

NATIONAL HIGHWAY AUTHORITY

Quality Assurance Cell (ISO 9001:2015)

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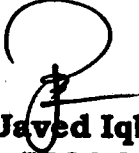
Subject: **Performa For Digitalization of Entire Record of NHA including old files/ record.**

Find enclosed herewith a Performa for Archiving/digitalization of current/old record of NHA along with management of record extract from Secretariat Instructions.

The Performa fill out and share with ISO Cell on/before 26th July, 2021.

Enclosed: i) Performa

ii) Extract Secretariat Instruction


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Director (ISO&QMS)

Distribution:

- All Members HQ/Zones/Motorways
- All GMs HQ/Regions/Zones
- Director (Etab) NHA, HQ
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DOC#ESTB/MIS/001

Name of the Section: _____ **Date:** _____

[illegible]

1 MANAGEMENT OF RECORDS

75. (1) The disposal and management of non-current records is to be governed in accordance with the principles envisaged in the National Archives Act 1993. Record management is a process of keeping records properly for the purpose of their use and retrieval, which includes opening of file, its recording, indexing, weeding, appraisal and disposal. File remains active till the completion of the specific action/purpose for which it was opened, where as it becomes noncurrent on the date of final letter received or issued or notes recorded thereon. 1 Sections 75-87 Subs/modified vide National Archives of Pakistan (NAP) U.O. Note No.F.2-4/2004-

Definitions.

(2) In these instructions:

"Non Current Records" are those, declared closed, on the completion of particular reference dealt there in.

"Disposal Schedule" means the rules regarding life cycle of a record fixed by the Ministry/Division in consultation with the National Archives of Pakistan.

"Disposal" means decision about retention period of a file or group of files, by the review committee appointed by the Government under National Archives Act, 1993 or permission granted by the Director General NAP for destruction, on the request of disposal made by the creating agency or by the custodian department if the records relate to a defunct department.

"Historical Significance" is the information about the political, social economic and cultural issues or those records, which brace work of enduring value or carry evidential value or contain precedence about matters special to the creating agency dealing the case.

"Creating Agency" means the Ministry/Division/Department/Commission/Committee, which opened and closed a file or produced a report or published a book/booklet through financial resources of the Government.

"Recording" means the process of closing a file after completion of action on all issues considered therein.

"Surrender" means the emergent transfer of a public record to NAP when asked by the Director General pending routine transfers.

"Weeding" means destruction of unnecessary papers of a file as asked by the Review Committee after review.

"Retention Schedule" means categorization of files into various categories depending on the "period" for which day should be preserved by the creating agency.

"Classification" means classification of files into "Secret" or "Confidential" files.

"Indexing" means preparation of index slips for each file and ultimately an Annual INDEX of the files of the Ministry/Division/Department.

Retention schedules

(3) The Ministries/Divisions shall prepare the retention schedules of their records in consultation with the NAP.

The Non Current Record are to be divided in four categories as given below:—

(i) *Category A - Permanent Records.*— This category shall include vital records of permanent value, which are irreplaceable and have to be preserved with the utmost care. As a general rule, the following types of non-current record shall be classified under this category and transferred to NAP for preservation, after completing five years of their life in the Ministry/Division:—

- (a) Files containing discussions or orders on important matters of policy, legislation, rules and regulations.
- (b) Files embracing minutes.
- (c) State documents such as treaties and agreements with foreign countries.
- (d) Files containing orders establishing important precedents that are likely to be required frequently for reference over a long period.
- (e) Files relating to individuals whose importance warrant retention of their cases permanently.
- (f) The files, embracing data about economy, population, trade, education, manpower, agricultures, *etc.*
- (g) File giving information about politics, law, land, science, economy and foreign relation *etc.*
- (h) Files embracing surveys.
- (i) Files about Commissions, Committees and projects.
- (j) Files giving information about establishment expansions or ligament of an organization and progress reports of its activities.
- (k) Files, which constitute history of the country.
- (l) Files bearing research value.
- (m) One copy of each publication produced by any public office.

(ii) *Category B — Records to be retained for 10 or more years.*—This category shall include all those files which are not important enough to be preserved permanently but are important enough to be retained for a period of ten or more years depending upon the extent of their utility. Service records of the Government servants should be classified under this category. These files should be transferred to the Record Room of the Division after having been kept in the Section concerned for 3 years.

(iii) *Category C — Records to be retained for 3 to 9 years.*— This category shall include files which have limited utility and which may be required for only a few years. These files will also be transferred to the Record Room of the Division after having been kept in the Section concerned for 3 years.

