

Microfilming Technology

Preservation of Paper Objects

Crystal Infosystems and Services

Bangalore

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Record Retention Policy in India



GOVERNMENT OF INDIA

RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS COMMON TO ALL MINISTRIES/ DEPARTMENTS

2012

DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES
SARDAR PATEL BHAWAN, SANSAD MARG, NEW DELHI-110001

Categorization of Records

Physical Records* - File may be recorded under any one of the following category:

- (1) Category 'A' meaning 'keep and microfilm' -
 - (a) files which qualify for permanent preservation for administrative purposes and which have to be microfilmed because they contain:
 - (i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum to avoid its damage or loss; or
 - (ii) material likely to be required for frequent reference by different parties simultaneously/frequently.
 - (b) files of historical importance.
- (2) Category 'B' meaning 'keep but do not microfilm' - This category will cover files required for permanent preservation for administrative purpose. It will, however, exclude the nature of material falling under the category described in (i) or (ii) of sub-para (1) (a) above and therefore need not be microfilmed.
- (3) Category 'C' meaning 'keep for specified period only'. This category will include files of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to B Category. C-3, C-5 & C-10 means Category 'C' files to be kept for 3 years, 5 years and 10 years respectively.

Electronic Records** - e-Files/records may be digitized any one of the category:

- (1) Category-I (e-Files/records to be preserved permanently on which are of historical importance) - For 10 years, it will be kept in the Department's server and thereafter transferred to the server of the National Archives of India.
- (2) Category -II (e-Files/records of secondary importance and have a reference value for a limited period) - 10 years on the Department's server. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to Category-I.

* From the paragraph No.105 of the Central Secretariat Manual of Office Procedure.

** From the paragraph No.92 of the Central Secretariat Manual of e-Office Procedure.

Summary on Preservation

- **Perspective towards Preservation material.**
- **About Paper.**
- **About Inks.**
- **Tips of Preservation.**
- **Ageing of paper materials & inks.**
- **Preservation methods & material.**

preservation methods and techniques | Society of American Archivists

- <https://www2.archivists.org/glossary/terms/p/preservation-methods-and-techniques>
- **Paper-based preservation techniques** include
- **preservation** photocopying/Scanning,
- **preservation** microfilming,
and **preservation** transfer microfilming.
- These **techniques preserve** the content of records.

Tips to Preserve Historic Documents

- Wash and sterilize your hands
- Don't use fasteners or adhesives
- Carefully monitor light exposure
- Properly store your documents
- Maintain humidity and temperature
- Scan and Microfilm as preservation techniques

Manuscript base Materials

- 1. Palm leaf
- 2. Paper
- 3. leather
- 4. Cloth
- 5. vellum, birch bark
- 6. Metal
- 7. Stone

Preservation methods: *Types*

Duplicate conservation

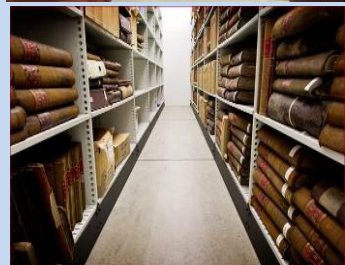
Microfilming; , scanning–*digital*; Photocopying;
Photographs, Hand written copying



www.ukarchiving.co.uk
www.Epson.com

Preventive conservation (*passive way*)

Storage; Good housekeeping; Pest control; Temperature control; Humidity control; Proper handling.



Microfilming

Long-time preservation of documents through Microfilming:

- Documents pertaining to the Birth/Death events is mandatory in nature and which needs to be stored for longer time
- Tamper proof
- Secondary media of storage for future reference
- To store the documents with very less storage space

The solution is to write these digital images onto microfilm media which has advantages like

- Microfilm is the widely used international media for storage of documents for longer life
- The departments like National Archives of India, State Archives in India, High courts and Supreme courts of India and many legal and historical documents have been converted onto microfilm rolls
- Microfilming will be on 35mm non-perforated rolls of imagelink or fuji film
- Properly processed Microfilm roll which make sure that no silver residues left with lab test certification will have long life preservation of about 500 years
- These microfilm rolls can either stored centrally in a small storage like cupboard or can be distributed to corresponding offices which once again can be stored in a small cupboard

Microfilm

