

SAMPLE FILE CATEGORY

(ii) Care should be taken to see that files containing papers which are important or are likely to be important in future, however, indirectly, as sources of information on any aspect of history, whether political, military, social, economic, etc., or which are or may in future prove to be of biographical or antiquarian interest, are not destroyed.

190. (i) The records shall be classified as A, B, C, D, the features of which are explained hereunder. The officer competent to approve such classification is also specified therein -

'A' class - To be preserved indefinitely. This class will be allotted to files in which important questions have been discussed or which contain orders establishing important precedents or general instructions or rulings of a permanent / important nature. These files may be printed wherever necessary. Classification should be approved by an officer not below the rank of DS.

'B' class - To be preserved for 30 years. This class will be allotted to files of the same category as above but which are unlikely to be required for reference after a few decades. Classification should be approved by an officer not below the rank of US.

'C' class - To be preserved for 10 years. This class will be allotted to files of secondary importance which are to be preserved for a very limited number of years. SO can approve this classification.

'D' class - To be destroyed one year after the end of the year in which the file was closed. The class will consist of files the contents of which are of a purely temporary nature and which need not be preserved. SO can approve this classification.

(ii) The classification of records into above categories should be facilitated by means of an authorised ABCD classification of subjects dealt with in a Department. The different subjects dealt with in a Department should be grouped into ABCD categories having regard to the nature and importance of each subject from the administrative and historical point of view. The O&M officer of each Department should prepare such a list for the Department and get it approved by the Secretary. It should be reviewed once in three years in consultation with the AR division of the DP&R and kept up to date. A copy of the list should be sent to the director of archives, whose suggestions, if any, for revision of the list from historical view point should be given due weight.

191. **Procedure for making classification:** Classification should be suggested in each case separately by the dealing hand, in accordance with authorised ABCD classification, when no further action is required to be taken on a file. The file will be put up to appropriate officer for his approval for being recorded and classified under ABCD list.