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Departmental Order No.J-56 /2158- General Orders Dated 17-02-2026

In order to ensure systematic, uniform and effective management of official records in accordance with the provisions of the Public Records Act, 1993, Public Records Rules, 1997 and relevant Government of India instructions, across Survey of India, the guidelines are issued on "Records Management".

The enclosed guidelines comprehensively cover activities relating to recording, categorization, indexing, retention, custody, review and weeding out of records, including detailed retention schedules for technical and non-technical records, procedures for record rooms, requisitioning of records, and responsibilities of Records Officers and Section In charges.

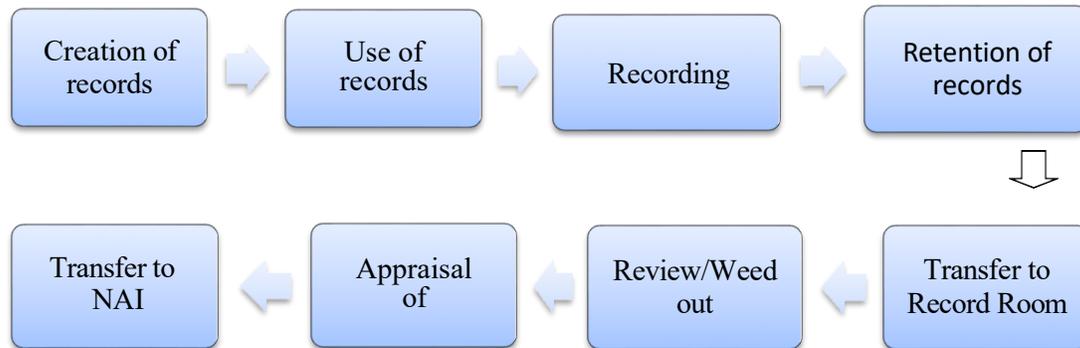
In continuation of the Departmental Order No.J-50/2158-General Orders dated 13.02.2026, the following order regarding "Records Management" in the offices of the Survey of India is hereby issued for information and strict compliance by all concerned.

RECORDS MANAGEMENT

1.1 Activities involved in records management are:

- (1) Records management covers the activities concerning mainly recording, retention, retrieval and weeding out.
- (2) Each record creating agency will nominate, in pursuance of provisions of the Public Records Act, 1993 and the Public Records Rules, 1997 a Records Officer (RO) who is not below the level of a Section Incharge for overall records management of the office as a whole.

Box – 1.1: Stages of Records Management:



NAI – National Archives of India; RR – Record Room

1.2 Stage of recording:

Files should be recorded after action on all the issues considered thereon has been completed as per the record retention schedules (Para 1.7). However, files of a purely ephemeral nature (such as casual leave records or circulars of temporary nature) containing papers of little reference or research value may be destroyed after one year without being formally recorded.

Box-e.1.1.

In eFile, the facility of recording a file is given for the files on which processing is done physically. An electronic file on which action is complete is closed and kept in a separate folder (closed folder). This may be closed by the creator of the file after getting approval of the competent authority, which may be of the level of Section Incharge or above based on the roles assigned in the application. The closed file may be seen by the official who has closed the file and official who has authorized the closure of the file. The closed file can be re-opened/retrieved by the official who has closed the file with the approval of the competent authority.

The closed file can be reopened / retrieved by the official who has closed the file with the approval of the competent authority.

The e-files should also be kept in external media and the working condition of media should be checked frequently (at least once a week).

1.3 Issue of Instructions for records management:

The instructions are to be issued by Survey of India to regulate the recording and reviewing of records.

1.4 Categorisation of records:

Files may be recorded under any one of the following categories:

- (i) **Category 'A'** meaning 'keep and microfilm'- This categorization will be adopted for:
 - (a) files which qualify for permanent preservation for administrative purposes (Part 'A' of Appendix 1.2) and which have to be microfilmed because they contain:
 - (i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum to avoid damage or loss; or
 - (ii) material likely to be required for frequent reference by different parties simultaneously/frequently.
 - (b) files of historical importance (Part 'B' of Appendix 1.2)
- (ii) **Category 'B'** meaning 'keep but do not microfilm'- This category will cover files required for permanent preservation for administrative purposes, such as those listed in part 'A' of Appendix 1.2. It will, however, exclude the nature of material falling under the category described in (i) or (ii) of sub- para (1) (a) above and therefore need not be microfilmed.
- (iii) **Category 'C'** meaning 'keep for specified period only'-This category will include files of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to 'B' Category.

The eFiles may be recorded under two categories:

Category 'A'-eFiles which qualify for permanent preservation for administrative purposes or historical reasons such as those listed in Part A and Part B of Appendix- 1.2.

Category 'C' -eFiles which are of secondary importance having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to A Category.