(iv) *"Category D — Records to be retained for less than 3 years.*— This category shall include papers of routine or ephemeral nature, which are not likely to be required beyond a period of three years. The files/record marked category "D" when decided for destruction on a reference by the creating agency will be transferred to the National Archives of Pakistan. The files/records due to destruction will be reviewed by a committee headed by Director General NAP and one representative, not below the level of Deputy Secretary of concerned Ministry/ Division. Those files, which have some historical value, will be retained and preserved by the Department of Archives and the concerned Ministries/Divisions will be apprised of the particulars of such files. Custodial authority will destroy the remaining files.

Procedure for transfer

76. The Ministries/Divisions shall transfer their all records, permanent or destroyable, to NAP after five years of their becoming non-current. The Ministries/Divisions shall indicate the above values of records on the occasion of their becoming non-current.

- i) Each Section of Ministries/Divisions shall prepare a list of non-current files in the month of January each year and send it to NAP in the month of March each year so that NAP may prepare a schedule of acquisition of the said files. The NAP will communicate the schedule to the relevant Divisions/ Departments.

- ii) The Ministries/Divisions shall transfer the Records in corrugated boxes as provided at appendix along with list of contents of each box.
- iii) Ministries/Divisions shall send a copy of annual Index of their files to NAP in the month of March each year.

Preservation and Weeding of various registers

77. The various registers used in Federal Secretariat should be categorized as under and preserved/retained for the period indicated against each:-

| | | |
|--|----------------|-----------|
| (a) File register | – Category 'A' | Permanent |
| (b) Register of files due for destruction. | – Category 'A' | Permanent |
| (c) Register for disposal of record. | – Category 'A' | Permanent |
| (d) Section Diary Register. | – Category 'C' | 5 years. |
| (e) Dak Book. | – Category 'D' | 1 year |

Note: The Ministries shall themselves destroy the (d) and (e) above whereas the (b) and (c) may be kept in the appropriate place and ultimately transferred to the NAP.

Recording of Files.

78. Within one month of the completion of action on each file the Section Officer concerned will-

- (i) Give final subject heading to a file and under-line the major (with double line) and minor keywords (with single line) therein. The subject should reflect the final outcome on the file, so that in many cases the subject heading originally given on the file cover as well as in the file register will need to be modified. An example of a typical subject is given below:-

Appointment of Mr. Abdul Karim as Senior Research Officer in Planning Division on contract basis.

- (ii) Indicate the category (A,B, C or D) of the file as laid down in instruction (3) of para 75 above.

- (iii) Indicate the year in which the file is to be destroyed (in the case of files of category B, C and D).

79. The Assistant of the Section shall then proceed to take the following action:-

- (i) Enter the category and classification of the file as prescribed by the Section Officer and the month and year in which the file is recorded in the File Register as under:-

“B, November, 1995”.
- (ii) Note the numbers of connected files or previous references on the file cover of the file being recorded and also on the covers of files under reference.
- (iii) Note on the relevant page of the Register of Files due for Destruction (Annexure IV), the number of the file. This Register should contain at least one page for each calendar year, on which shall be noted the number of all the files to be destroyed in the particular year.
- (iv) Check that all pages of the file are complete, and remove all unnecessary routine papers from it.
- (v) Have all torn pages mended and twisted pages straightened.
- (vi) See that all marginal references both in the Notes and Correspondence are either available on the file or in Appendix at the end of the file or are duly referenced so as to make them readily traceable. (In this process flags shall be clearly identified with or replaced by the names of relevant documents, numbers of files, page numbers, para numbers *etc.*).
- (vii) Write or type the full names of officers (who dealt with the file) with correct spellings and their designations below signatures where signature of officers is not legible.
- (viii) Having completed the above action stamp the file “Recorded” in the margin of the last page of Notes, initial it and mark the file to the Record Room.
- (ix) Record Room will keep the file (B,C,D) for a period of five years and then will transfer the record to NAP along with the three copies of the lists.

Indexing of Files

80. The Record Room will be responsible for the following action:-

- (1) Getting the file cover replaced if the existing one is worn out, and have the following particulars typed, pasted or stamped on it.
 - (a) File No.
 - (b) Month and year in which the file is recorded
 - (c) Permanent
(or) Destroy in Year.
 - (d) Category and classification of the file, and name of the Ministry/Division and the Section concerned (to be stamped).
 - (e) Subject.
 - (f) Previous and later references.
- (2) Placing foolscap sheet stamped CORRESPONDENCE and APPENDIX immediately before the correspondence and appendix portions of the file and having the file (including its Notes portion) stitched securely with double thread. (Stitching should be done at a distance of about $\frac{3}{4}$ " from the edge of the file cover).
- (3) Having the INDEX SLIPS typed on a paper of size 17×10.5 mm, in respect of files of categories A, B and C specimens of which may be seen at Annexure IV (a). *An example* of a file of category 'B' is given below:-

- (a) Abdul Karim ----- Appointment of ----- as Senior Research Officer on contract basis.

