

No.F.1-1/2020-ACR
PAKISTAN AGRICULTURAL RESEARCH COUNCIL
Directorate of Establishment

Islamabad the 14th March, 2023

Subject:- **RECORDING, INDEXING OF FILES AND WEEDING OUT OF OLD RECORDS IN VARIOUS MINISTRIES/DIVISIONS**

I am directed to say that in accordance with the instructions regarding the subject matter as provided in Secretariat Instructions- 2021, the following procedure and guidelines are to be followed.

2. Record management is a process of keeping records properly for the purpose of their use and retrieval, which includes opening of file, its recording, indexing, weeding, appraisal and disposal. File remains active till the completion of the specific action/purpose for which it was opened, where as it becomes non-current on the date of final letter received or issued or notes recorded thereon.

3. As per Para-75 to 88 Appendix-E and Annexure-V of the Secretariat Instructions-2021 (as available on Establishment Division, GoP web portal for guidance regarding matter), it is required to compile a consolidated report for the entire Federal Government on the subject cited and to submit the same for Cabinet Division, GoP, Islamabad and other relevant forum on quarterly basis. The controlling Ministries intend to collect data regarding Management of Record "*Recording, indexing of Files and Weeding out of Old Record*" and measurement and evaluation of Departmental performance i.e. inputs and outputs and for its emphasizing.

4. In this regard, the disposal and management of non-current records is to be governed in accordance with the principles envisaged in the National Archives Act, 1993, and also further requested to all Technical Members of Divisions/Director Generals/Directors/In-charges of Centers/Stations/Sections that **before processing any case/matter must be allotted an unique identification "File Number" on file register and avoid processing without "File Number"**, and to prepare the retention schedule of their records, and for the purpose of recording, working as presentation record should be classified into following four categories:

(I) **Category-A (Permanent Records)**; this category shall include vital records of permanent value, which are irreplaceable and have to be preserved with the utmost care. As a general rule, the following types of non-current record shall be classified under this category for preservation, after completing five years of their life:-

- i) Files containing discussions or orders on important matters of policy, legislation, rules and regulations.
- ii) Files embracing minutes.
- iii) State documents such as treaties and agreements with foreign countries.
- iv) Files containing orders establishing important precedents that are likely to be required frequently for reference over a long period.
- v) Files relating to individuals whose importance warrant retention of their cases permanently.

- vi) The files, embracing data about economy, population, trade, education, manpower, agricultures, etc.
- vii) File giving information about politics, law, land, science, economy and foreign relation etc.
- viii) Files embracing surveys.
- ix) Files about Commissions, Committees and projects.
- x) Files giving information about establishment expansions or ligament of an organization and progress reports of its activities.
- xi) Files bearing research value.
- xii) One copy of each publication produced by any public office.

(II) **Category-B (Records to be retained for 10 or more years)**; this category shall include all those files which are not important enough to be preserved permanently but are important enough to be retained for a period of ten or more years depending upon the extent of their utility. Service records of the Government servants should be classified under this category. These files should be transferred to the Record Room after having been kept in the Section concerned. These files should be recorded, indexed and retained until destroyed.

(III) **Category-C (Records to be retained for 3 to 9 years)**; this category shall include files which have limited utility and which may be required for only a few years. These files will also be transferred to the Record Room after having been kept in the Section concerned. These files should be recorded, indexed and retained until destroyed or specific period.

(IV) **Category-D (Records to be retained for less than 3 years)**; this category shall include papers of routine or ephemeral nature, which are not likely to be required beyond a period of three years. The files/record marked category "D" when decided for destruction on a reference by the creating agency non-current destroyable category "D" record's lists on Archival format will be submitted to NAP for Review Process. Archival Format for listing of non-current destroyable category "D" record is as under:

S.No.	File No	Subject	Closing year	Category

(Note: Since most of the files dealt with in a Department/Branch tend to fall in particular groups according to importance, the process of classification would be facilitated if the life of various types of files is pre-determined at the time action on a particular case is initiated in the Department/Branch. The Branch Officer should, however, give an appropriate classification to each file at the time it is marked for record).

(V) **Preservation and Weeding of various registers**: The various registers used in Federal Secretariat/department should be categorized as under and preserved/retained for the period indicated against each:-

A	File register	Category 'A'	Permanent
B	Register of files due for destruction	Category 'A'	Permanent
C	Register for disposal of record	Category 'A'	Permanent
D	Section Diary Register	Category 'C'	05 Years
E	Dak Book	Category 'D'	01 Year

Note: The Ministries shall their-selves destroy the (d) and (e) above whereas the (a, b & c) may be kept in the appropriate place.

