

PART B
RECORD MANAGEMENT
Section 4(1) a

1. How do you define record?

Record includes all the departmental files and documents which are important to provide essential services to the citizens.

2. What is the ABC of record management?

Record Management means proper maintenance and storage of departmental information so that it can be utilized as and when required.

3. How do you maintain records?

The record is maintained in files as per alphabetic order.

4. Language in which records are maintained?

English and Punjabi Both

5. When did your department destroy official records in the past?

N.A.

6. Has proper procedure been adopted for destroying the record?

N.A.

7. If yes, what procedure has been adopted in seeking approval from this competent authority?

N.A.

8. How do you index the record?

The record is indexed in the form of files which are kept in chronological order.

9. Do the record rooms have sufficient space to store the record?

There is no separate record room.

10. Are sufficient steel almirahs/ racks available to store records?

Yes

11. How many steel almirahs/ racks are placed in the record room?

Approximate 1000 almirahs and 500 racks in the record room.

12. How often record room is cleaned?

N.A.

13. What is the retrieval system of records?

The record is retrieved by requesting the custodian of the concerned information.

14. How much time is required to retrieve the record?

It depends upon the specific information.

15. How frequently record is retrieved?

As per the direction of the officials.

16. Who is incharge of record room (designation)?

N.A.

17. How many files which are more than 25 years old are not weeded out?

N.A.

18. How many files/records are marked for weeding out during the year?

N.A.

19. Why these files are not weeded out?

N.A.

20. Who is responsible for initiating the process of weeding out record?

Head of the department.