

ഓഫീസിലെ രേഖകൾ നശിപ്പിക്കൽ

ഫയലിൽ നടപടികൾ അവസാനിക്കുകയും ആ ഫയലുകൾ സൂക്ഷിച്ചിരിക്കേണ്ട കാലാവധി അവസാനിക്കുകയും ചെയ്യുമ്പോൾ ആ ഫയലുകൾ നശിപ്പിക്കാനുള്ള നടപടികൾ സ്വീകരിക്കേണ്ടതാണ്. ഇത് സംബന്ധിച്ച് നിയമവും ചട്ടങ്ങളുമുണ്ട്. എല്ലാ വകുപ്പുകൾക്കും ഒരേ ചട്ടങ്ങൾ അല്ല ബാധകമാകുന്നത്. ഓരോ വകുപ്പിനും ആ വകുപ്പിന്റെ സ്വഭാവത്തിന് അനുസരിച്ച് പ്രത്യേകം ചട്ടങ്ങൾ പുറപ്പെടുവിച്ചിട്ടുണ്ട്. ഉദാ:- കലക്ടറേറ്റിലെ ജീവനക്കാരുടെ Attendance Register 5 വർഷം മാത്രമേ സൂക്ഷിക്കേണ്ടതുള്ളൂ. എന്നാൽ പഞ്ചായത്ത് ഓഫീസിലെ ജീവനക്കാരുടെ Attendance Register R-dis (Permanent) ആണ്.

തീർപ്പാക്കിയ രേഖകൾ സൂക്ഷിച്ചു വയ്ക്കേണ്ട കാലാവധി അവസാനിച്ചാൽ അത് എപ്രകാരമാണ് നശിപ്പിക്കേണ്ടത് എന്നത് സംബന്ധിച്ച് റവന്യൂ വകുപ്പിന് ബാധകമായ ചട്ടത്തിൽ ഇപ്രകാരം നിർദ്ദേശിക്കുന്നു:

A list of records ripe for destruction shall be prepared every year according to the instructions contained in the Office Manuals applicable to the respective Offices. The records destroyed shall be separately listed and such lists shall be retained permanently.

The destruction of records in the Office of the Board of Revenue (Land Revenue) shall be carried out in the presence of the Secretary or any other Officer authorised by him in that behalf, and in subordinate offices in the presence of the heads of those offices or any other offices authorised by them. In the case of the Village

Offices, however, the destruction of records shall be done in the presence of the Tahsildar or the Deputy Tahsildar concerned.

The records ordered to be destroyed shall be torn to small pieces and sold to approved contractors at the rates fixed by the Government. Gazettes, Pamphlets, etc., need not, however, be torn. Such of the records which are rejected by the Contractor as useless shall be destroyed by running them after obtaining necessary sanction from the Controller of Stationery.

The records shall ordinarily be destroyed after the expiry of the periods mentioned in the Appendices. Important records may however be retained even after the expiry of the period of their preservation if deemed necessary. The list of records ripe for destruction shall be scrutinised and approved by the head of the office. If, on scrutiny, any record is found to require further preservation, it shall be so ordered and the period of preservation specified.

‘R-Disposals’ shall be examined 30 years after their disposal and thereafter orders shall be passed by the heads of Offices whether they should be retained further or not.

Important records relating to freedom struggle or of archival, archaeological or historical importance shall not be destroyed without the prior approval of the Director of Archives, the Director of Archaeology or the Director of Museums as the case may be.

ഫയലുകൾ നശിപ്പിക്കുന്നതിനു മുമ്പായി അതിന്റെ Administrative value, Fiscal value, Legal value, Historical value എന്നിവ പരിശോധിക്കേണ്ടതുണ്ട്

Administrative value

Administrative value pertains to the need for records in performing current work as well as in performing future work. Records with administrative value can be policy records that document how an office functions and how it is organized. Policy records normally have long term or permanent value and they include:

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- Minutes books
- Bye laws, Notifications
- Plan Document, Development Report
- Annual Administration Report
- Citizens charter
- Legal opinions
- Ownership records, title deeds.

Records with Fiscal Value

Records with fiscal value document is financial transactions of an office.

- Budgets
- payrolls
- Annual Financial Statements
- vouchers
- cash book etc.

are examples of records that have fiscal value. Retention periods for records with fiscal value are most often determined by audit requirements.

Legal Value

Records with Legal Value can take two forms. Some records have intrinsic legal value because they contain evidence of legally enforceable rights or obligations of the office. The other form is statutes and regulations among records having intrinsic legal value are:

- Documents showing the basis for action (legal decision, opinions)
- Legal agreements (contracts, titles, leases)

- Records of actions taken in particular cases (claims, etc).

Records with intrinsic legal value particularly those that document the legal rights of citizens, often have enduring value and should be considered for transfer to the State Archives. Legal value can also take the form of statutes and regulations that set legal retention periods for some records. Records retention can be inferred, however, by the need to provide evidence of a particular action. It is imperative to consider the legal retention requirements of records. It makes retention scheduling easier and more effective

Historical Value

Records with historical value should also be considered before determining the final disposition of a record series. Even though records might have lost their legal, fiscal or administrative value it might be possible that they still have historical value and for this reason should be retained. Records that contain authentic evidence of the organisation, function, policies, decisions, procedures, operations, or other activities have some historical value. These records usually show the history of the office, its administrative development and its present organisational structure.

തീർപ്പാക്കിയ ഫയലുകളുടെ ഭരണ നിർവഹണം സംബന്ധിച്ച് ആർക്കൈവ്സ് ഇപ്രകാരം സർക്കുലർ പുറപ്പെടുവിച്ചിട്ടുണ്ട്.