

### **Rules, Regulations, Instructions, Manuals and Records for discharging functions**

Delhi Archives is the custodian of all Public records of Government of NCT of Delhi which are available for use of bonafide research scholars/general public. Access to records in Delhi Archives is governed by the provisions of the Public Records Act, 1993 and the Public Records Rules, 1997 enacted by the Government of India and adopted by the Government of NCT of Delhi being Union Territory and was notified vide Gazette Notification No. 3 in Delhi Gazette, PART-IV on dated 21 January, 1999.

A person who intends to consult the records of Delhi Archives has to register himself at e-Abhilekh Portal of this department. The link of e-Abhilekh portal is available through Home>e-Abhilekh. No fee payment is required for registration process. Facility of offline registration is not available at the department. A person can register himself under any one of the three categories according to his status – Indian Scholar, Foreign Scholar and General Public. The following documents are required and need to be uploaded for registration process :

Category	Document	File Size
Indian Scholar	a) Self-attested copy of University ID b) Self-attested copy of address proof c) Passport size photo d) Signature e) Sponsorship letter from University	< 500 KB < 500 KB < 150 KB < 150 KB < 500 KB
Foreign Scholar	a) Letter of introduction from University b) Accreditation Letter from Embassy c) Self-attested copy of Passport d) Self-attested copy of visa (showing date of expiry) e) Passport size photo f) Signature	< 500 KB < 500 KB < 500 KB < 500 KB < 150 KB < 150 KB
General Public	a) Self-attested copy of any valid ID Proof having photograph and complete address of the applicant, issued by the Government Authority such as Aadhar Card, Voter Card, Driving License, Passport etc. b) Passport size photo	< 500 KB  < 150 KB

Records Retention Schedule is an important part of Records Management which decides the shelf life of a record according to its value and importance. The main objective of Records Retention Schedule is to ensure that a record should not be either destroyed prematurely or retained for a period longer than required. According to Public Records Act 1993 (69 of 1993) Clause (e) of subsection (1) of section 6 and the Central Secretariat Manual of Office Procedure (Edition 12th 2012) (para 111(1) (d) and 111(2)) stipulates that every Records Creating Agency would compile a Retention Schedule for Records pertaining to substantive functions of their organization in consultation with the National Archives of India, which has to be vetted by the National Archives of India before its implementation. Department of Delhi Archives is responsible for assessment of Records Retention Schedules for records pertaining to substantive functions of all Departments/Offices/PSUs of Government of NCT of Delhi.