current stages had resulted into a persistent demand for the Central Legislation for the purpose of proper maintenance and management of the records of the Union and State Governments and for grant of reasonable access to these records for purpose of bonafide historical research. The Committee on Archival Legislation which inquired into the matter and reported on the subject matter in 1960, had inter-alia made the following recommendations:

1) “Steps to be taken to amend the Constitution by making suitable entry in the Concurrent List to enable the framing of a single Central Law that would take care of both of the Union and the State Archives.

2) Pending the amendment proposed, separate Archival Laws be enacted for the Centre as well as for each of the States”.

The Government of India, proposed to enact such Central Legislation in consultation with the State Government but as the enactment would consume a considerable time and as it did not desire to delay action on the substantive recommendations of the Committee on Archival Legislation it has already adopted an Archival Policy Resolution in
respect of the records of the Union Government vide Government of India (Department of Culture) Resolution No. F.7-6/71-CAI(2) dated 11th December 1972 and have requested the State/Union Territory Governments to follow suit.

The Government of Goa, Daman and Diu feels that the problems faced by it with respect to public records bear resemblance to the difficulties confronting the Central Government. Therefore, with a view to defining and regulating responsibilities of the Ministries, Department and all offices under Administration of Union Territory of Goa, Daman and Diu for proper custody, care and management of records in their possession for selection and retirement of records of permanent value to the Goa Archives, laying down the responsibilities of the Goa Archives in respect of the public records in its custody and all those with various Departments/Local and subordinate Offices/Comunidades and Village Panchayats and other offices under the Administration of Goa, Daman and Diu and prescribing the limits and conditions governing public access to the records retired to the Goa Archives, the Government of Goa, Daman and Diu have approved the following measures:—

1) These measures will extend to the records of
   i) all the Departments/offices/committees/commissions of erstwhile Portuguese regime in Goa, Daman and Diu irrespective of the fact whether they are continuing to exist under new title or are defunct presently;
   ii) all the Departments/local offices of the Union Territory of Goa, Daman and Diu;
   iii) all Committees and Commissions set up by them;
   iv) the attached and subordinate offices of Departments/local offices such of those under the Administration of Goa, Daman and Diu as may be determined from time to time including those of Notary Offices, Comunidades, Municipalities, Mufassil Offices, Village Panchayats, Judicial Commissioner's Court, Law Courts, but not to the Election Officer, Legislative Assembly, autonomous bodies set up by the Administration of the Union Territory including the nationalised undertakings and enterprises if any. It would however, be open to any of the above excluded bodies to seek the assistance of the Goa Archives in any matter coming within the scope and purview of the Resolution and to retire their non-current records of permanent value to it, if they so desire at any time in consultation with the
Goa Archives i.e. Directorate of Archives, Archaeology and Museum as it was done in the past by some of the bodies like the Judiciary Courts in the Union Territory. The term 'Records' for this purpose would include documents, rolls, condices, sheets, files, dossiers, microfilms, photographs, charts, plans, diagrams, maps, sound, recording, etc.

2. The Departments/Local and Subordinate Offices and other public offices coming within the purview of this Resolution will be responsible for their current and semi-current record periodical appraisal and elimination of ephemeral records and for orderly and systematic transfer of records of permanent value to the Goa Archives.

3. Each public office under the Administration of the Union Territory shall set up a separate Departmental Record Room except in small units where records of semi-current nature would be preserved and maintained.

4. The Secretariat Record Rooms and the Departmental Record Rooms, or Record Rooms in various offices in the districts holding semi-current records should be placed in the charge of properly trained, suitable and responsible full time staff.

5. Suitable training/reorientation programmes should be organised by the Goa Archives for the officers in charge of the Departmental Record Rooms and their staff to enable efficient discharge of the duties entrusted to them.

6. An Officer who is in charge of the establishment in any public office under the Administration of the Union Territory shall be declared the Departmental Record Officer. The Officer-in-charge, Secretariat Record Room and Departmental Record Officers shall be responsible for the proper maintenance and management of the semi-current records entrusted to their care, for compilation and periodic revision of Retention Schedules of the Department/Office for appraisal and weeding of records in accordance with the procedure laid down for compilation and issue of Annual Indexes to records for compilation and issue of the Organisational History of the Department/Office and annual supplements to it,
for maintenance of general liaison with the Goa Archives, and for tendering advice generally on all matters pertaining to record management to all sections within the Department/Office.

