

No.6/317/11-PER/1848  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
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Dated : 07/10/2015

**CIRCULAR**

Ref : Office Memorandum No.6/317/11-PER/2826 dated 08-01-2015

Sub : Weeding of Files / Records

It has been observed that many departments are not following the system of weeding of files periodically as provided for in the Manual of Office Procedure. All Heads of Office are directed to ensure henceforth as per guidelines laid down in Manual of Office Procedure, as under :

2. **Recording** :

All files on which no further action is required to be taken may be put up to the Heads of Office for his approval for being recorded under one of the following classifications :-

**Class 'A'**: This category will be allotted to a file in which important questions have been discussed or which contains orders establishing important precedents or general instructions or rulings of a permanent importance and which are likely to be required frequently for reference in future. In practice a file to be included in this class should normally contain a document which is so important that its original must be preserved permanently.

**Class 'B'** : This class will also cover files which contain orders and instructions, etc. of permanent importance but which after a lapse of time are not likely to be required very frequently for reference and may be found fit for destruction on review, after a period of 20 years.



Class 'C': This class will consist of files of secondary importance which are desired to be preserved for a limited period say 3,5 or 10 years but which need not be retained thereafter.

Preparing a File for Record :

1. After a file has been marked for record, it should be arranged properly for recording. This would involve the following action :-
  - i) amendment or retention of title of the file where necessary to ensure that it describes adequately its contents;
  - ii) completing reference; that is removing alphabetical slips by giving permanent identification marks to the references quoted in notes and correspondence (where this has not already been done) and marking number of previous or later files on the cover of the file;
  - iii) preparing a fresh cover for the file with the revised title and details of the previous and later references etc. where necessary;
  - iv) noting in the file register, the date of recording, classification and in case of 'C' files the date of destruction; and
  - v) removing from the file notes and papers which need to be weeded out;

4. Custody of Records :

Recorded files will be kept serially arranged in the office concerned for not more than three calendar years. Thereafter, these files may be transferred to the Record Room of the office. The Record room will maintain a simple register in which a few pages will be allotted to each future year. Files marked for review in a particular year to be entered in the portion of the register earmarked in that year and will be taken out for review in the appropriate year on reference to the register.

5. Destruction of ephemeral files and papers :

Files which are of purely ephemeral nature should be recorded and may be destroyed as soon as they are no longer required. To ensure that files and

other records are not pre-maturely destroyed, it is necessary that every office should prescribe periods for which files dealing with special subjects should be preserved. The retention schedule should as far as possible show the specific categories of records which are capable of examination by classes so as to avoid the need of having to review the files individually.

**6. Maintenance and Destruction of Spare Copies :**

Each division will keep separate bundles of spare copies of important communications issued by it. A register indicating the number and dates of communications in respect of which spare copies have been kept would be maintained. These bundles should be examined and all spare copies which are not likely to be required should be destroyed under the orders the Head of Office. Papers which are still of use should be marked for retention till the next periodic review.

This issues with the approval of the Development Commissioner, Daman & Diu vide diary No.7895 dated 05-10-2015.

*(P.S. Jani)*

**Additional Secretary (Pers.)**

To,  
All Heads of Office,  
Daman & Diu

Copy to :

1. All Secretaries in the UT of Daman & Diu
2. The Deputy Collector, Diu to circulate the same to all Heads of Office in Diu District.