

APPENDIX LXIII
(Regulation 1098 and 1100)
List of collections and files of English correspondence in the
Superintendent's office.

Preservation and destruction of records.

Number and title of collection. 1	Number and tile of files Under each collection 2	Classifi- cation. 3	Period for which each class of records should be preserved. 4
I. Accounts	(1) Attachment of pay	C	Two years.
	(2) Objections and retrenchments.	C	Ditto
	(3) Allowances	CA	Two years; orders sanctioning the grant or revision of rates of any compensatory allowance to be preserved permanently and those sanctioning any other extra allowances to be preserved for so long as the orders are in force.
	(4) Advances	C	Two years; after the advances have been recovered.
	(5) Budget	B	Five years.
	(6) Estates of deceased officers; pay and allowances of those discharged and on leave.	C	Two years.
	(7) Postage	C	Ditto
	(8) Prisoners' diet and traveling expenses and witnesses' expenses.	C	Ditto
	(9) Punkha and punkha pullers.	C	Ditto
	(10) Printing at private presses.	C	Ditto
	(11) Rewards	C	Ditto
	(12) Security	C	Two years; correspondence about bonds deposited by an official to be kept for one- year, other securities for six months after an officer has vacated his appointment.
	(13) Travelling, horse and conveyance allowances.	CA	Two years; correspondence sanctioning the grant of any fixed traveling, horse or conveyance allowance to be preserved permanently.
	(14) Rents, rates and taxes	BC	Correspondence regarding assessment of police buildings to municipal and union board taxation to be kept for ten years, correspondence about the payment of taxes, etc., to be destroyed after two years.
	(15) Provident Fund and other fund deductions.	C	Two years.

	(16) Pay, increments and special pay.	AC	Orders sanctioning any revision of pay and grant of special pay to be preserved permanently. Other correspondence to be destroyed after two years.
	(17) Miscellaneous	C	Subjects of accounts which do not come under any of the headings named above shall be treated as —miscellaneous, and, subject to the discretion of the Superintendent, shall be destroyed after two years.
II. Bad Characters.	(1) Absconders. Escaped and proclaimed offenders.	CA	To be destroyed after two years if an absconder has been recaptured or otherwise disposed of, others being kept so long as the absconders are not arrested or their names not struck off.
	(2) Bad characters, suspects, released convicts and release notices.	C	Two years.
	(3) Criminal tribes	B	Ten years.
	(4) Juvenile offenders	C	Two years, after expiry of sentence.
	(5) Poisoners	B	Ten years.
	(6) Previous convictions	C	Two years.
	(7) Police registered prisoners.	C	Two years from the date of release
	(8) Port Blair convicts	C	Ditto
	(9) Photographs	A	Permanently.
	(10) Pick-pockets	B	Ten years.
	(11) Wanderin gangs	C	Two years.
	(12) Miscellaneous	C	Ditto
III. Circulars (correspondence relating to).	(1) Police orders	C	Two years; the orders themselves to be preserved permanently.
	(2) Accountant-General's circulars.	C	Ditto
	(3) Government orders	C	Ditto
	(4) Miscellaneous (District Circular orders).	C	Two years after abrogation; subject to the orders of the Superintendent.
IV. Crime	(1) Accident cases	C	Two years.
	(2) Arms Act, Explosives and other miscellaneous Acts.	C	Ditto
	(3) Co-operation meetings and conferences.	BC	Minutes of conferences, ten years. Other correspondence, two years.
	(4) Crime maps	CB	Two years. Maps to be kept for ten years.
	(5) Cruelty to animals	C	Two years.
	(6) Dacoity in other districts	C	Ditto
	(7) Excise, salt and opium cases	C	Ditto
	(8) Drugging cases in other districts.	C	Ditto

	(9) Finger-prints	C	Ditto
	(10) Forest cases and cases under other special or local laws.	C	Ditto
	(11) Kidnapping cases	C	Ditto
	(12) Missing persons and things.	C	Ditto
	(13) Missing goods.	C	Ditto
	(14) Notes stolen or lost	C	Ditto
	(15) Railway accidents.	C	Ditto
	(16) Railway cases.	C	Ditto
	(17) Special reports of heinous crimes.	AB	See item 65 of Appendix XIII (3).
	(18) Miscellaneous	C	All other subjects which do not come under any of the headings named above shall be destroyed after two years, subject to the discretion of the Superintendent to retain particular papers or files.
V. Force and fixed establishments.	(1) Establishment (force	AC	Correspondence regarding new establishment or any addition to or change in the existing establishment under any branch to be preserved permanently. Other correspondence to be destroyed after two years, subject to the discretion of the Superintendent.
	(2) Allotment of force	AC	Correspondence regarding new establishment or any addition to or change in the existing establishment under any branch to be preserved permanently. Other correspondence to be destroyed after two years, subject to the discretion of the Superintendent.
	(3) Boat and elephant establishments.	AC	Orders sanctioning the establishments to be preserved permanently. Other correspondence, two years.
	(4) Charge certificates.	C	Two years.
	(5) Railway Police	C	Ditto.
	(6) Drill Instructors	C	Ditto.
	(7) Enlistment and recruitment.	C	Ditto.
	(8) Escorts and guards	C	Ditto.
	(9) Examination and training.	C	Ditto.
	(10) Additional or special police.	C	Permanently
	(11) Leave of- i) gazetted police officers, ii) non-gazetted police officers.	A	Two years

