

From

Under Secretary to Govt., Haryana,  
Secretariat Establishment.

To

Superintendent/Incharge of the  
Branch, Haryana Civil Secretariat  
Chandigarh.

Memo No. 2188-2SR-97

Dated, Chandigarh, the 28th Oct., 1997.

Subject:- Review of policy regarding retention of  
'C' and 'B' files.

As per policy guidelines issued by the Govt.  
in 1977, the following provisions exist in regard to the  
retention of 'C' & 'B' Class files:-

"Class 'C' files will be reviewed on the  
expiry of the specified retention period and  
depending on the merits of the case, will:

- a) Weeded out OR
- b) retained for a further period not  
exceeding 10 years from the year of  
its closing at the end of which it  
will be weeded out without any further  
review: OR
- c) upgraded to class 'B' with the approval  
of the Branch Officer.

Class 'A' and Class 'B' files will be reviewed  
on attaining the 25th year of their life in consultation  
with the State Archives. In these reviews, the need for  
revising the original classification of class 'B' files  
may also be considered.

The year of review of Class 'C' files will  
be reckoned with reference to the year of their  
closing and that for class 'A' and class 'B' files  
with reference to the year of their opening.

2. Prior to the issue of above instructions of 1977,

the following practice was being followed in view of retention of 'A', 'B' & 'C' files:-

1. class 'A' files not to be destroyed
2. class 'B' files to be reviewed after 5 years
3. class 'C' files- to be reviewed after 3 years.

3. It has been felt that because of these new instructions, lot of files are to be maintained for longer periods resulting in lot of storage requirements. Besides the retrieval is very slow.

4. The matter has been considered in the meeting of Administrative Secretaries held on 17.6.1997 and it has been decided that the old instructions regarding retention of files may be retained. You are, therefore, requested to follow the instructions regarding retention of files as mentioned in para-2 of this letter.

*Bimla Malik*  
Incharge Record & Wedding Section,  
for Under Secretary to Government Haryana  
Secretariat Establishment.

25-10-97