

Citizen Charter 2018 - 19

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Introduction

The forerunner to Tamil Nadu Archives earlier known as Madras Record Office was a small repository of records in the Council Room set up by Lord William Bentinck. He centralized all the Secretariat records spread across various departments and appointed a record keeper to arrange and issue the records on requisition. Tamil Nadu Archives is headquartered in Egmore, Chennai.

There are Six District Record Centres functioning at Coimbatore, Tiruchirapalli, Salem, Thanjavur, Cuddalore and Madurai. The District Record Centres preserve permanent records of more than 30 years' old which are historically and administratively important transferred from the Collectorate and other Government Offices in the respective districts.

Tamil Nadu Archives comprises an Administrative unit, 9 Record Stacks, Research Hall, Preservation section, Gazetteer wing and Archival library.

The major activities of the Archives are to centralize all the permanent records, to store as per the archival policy, to preserve records for future generation by adopting prescribed archival management methods, to throw them open to historical research, to publish records regularly which are of historical and administrative interest and make them promptly and readily available for official reference in carrying out the day-to-day administration of the Government.

Services

The services the Tamil Nadu Archives facilitates to the public:

| Sl. No | Description | Whom to Contact |
|-----------|---|--|
| 1 | Issues of certified extracts of Tamil Nadu Government Gazette. | Assistant Commissioner (Conservation), Tamil Nadu Archives, Egmore, Chennai-8. |
| 2. | Issue of copies of Government Orders, Old Settlement Registers, FMB sketches, Inam Fair Registers, Standing Orders of Board of Revenue, Voter List, etc., under RTI Act 2005. | Public Information Officer, Tamil Nadu Archives, Egmore, Chennai-8. |
| 3. | Sale of Archival publications. | Research Officer (Publication), Tamil Nadu Archives, Egmore, Chennai-8. |
| 4. | Sale of District Gazetteers. | Editor, Tamil Nadu Archives, Egmore, Chennai-8. |
| 6. | Conducting Endowment lectures. | Research Officer (Regional Committee for Survey of Historical Records), Tamil Nadu Archives, Egmore, Chennai-8. |
| 7. | Facilitating bonafide scholars. | Research Officer (Research Hall), Tamil Nadu Archives, Egmore, Chennai-8. |
| 8. | Tracing the family tree and other ancestral details. | Assistant Commissioner (Conservation), Tamil Nadu Archives, Egmore, Chennai-8. |

Location and Contact details

| Sl. No | State Level Officers | Location | Contact | | |
|--------|----------------------|--|----------------------------------|----------------|----------------------|
| | | | Telephone | Fax | E mail |
| 1. | Commissioner | Tamil Nadu Archives and Historical Research, Egmore, Chennai – 600 008 | 044 - 28190191 044 - 28191202 | 044 - 28194338 | tnarchives_rh@nic.in |
| 2. | Joint Commissioner | | 044- 28192154 | --- | --- |

| | | | | | |
|--|------------------|------|---|-----|-----|
| | Office Telephone | -do- | 044 - 28190355 044 - 28190855 (PBX) | --- | --- |
|--|------------------|------|---|-----|-----|

| Sl No | District Level Officers | Location | Telephone | Fax | E mail |
|-------|--|--|----------------|----------------|--------|
| 1. | Assistant Commissioner District Record Centre, Coimbatore. | Opposite to Tamil College, Siruvani Main Road, Perur, Coimbatore - 641 010 | 0422 - 2609474 | 0422 - 2609474 | --- |
| 2. | Research Officer District Record Centre, Tiruchirappalli. | Old Collectorate Building, 2 nd Floor, Tiruchirappalli- 620 001 | 0431 - 2462848 | 0431 – 2462848 | --- |
| 3. | Research Officer District Record Centre, Salem. | 22, Chinnaya Pillai Street, North Maravaneri Extension, Salem-636 007 | 0427 - 2417158 | 0427 - 2417158 | --- |
| 4. | Research Officer District Record Centre, Thanjavur. | 2, Mission Church Road, Near - Indian Bank, Manambuchavadi, Thanjavur - 613 001 | 04362 - 273663 | -- | --- |
| 5. | Research Officer District Record Centre, Cuddalore. | 2, K.K. Nagar, Beach Road, Cuddalore - 607 001 | 04142 - 295030 | -- | --- |
| 6. | Research Officer District Record Centre, Madurai. | Madurai Corporation Building, Arignar Anna Maligai, 3 rd Floor, Tallakulam, Madurai - 625 002 | 0452 - 2528311 | -- | --- |