(VI) The Assistant of the Section shall then proceed to take the following action:-

- i) Enter the category and classification of the file as prescribed by the In-charge/Officer and the month and year in which the file is recorded in the File Register.
- ii) Note the numbers of connected files or previous references on the file cover of the file being recorded and also on the covers of files under reference.
- iii) Note on the relevant page of the Register of Files due for Destruction, the number of the file. This Register should contain at least one page for each calendar year, on which shall be noted the number of all the files to be destroyed in the particular year.
- iv) Check that all pages of the file are complete, and remove all unnecessary routine papers from it.
- v) Have all torn pages mended and twisted pages straightened.
- vi) See that all marginal references both in the Notes and Correspondence are either available on the file or in Appendix at the end of the file or are duly referenced so as to make them readily traceable. (In this process flags shall be clearly identified with or replaced by the names of relevant documents, numbers of files, page numbers, para numbers etc.).
- vii) Write or type the full names of officers (who dealt with the file) with correct spellings and their designations below signatures where signature of officers is not legible.
- viii) Having completed the above action stamp the file "Recorded" in the margin of the last page of Notes, initial it and mark the file to the Record Room.
- ix) Record Room will keep the file (B,C,D) for a period of five years and then will submit the lists of non-current destroyable category "D" Record three hard copies of the lists.

(Template of the Register for destruction of files)

REGISTER OF DESTRUCTIBLE FILES

Files to be destroyed in 20.....

S.No.	File No.	Subject	Classification Code (B,C or D)

(VIII) Review, Re-categorization and destruction of Record

i) The Section Assistant will prepare register of non-current files including files due for destruction. In January each year after completion of five years in the Ministry/Division the non-current permanent records of category "A". The Section will go through the files to see if a particular file should be retained, further; and, if so change the relevant entry of the file cover and initial it and affix his rubber stamp below his initials. The Assistant will strike off the old entry in the Register of files due for destruction make a fresh entry on the relevant page and return file to the Record Room.

ii) Files, which have outlived their utility and are no longer required, may be disposed as per envisaged in Clause-7 of the National Archives Act, 1993. All confidential and Secret files and papers decided for destruction shall be destroyed in accordance with the instructions contained in the booklet 'Security of Classified Matters' in the Civil Departments. All non-confidential files and papers shall be destroyed in the presence of a responsible official after the approval of DG National Archives of Pakistan (NAP). Newspapers, magazines and press cuttings, no longer required for use, should be disposed of as per standing instructions regarding sale of waste material, again in consultation with the National Archives of

Pakistan. Destruction of Record is purview of NAP, no Ministry/Division may destroy any file on their own.

iii) Procedure for destruction of non-current destroyable category "D" Record. NAP will be approached and informed for the destruction of non-current destroyable category "D" Record. The following Archival Formats of NAP for listing of categories "A" & "D" current and non-current permanent and destroyable Records will be adopted.

i. Archival format of listing for Category "A" current record:

S.No.	File No.	Subject	Category

ii. Archival format of listing for Category "A" non-current record:

S.No.	File No.	Subject	Closing year	Category

iii. Archival format for listing of non-current destroyable category "D" record:

S.No.	File No.	Subject	Closing year	Category

6. Keeping in view of above, all Technical Member of Divisions/Director Generals/Directors, PARC are requested to consolidate and manage relevant data of their respective research establishments on quarterly basis, and further, it is requested furnish the requisite data/information (as per enclosed proforma) for the period from 01-10-2022 to 31-12-2022 (4th quarter) to this Office for onward transmission to quarter concerned i.e. M/o NFS&R, GoP.

7. This issues with approval of the Chairman, PARC.


(CHAN PERVAIZ)
Assistant Secretary (Council)

Distribution:

- All Technical Members (Finance, PARC/C&M, PARC/PSD, PARC/NRD, PARC/SSD, PARC/ASD, PARC (are requested to consolidate and manage relevant data of their respective research establishment as supervising)
- All Director Generals, P&DD, PARC/AED, PARC/NARC (are requested to consolidate and manage relevant data of their respective research establishment as supervising)
- Secretary (Council), PARC
- Director, Establishment, HRD, Procurement, Logistics, PR & Protocol, ICT&MIS, Works, PARC
- ✓ Director (Scientific Communication & Publication), NARC (with the request to upload the same at PARC website)

C.C

- TSO to Chairman, PARC

PAKISTAN AGRICULTURAL RESEARCH COUNCIL

Directorate of Establishment

Quarterly Progress Report for Recording/Indexing of Files and Weeding out of Old Records
 File Quarter Covering the period from.....to.....

Name of Technical Division/Directorate etc.....

Category of Files	Recording and Indexing of Files				Weeding out of Old Record			Remarks
	No. of files to be recorded	No. of files actually recorded/indexing during the quarter	Balance to be recorded	No. of files to be weed out	No. of files actually weeded out during the quarter	Balance to be weeded out		
1	2	3	4	5	6	7	8	
A								
B								
C								
D								
Total								

*The list to be submitted concerned Technical Division/Director/In-charge, PARC as per their supervising authority.

Signature of Technical Member/Director.....

Date.....

Phone Number.....Email.....