7. Retention Schedules indicating the period for which particular classes or categories of records should be preserved shall be drawn up by the Departmental Records Officers in consultation with the Goa Archives and should be got approved by the Department/Local and Subordinate Office under the Administration of the Union Territory concerned. The schedules should be revised once in five years to ensure that adequate notice is being taken of the changing and expending activities of the Department/Office.

The authority given to Department Records Officer to draw up retention schedules in consultation with the Goa Archives should not however over-ride the instructions contained in the Central Secretariat Manual of Office Procedure according to which officer dealing with the records at appropriate levels will have to take decision regarding the period of retention of different records. The function of the Departmental Record Officer will be only advisory.

8. All Records and files related for permanent preservation should be transferred to the Goa Archives 25 years after being closed or recorded, as laid down in the Central Secretariat Manual of Office Procedure, or any statutory law/rules subject to the following limitations:—

a) Files bearing any Security classification should not be transferred to the Goa Archives.

b) The Lt. Governor's Secretariat and the Chief Minister's Secretariat may prescribe a period longer than 25 years for the transfer of their non-confidential records.

c) Any individual/file or record series may be retained by a Departmental/Local or Subordinate Office beyond the stipulated period for any reason subject to the Goa Archives being apprised of the position.

d) Classified files remaining non-transferred to Goa Archives at the end of the stipulated period should be appraised in five years with a view to downgrading them and downgra-
ded files for the permanent preservation should be transferred to the Goa Archives.

e) File(s) once transferred may be withdrawn from the Goa Archives by the Department/Local and Subordinate Offices for a stipulated period apprising the Goa Archives of the reasons for taking such action.

f) The administrative Department/Local Offices would have sole authority to decide on the consigning of particular records of the Attached and Subordinate Offices to the Goa Archives.

9. Records pertaining to a Department/Offices becoming defunct with no successor taking over its functions, should be transferred to the Goa Archives soon after the Department/Office declared to be defunct.

10. No records more than 30 years old should be destroyed.

11. The Director of Archives will be responsible for the custody, proper care and management of all existing records in his possession and of all records received periodically in the Goa Archives.

12. The Director of Archives may receive public records of any public office or Organisation falling outside the scope of this resolution or papers of historical, administrative, cultural, literary, research value with private institution and individuals, subject to the conditions mutually agreed upon.

13. The Director of Archives may acquire for permanent custody or for a stipulated period any file/files of any public offices or organisation through the Administrative Department, which he considers to be important from the national or the territorial point of view.

14. The Director of Archives is required to co-ordinate and guide all operations connected with public records in respect of their administration, preservation and elimination with a view to ensuring that records of permanent value are not destroyed and are transferred to the Goa Archives at the appropriate time. He will also be the Inspecting Authority for non-current records in all Departments/Office of the Administration of Goa, Daman and Diu.
15. The Director of Archives will tender such advice and render such assistance as may be possible to offices and institutions falling outside the scope of this Resolution in respect of technical problems bearing on record management.

16. The Director of Archives will be responsible for attending to ancillary matters such as archival commissions and committee, archival publications, compilation of the National Register of Private Archives and organising exhibitions and for developing general archival consciousness in Goa, Daman and Diu.

17. The Director of Archives will submit a report to the Government of Goa, Daman and Diu every year on the management of public records with particular reference to the actual working of the records management system.

18. All non-confidential public records transferred to the Goa Archives, of the period prior to 31st December, 1950 and prospectively all such records more than 30 years old will be open to bonafide Research Scholars, subject to such exceptions and restrictions as may be found necessary or expedient by the Department/Office concerned in consultation with the Director of Archives, Government of Goa, Daman and Diu, Panaji.

19. The Departments and other Offices may, in consultation with the Goa Archives grant special access to records not transferred to the Goa Archives.