

APPENDIX 57

Inspection Questionnaire for Departmental Record Room

[Vide para 136 (2)]

Ministry/Department.....

Date of present Inspection.....

Date of last Inspection.....

PART I—GENERAL

PERSONAL DATA

Factual data to be furnished by S.O./Asstt./UDC In-charge of Record Room

S.O. or equivalent grade like Archivist	Asstt.	UDC/LDC	Multi skilled Staff/Record Attendent/ Record sorter	Multi Skilled Staff
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Sanctioned strength

Actual Deployment at the time of inspection

2. Physical condition of the Record Room,

- (i) Location such as e.g. Basement/Ground Floor/Other floors.
- (ii) Area occupied by records
- (iii) Area occupied by staff
- (iv) Total Area
Is there sufficient space in the Record Room for further accrual and storage of records?
- (v) Number of shelves
 - (a) Steel
 - (b) Wooden
- (vi) Mode of keeping the record:
 - (a) Are the files kept in bundles with plywood/cardboard support or in carton boxes?
 - (b) If in bundles, how they are kept? (horizontal/ vertical)
 - (c) Are the bundles properly labelled indicating their contents?
- (vii) Are there proper ventilation and lighting arrangement?
- (viii) Are there security arrangement against fire hazards, theft and pilferage?
- (ix) Is there enough space for reception and consultation of record?
- (x) Does the Record Room have gangways ?

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- (xi) Whether naphthalene bricks/balls are being used? If not, what are the other arrangement for satisfactory preservation of record (e.g. spray of Insecticides like DDT, Pip and Flit etc).
- (xii) Is vacuum cleaner being used for Record Room? If not, state the arrangements for proper dusting and cleaning?
- (xiii) Whether records are being fumigated periodically?
- (xiv) What arrangement exists for mending and repair of records? What materials are used for mending and repair work? [Para (104 (3))]
- (xv) General condition of cleanliness and proper stacking of files etc.

PART II—RECORD-KEEPING AND THEIR PERIODICAL REVIEW/APPRaisal

Number of records: Wherever possible please furnish the information for inclusive years (i.e. oldest and the latest year)

- (i) Total number of record (indicating the oldest and the latest on the date of inspection)
 - (a) Files
 - (b) Registers
 - (c) Other records like Maps/Charts/ Drawings/Audio-Visual.
- (ii) Total number of records which are more than 25 years old at the time of inspection
 - (a) Files
 - (b) Registers
 - (c) Other records like Maps/Charts/ Drawings/Audio-Visual.
- (iii) If the Record Room is also accepting classified records the arrangement for their safe custody.
- (iv) Security arrangement for inspection of Secret Record Room where they exist.
- (v) Whether all the files due for review have been sent to respective sections.
- (vi) Number of 'C' category records sent for review to respective sections during the last year. [Para 113 (4)]
- (vii) Number of record reviewed during the last year. [Para 113(5)].
- (viii) Number of records lying unreviewed in different sections.
- (ix) Number of records marked for further retention by concerned sections and sent to Departmental Record Room [Para 113 (1) & (5)]

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- (x) Percentage of files marked "keep" to total files reviewed and whether it is excessive?
- (xi) In case further review is called for (if excessive percentage has been marked for retention) number of files checked and advice or measure suggested for improvement.

Weeding out:

- (xii) Number of files/records marked for weeding out during the year. [Para 113 (1)]
- (xiii) Whether the records marked for weeding out have been destroyed? If not, when it is proposed to destroy them. [Para 113 (7) (b) (i) & (ii)].

Transfer:

- (xiv) Number of more than 25 years old files appraised by the National Archives of India during the last year. [Para 113 (2)]
- (xv) Whether the files recommended for retention by National Archive of India have been transferred to that organisation. If not, give reasons.

Retention Schedule:

- (xvi) State if the Retention Schedule for substantive records has been compiled. If not, when it is proposed to be compiled. [Para 111 (1)(d)]

PART III—MAINTENANCE

1. Files:

Please take a sample of 20 files at random and examine

- (i) Whether the files have been properly recorded and classified into, 'B' and 'C' categories. Has the retention period of 'C' category files has been distinctly indicated? [Para 105]
- (ii) Whether they have been stitched properly? [Para 104 (3)]
- (iii) Number of files not found at appropriate places in bundles of recorded files.
- (iv) Are the requisition slips kept in proper places in bundles? If not, state reasons. [Para 115 (3)]
- (v) Number of files lying on the ground. If so, indicate number and reasons therefor.
- (vi) Whether files opened under functional and conventional filing system are kept separately and arranged section-wise, chronologically in a serial order.

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2. Register:

Whether the following registers are being maintained properly and entries are up-to-date:

- (i) Record Issue Register.
- (ii) Record Review Register. [Para 112 (4); Appendix 30]
- (iii) Accession Register
- (iv) Record Transfer Register [Para 112 (2); Appendix 29].

PART IV—INDEXING

- (i) Has the departmental index been compiled in the consolidated form? [Para 109]
- (ii) What types of finding aid (Reference Aids/ Information Retrieval) sets are available in the Record Room?

PART V—INSPECTING OFFICERS' REPORT

- (i) Additional functions, if any, being performed by the Departmental Record Room.
- (ii) General Remarks of the Inspecting Officers about the state of Record Room.
- (iii) Recapitulation of defects or shortcomings noticed and any other comments which Inspecting Officers may have to make.
- (iv) General Remarks, if any:

Signature of the Inspecting Officers with date.

One copy of the inspection report may be forwarded to the National Archives of India for their information and record. [Para 138 (1)]