**3.1 Access to Records:**

The building consists of 9 Stacks for records storage.

**RECORDS PRESERVED IN STACKS**

There are Almirahs under lock and key system for keeping the Deeds of Mortgage, documents of Cooperative Societies, Agreements and Bonds in which State Government bodies are signatories. Tamil Nadu Archives, on requisition from the Government i.e., the Departments in the Secretariat, search and supply records for the administrative references. The records sent for references are recalled and preserved. Copies of public records are issued to the public who apply under Right to Information Act(RTI) observing rules in force.

**Interim Repository records in stacks.**

The Government Departments in the Secretariat often require the records of near past for their administrative references. As only records more than 30 years only were stored in the Archives, from the year 1987, an interim repository was created in stack 2 and 5 where all the 30 years old records (mostly Government Orders) were separated and preserved, in order to store records less than 30 years.

*Stack wise storage of records from various sources in Stack 1 to Stack 9 are as follows:*

**Stack-1**

Petition Department 1857 1882

Military Department 1857 1895

Petition (Endt.) Department 1876 1885

Political Department 1857 1936

Ecclesiastical Department 1857 1936

Medical Department 1916 1920

Home (Miscellaneous) Department 1916 1921

Revenue (Special War) Department 1919 1920

Public (R.D.P) Department 1957 1959

Rural Development and Local Administration 1959 1960

Public Department 1857 1987

Education Department 1861 1987

Electronic, Science and Technology 1985 1989

Health Department 1916 1920

Public Health Department 1921 1980

Health and Family Welfare Department 1981 1987

Personnel and Administrative Reforms 1976 1987

Information and Technology 1981 1987

Indian Medicine and Homeopathy 1984 1987

Tamil Development and Culture 1984 1987

Fort St. George Gazette 1832 1969

Tamil Nadu Government Gazette 1970 2020

TNPSC Bulletin 1974 2020

Government of India Gazette 1864 1987

**Interim Repository -1 (Stack - 2) From To**

Public Department 1988 2015

Education Department 1988 1996

Electronic, Science & Technology (E.S & T) 1985 1989

Higher Education Department 1997 2015

School Education Department 1997 2015

Health and Family Welfare Department 1988 2015

Personnel and Administrative Reforms Department 1988 2015

Information &Tourism Department 1988 2000

Tamil Development Culture Department 1988 2014

Information and Technology Department 2000 2010

Tamil Development, Religious Endowment and Information 2003 2012

Tourism, Tamil Culture and Religious Endowment 2013 2015

Youth Welfare & Sport Development 2000 2014

Special Programme Implementation (SPI) 2011 2014

**Interim Repository -2 (Stack - 2) From To**

Home Department 1988 2015

Finance Department 1988 2015

Transport Department 1988 2014

Social Welfare Department / SW & NMP 1988 2015

B.C., & M.B.C., Welfare Department 1988 2013

AD & TW Welfare Department 1988 2013

Law Department 1988 2015

Prohibition and Excise Department 1988 2015

Planning and Development Department 1988 2013

**Stack - 3**

**Finance Department** 1857 1987

Finance (Pension) Department 1857 1942

Finance (Code) Department 1926 1927

Finance (Book) Department 1901 1906

Judicial Department18571926 1922 1828

Judicial (Police) Department 1923 1925

Judicial (Magisterial) Department 1923 1924

Public (Police) Department 1929 1936

Law (General) Department 1921 1936

Home Department 1936 1987

Home (Passport) Department 1946 1971

Legislative Department 1862 1936

Legal Department 1936 1953

Law Department 1953 1987

Legislative Council (President’s Orders) 1921 1936

Transport Department 1971 1987

Social Welfare Department 1968 1987

Prohibition and Excise Department 1971 1987

Planning and Development Department 1981 1987

Institutional Finance Department 1983 1986

**Stack - 4**

Revenue Department1857 1987

Food Department 1946 1953

Food and Agriculture Department 1954 1965

Food Department 1966 1983

Agriculture Department 1966 1987