	iii) clerks and other subordinates.		
	(12) Landed property of police officers and clerks.	C	Ditto.
	(13) Office establishment- (i) Any change in, (ii) Appointment, promotion and transfer.	AC	Correspondence regarding the entertainment of new establishment, or any addition to, or change in the existing establishment to be preserved permanently; that relating to appointment, transfer or promotion to be destroyed after two years.
	(14) Promotion and transfer of police officers.	C	Two years.
	(15) Pension and gratuity	B	Cases of invalid pensions 25 years. Other pension cases 10 years.
	(16) Proceedings, misconduct, punishments and appeals.	AC	Papers about suspension, degradation or dismissal to be preserved till the preparation of pension rolls, or till the officers leave the force, others being destroyed after two years.
	(17) Prosecution of servants of the Crown.	C	Two years.
	(18) Resignation and retirement.	C	Two years, after noting the orders sanctioning the retention or discharge in service books and rolls.
	(19) Commendations	C	Two years.
	(20) Special duty	C	Ditto.
	(21) Steam launches and launch establishments.	CA	Two years; orders sanctioning a launch and its establishment to be preserved permanently
	(22) Town Police, River and Road Patrols.	A	Permanently
	(23) Police Hospital establishment, dieting system, medicines, beds and cots.	AC	Correspondence about entertainment of new, or addition to and alteration in the existing establishment to be preserved, the rest being destroyed after two years.
	(24) Miscellaneous	C	Correspondence not coming under any of the headings mentioned above shall be treated as miscellaneous and destroyed after two years, subject to the discretion of the Superintendent.
VI. Lands and buildings.	(1) Accommodation for officers.	AC	Orders sanctioning accommodation for officers to be preserved permanently; other correspondence two years.
	(2) Buildings- (a) Original works. (b) Repairs	AB	Papers relating to change of site, acquisition of land or rent of land to be preserved

			permanently; other papers being preserved for ten years, care being taken to see that necessary entries are made in the register of lands and buildings.
	(3) Lands, Acquisition of	A	Permanently
	(4) Rents of lands and buildings.	A	Ditto.
	(5) Tanks, wells and water supply.	AB	Papers relating to acquisition of land or rent of land to be preserved permanently, other papers 10 years.
	(6) Establishment of police stations and subordinate posts and changes of site, jurisdiction and nomenclature.	A	Permanently
	(7) Miscellaneous	C	Correspondence which does not come under any of the headings mentioned above shall be treated as —Miscellaneous.
VII. Reports and returns, other than gazette notices.	(1) Weekly	C	Two years.
	(2) Fortnightly	C	Ditto.
	(3) Monthly	C	Ditto.
	(4) Quarterly	C	Ditto.
	(5) Half-yearly	C	Ditto.
	(6) Annual	B	Five years. Establishment return 35 years.
	(7) Tour diary	C	Two years. Correspondence arising out of tour diaries to be transferred to their proper heads and dealt with accordingly.
	(8) Miscellaneous	C	Two years.
VIII. Clothing, equipment and other stores.	(1) Arms, ammunition and accoutrements and other ordnance stores.	AC	Orders fixing scale and sanctioning supply of arms, etc., to be preserved permanently and others destroyed after two years.
	(2) Acts, books and maps	CA	Correspondence to be preserved for two years. Acts, books and maps, except such as having become obsolete being preserved permanently. Obsolete Acts, books and pamphlets, etc., and the printed lists of criminal tribes, railway pick-pockets and poisoners, for which revised lists have subsequently been printed to be destroyed.
	(3) Clothing		Two years. (A separate file to be opened for each contractor).
	(4) Correspondence relating to		

	(i) Forms and stationery	C	Two years.
	(ii) Furniture	C	Ditto.
	(iii) Tents and tarpaulins	B	Ten years.
	(iv) Lanterns, padlocks, hand-cuffs, etc.	C	Two years.
	(5) Miscellaneous	C	Ditto.
IX. Miscellaneous	(1) Rural Police (chaukidars and dafadars)	C	Ditto.
	(2) Camping grounds and march of troops.	C	Ditto.
	(3) Cash chest of other departments.	C	Ditto.
	(4) Emigration	C	Ditto.
	(5) Fairs and exhibition	C	Ditto.
	(6) Flood and famine	C	Ditto.
	(7) Inspections	C	To be preserved for two years, the orders passed and their execution being noted in the inspection register.
	(8) Intestate and unclaimed property.	C	Two years.
	(9) Municipalities and union boards.	C	Ditto.
	(10) Police and Criminal Intelligence Gazettes. Correspondence arising out of.	B	(For preservation and destructions of Gazettes, see Appendix XIII (3). Correspondence arising out of the Gazettes should be dealt with under its proper file. Notices for the Gazette to be destroyed as soon as published or rejected.
	(11) Post-mortem and chemical examination of dead bodies and wounded persons.	C	Two years.
	(12) Postal correspondence	C	Ditto.
	(13) Telephone correspondence	C	Ditto.
	(14) Pillars-		
	(i) Great trigonometrical survey pillars	C	Ditto.
	(ii) between Indian States and British territory.	A	Permanently.
	(iii) Miscellaneous	C	Two years.
	(15) Pilgrims	C	Ditto.
	(16) Disposal of records and registers. Correspondence relating to-	C	Ditto.
	(17) Railways	C	Ditto.
	(18) Procession licenses	C	Ditto.
	(19) Muharram and other festivals.	C	Ditto.
	(20) Miscellaneous	C	Ditto.