

My No: EST/1/03/CIRL/0003
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

29.03.2017

Secretaries to Ministries,
Chief Secretaries of Provinces,
Heads of Departments and
Heads of Corporations and other Statutory Bodies

**Scheduling and Preservation of Public Records under
National Archives Law No. 48 of 1973**

Your attention is drawn to the Public Administration Circular 25/2008 dated 17.12.2008 issued on the above subject.

02. I have been reported that the instructions given by the above circular regarding the preservation of public records are not followed properly. Accordingly, it is hereby informed to take action in the following manner.

03. In terms of the above Law, the main responsibility of the Department of National Archives is to preserve permanently the public records which are of administrative value and national importance in order to protect the identity of the various institutions in the Public Sector, for the future generation. For this purpose, valuable public records which are more than 25 years old from their date of creation should be sent to the Department of National Archives for permanent preservation. Documents of the Registrar General's Department which are more than 100 years old should be sent to the Department of National Archives.

04. It is hereby requested to comply with the following instructions in the implementation of this programme and also to draw attention to Section 9, Chapter XXVIII of the Establishments Code, which contains the provisions regarding the custody of public records, their safe keeping and disposal.

- i. Documents of which administrative activities of the Institution have been completed should be disposed of periodically (Disposal means to schedule and transfer the important documents to the National Archives and to destroy the unnecessary documents after scheduling them). These series of documents have been indicated in the Government Gazette No. 313 dated 31.08.1984. Action should be taken in terms of sub section 9:6 of Chapter XXVIII of the Establishments Code when destroying documents relating to house keeping records. Attached report should be perfected (Annexure 2) and sent to the Director of National Archives within 21 days on the receipt of this circular.
- ii. An officer of staff grade should be appointed as the Coordinating Officer for this purpose in every institution and the Director of National Archives should be informed accordingly. Whenever officer holding such post is changed, the name of the officer appointed in place of him should also be informed.

- iii. A Schedule for the public records over 10 years from the creation should be prepared for each division of the institution in accordance with the form RM/RS/1 (Annexure 1)
- iv. For survey and disposal of electronic records created by the public institution, the Director National Archives should be consulted.
- v. A report on the progress of the items i - iii prepared as per the form attached (Annexure 2) should be submitted by the Heads of Institutions to the Director of National Archives at the end of every year. The process for disposal of documents could be planned properly by submitting the report before 31st January of every year.

05. Further clarifications or guidance in this matter, if necessary, please contact the Director, National Archives.

TP – 011 2694523, 011 2696917

Email – narchive@slt.lk

Web Site – www.archives.gov.lk

06. Public Administration Circular No. 25/2008 dated 17.12.2008 issued in this regard is hereby cancelled.

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Administration and Management

*perfect the form in duplicate***Primary Review Schedule of documents proposed for Preservation/Disposal**

(This survey should include the Current/Semi Current/Inactive documents/records)

Under the Section 9.2 of the National Archives Law No.48 of 1973

(Categories of documents relating to the House Keeping Records referred to in the Gazette No.313 of 31.08.1984 should not be included)

Name of Institution:

Address :

Name of Branch/Division/Record Room :

Name/Designation of the officer who prepared the schedules:

Specified abbreviations for disposal

R Retain the document in the office of origin

RV Should be reviewed. (Period of review is counted from the date on which the document is closed for action should not be more than 5years.

T Transfer to the National Archives Department

D Destroy / Time shows (Date of destruction of document is counted from the date of closure of file)

- ❖ If the files/documents of any institution do not come under the series, sub- series the file number of such files should be indicated in the second column given below.
- ❖ If the document/file to be indicated in the second column is not the original document, only serial number should be shown in a bracket () to show that it is a duplicate.

Serial No: (1)	Particulars of document/series/sub series for eg: Personal files (series)/ Personal files of retired persons are the sub-sub series personal files of those compulsorily retired. Sub - sub series (2)	Period during which the documents/files opened/closed (3)	Place of deposited (4)	Number of files/volumes (Approximately) (5)	Recommendations	
					Institution in which the documents were created (6)	Department of National Archives (7)

Report to be furnished to the Director of National Archives

Name of the Institution :-.....

Name of the Person prepared the schedule :-

Signature :-

Whether the records and documents have been disposed of in accordance with the Gazette No.313 dated 31.08.1984 (Yes/No.) write the last date of disposal	Whether Coordinating Officer has been appointed (yes/No) (Name/Designation)	Whether schedules have been prepared in respect documents more than 10 years old from its creation and which are typical to the institution? (Yes/No.)

Date _____

Signature of the head of the institution :

Official stamp :