Forest and Fisheries 1973 1987

Commercial Tax and Religious Endowment 1974 1987

Development Department 1921 1953

Industries Labour and Co-operation Department 1954 1965

Industries Labour and Co-operation (Special) 1956 1960

Industrial Labour and Housing Department 1966 1969

Labour Department 1969 1972

Labour and Employment Department 1973 1987

Industries Department 1969 1987

Co-operation Department1970 1987

Separate Revenue Department 1915 1925

Revenue Special Department 1918 1920

Routine Revenue (RR) Department 1949 1950

Law Registration Department 1921 1936

Rural Welfare Department 1950 1953

Food Production 1956 1960

Firka Development Department 1947 1950

Employment Service 1983 1988

Environment Cultural 1983 1987

**Interim Repository-3 (Stack - 5) From To**

Revenue Department 1988 2015

Agriculture Department 1988 2015

Corporation, Food and Consumer Protection Dept. 1988 2014

Industries Department 1988 2015

Small Industries Department 1993 1998

Labour and Employment Department 1988 2015

Housing and Urban Development Department 1988 2015

Handloom, Handicraft, Textiles and Khadi Department 1988 2015

Commercial Taxes and Religious Endowment Dept. 1988 2015

Forest and Fisheries Department 1988 —

Environment and Forest Department 1989 2013

Animal Husbandry and Fisheries Department 1988 2015

Micro small and Medium enterprises Department 2000 2015

**Interim Repository- 4 (Stack - 5) From To**

Public Works Department 1988 2015

Energy Department 1992 2013

Rural Development and Local Administration Dept. 1988 2015

Municipal Administration and Water Supply Dept. 1996 2015

Highways Department 1988 2015

**Stack - 6**

Marine Department 1857 1936

Railway Department 1870 1924

Irrigation Department 1877 1926

Financial Local Department 1885 1920

Financial Municipal Department 1885 1920

Local Administration Department 1920 1959

Public Works Department 1857 1987

Rural Development and Local Administration

Department (RD & LA) 1965 1987

Municipal Administration and Water

Supply Department (MAWS) 1984 1987

**Stack - 7**

Stack - 7 houses the oldest records of Tamil Nadu Archives. The records of all the Departments of East India Company prior to 1857 also known as the Pre mutiny records are preserved in Stack – 7. It is an air conditioned stack. Records of defunct Mayor Court, Coroner’s records, Mayor Court, Dutch records, District records prior to 1857have been preserved in this Stack. Public Department 1670 to 1856, Military Department- 1752 to 1856, Revenue Department-1774 to 1856, Secret Department- 1796 to 1850, Judicial Department, 1798 to 1856, Political Department -1800 to 1856, Finance Department - 1811 to 1856, Ecclesiastical -1818 to 1856, Marine-1838 to 1856.

**Stack - 8**

Land Administration Records are preserved in Stack 8. They include Old Settlement Records, Inam Fair Register and Board Proceedings records are stacked. This stack contains Ground level, First level and Second level. Each level has 31 iron racks. Each rack has four plates. Old Settlement Records (OSR) pertains to the period from 1865 to 1897 consist of 3,358 volumes. The Inam Fair Register(IFR) pertains to the period from 1861 to 1940 contain 21,147 sheets. The records of 9 Districts namely Chengalpatu, Madurai, Coimbatore, Salem, North Arcot, South Arcot, Thanjavur, Tirunelveli and Tiruchi and Board Proceedings Records consist of 19,321 bundles. Each bundle has 100 numbers of proceedings, i.e. totally 19,32,100 numbers of Board proceedings.

**Stack - 9**

Central Survey Office Records are preserved in Stack 9. This stack contains 3 Levels Each Level has 30 iron racks. Each rack has four plates. Maps and Field Measurement Books(FMB) are preserved in this stack. The maps are, Original Survey Maps, Resurvey Mounted Litho Maps, Un Mounted Litho Maps, Soil Block Maps and Maps Plans and Touring Maps pertains to the period from 1859 to 1967. Field Measurement Books pertains to the period from 1864 to 2000. It includes records of Initial Survey, Re -Survey, Estate Survey, New Re–Survey, Updating Registry Scheme and Natham survey.