File-----B, November, 1985.

- (b) Senior Research Officer-----See Abdul Karim

File-----B, November, 1985

- (c) Appointment-----See Abdul Karim

File-----B, November, 1985.

- (d) Contract-----See Abdul Karim

File-----B, November, 1985.

These index slips will be kept in a steel almirah with pigeonholes as illustrated in Annexure IV (b).

Annual Index of the Division's Proceedings.

81. Immediately upon the close of the year, the Record Room will arrange the Index Slips from each pigeonhole in alphabetical order and get them typed in a continuous form. The typed material will be sent out for printing by the end of February with instructions for completion of the work of printing of an INDEX for the Division concerned by the end of June.

Review, Re-categorization and destruction of Record.

82. (1) The Section Assistant will prepare register of non current files including files due for destruction. In January each year after completion of five years in the Ministry/Division the non-current records are to be transferred to the NAP. The Section will go through the files to see if a particular file should be retained further; and, if so change the relevant entry on the file cover and initial it and affix his rubber stamp below his initials. The Assistant will strike off the old entry in the Register of Files Due for destruction make a fresh entry on the relevant page and return the file to the Record room.

(2) Files, which have outlived their utility and are no longer required, may be disposed as per envisaged in Clause 7 of the National Archives Act 1993. All confidential and Secret files and papers decided for destruction shall be destroyed in accordance with the instructions contained in the booklet 'Security of Classified Matters in the Civil Departments. All non-confidential files and papers shall be destroyed in the presence of a responsible official after the approval of DG National Archives of Pakistan. Newspapers, magazines and press cuttings, no longer required for use, should be disposed of as per standing instructions regarding sale of waste material, again in consultation with the National Archives of Pakistan.

(3) Destruction of Record is purview of NAP, no Ministry/Division may destroy any file on their own.

Quarterly Return about Recording and Indexing of Files

83. A quarterly return about the recording and indexing of files on which action has been completed and the weeding out of old records shall be sent to the Management Services Wing PPARC (Statistical Cell) in the form in Annexure V. These reports will be consolidated by the Management Services Wing and sent to the Cabinet Secretary for watching overall progress of work.

Transfer of Files to the Record Room and requisitioning thereof.

84. (1) Normally recorded files will be kept in the Section concerned for 3 years from the date of recording. In the month of January following the year in which the 3 years' period expires, the Section Assistant shall prepare a list (*in duplicate*) of files to be transferred to the Record Room. He shall transfer the files to the Record Room and obtain the signature of the Officer Incharge on one copy of the list in token of having received the files.

(2) No files kept in the Record Room shall be allowed to be removed from it except against proper requisition slips signed with date by the officer requisitioning the file. The requisition slip shall contain the following particulars:-

- | | | |
|--|---|---------------|
| <ul style="list-style-type: none"> (1) File No. (2) Category, Month and Year of record (3) The number of the file or papers with which it is to be put up. (4) The requisition slip shall be placed in the shelf at the place from where the relevant file has been taken out. | } | Annexure-V(a) |
|--|---|---------------|

Preservation of Records

85. The files categorised 'A' shall be sent to the National Archives of Pakistan under the Cabinet Division.

86. (1) The Record Room shall have sufficient almirahs, steel shelves and other equipment for proper storage and preservation of files and records.

(2) The Record Room shall be kept free of rats, dirt, dust and direct sunlight and shall be sprayed periodically with insecticide.

¹Files which are less than 3 years old and are kept in the Section concerned, should also be disinfected at least once in 3 years.

87. State documents, treaties, agreements with foreign countries and original copies of all laws authenticated by the President, shall also be sent to the NAP for preservation unless otherwise agreed to by the Cabinet Division.

¹Please also see O&M Wing Memorandum No.124/3/6-O&M, dated the 28th March, 1967 regarding disinfection of records.

Annexure-A.**SPECIFICATION OF CORRUGATED BOX**

| | |
|--------|-------|
| Length | 39 cm |
| Height | 26 cm |
| Width | 17 cm |

Note:— Sample of the box can be obtained from the National Archives of Pakistan on request.