1.5 Procedure for recording:

After action on the issue(s) considered on the file has been completed, the Dealing Assistant/Initiating Officer, in consultation with his supervisory officer, should close and record the file in the manner prescribed below:

- i. indicate the appropriate category of record (Para1.4) and in the case of category 'C', also specify the retention period and the year of review/weeding/destruction on the file cover; for non-file documents, indicate the number of years for retention on the file cover. E.g. "C/5 – Destroy (or Review) 2/2024 on a file cover of the file to be retained for 5 years from the date of closure in 2/2019". This is done after the Dealing Assistant specifically obtained approval of the Section Incharge;
- ii. where necessary, revise the title of the file so that it describes adequately the contents at that stage;

- iii. get the file indexed (Paras 1.6 & 1.7) for Category 'A' & 'B' files;
- iv. Take extract from the file, copies of important decisions, documents, etc. as are considered useful for future reference and add them to the standing guard file/standing note/precedent book;
- v. remove from the file all superfluous papers such as reminders, acknowledgements, routine slips, working-sheets, rough drafts, surplus copies, etc. and destroy them, unless they have audit or legal value;
- vi. complete all references and, in particular, mark previous and later references on the subject on the file cover;
- vii. complete columns 4 and 5 of the file register (Appendix – 7.1) and correct the entry in column 2 where necessary;
- viii. enter the file number in column 2 of the register for watching progress of recording (Appendix 11.1);
- ix. write the word 'recorded' prominently in red ink, across the entries in the file movement register;
- x. indicate page numbers and other references in ink which were earlier made in pencil;
- xi. prepare fresh file covers, where necessary, with all the entries already made thereon; and
- xii. hand over the file to the MTS who will repair the damaged papers, if any, stitch the file and, show it to the person entrusted with the responsibility by the Section Incharge for making entries in the register for watching progress of recording before keeping it in the bundle of recorded files.

Box-e.1.2

In eFile, change of file title and removal of any paper from any part of the electronic file is not permissible. In eFile, file maintenance is a continuous and automatic activity.

1.6 Stage of indexing:

Files will be indexed at the time of their recording. Only those files which are categorised as 'A' & 'B' will be indexed. If a list of recorded files is in MS-Word or pdf format, there is no need for indexing.

Box-e.1.3

In eFile, the meta-data of the file along with the recording information and record movement helps in easy tracking and retrieval of the file along-with monitoring the status of recording.

In eFile, the files may be searched using meta-data like file number, subject/part of the subject, category and other parameters used while creating a file / on the cover page of the file.

1.7 Record Retention Schedule:

- (i) To ensure that files are neither prematurely destroyed, nor kept for periods longer than necessary, every office will:
 - a. in respect of records connected with accounts, observe the instructions contained in Appendix 9 to the General Financial Rules, 2017;
 - b. in respect of records, relating to establishment, housekeeping matters, etc. common to all offices/departments, follow the 'schedule of periods of retention for records common to all offices / departments' issued by the Department of Administrative Reforms and Public Grievances

- c. in respect of records prescribed in this Manual, observe the retention periods specified in Appendix 1.7; and
- (ii) In respect of records, relating to technical matters, follow the 'Retention Schedule of SOI', as given below:

Retention Schedule of Technical Records

Records related to	Category	Retention Period	Power of weeding out
Department publication such as THB, chapters etc	C	After the new edition has been printed off.	With the approval of Director
Printed Maps	C		
OSM	C	10 years or after the new edition has been printed off, whichever is later.	With the approval of Director
DSM	C	10 years or after the new edition has been printed off, whichever is later.	With the approval of Addl. SG
State Maps	C	10 years or after the new edition has been printed off, whichever is later.	With the approval of Director
Trekking Maps/District Planning Maps/ Guide maps/ Discover India Maps/	C	5 years or after the new edition has been printed off, whichever is later.	With the approval of Director
Geographical Maps	C	10 years or after the new edition has been printed off, whichever is later.	With the approval of Addl. SG
Photographs /Imageries	C		
Unserviceable Photopgraphs/ Diapositives/negatives	C		With the approval of Director
Superseded spare photograph except SG's records's copy	C		With the approval of Director
Drone imageries	C	10 years or after the new photos have been captured, whichever is later.	With the approval of Director
Satellite imageries (res. >2.5m)	C	2 years	With the approval of Director

Satellite imageries (res. Is b/w 0.5 m to 2.5m)	C	5 years	With the approval of Director
Satellite imageries (res. < 0.5 m)	C	10 years or after new HR imageries recd, whichever is later	With the approval of Director
Field reports volume	C		
International Boundary field work	C	Category A or B	
HP levelling work	C	10 years or new observation, whichever is later	With the approval of Addl. SG
DT Levelling work	C	10 years or new observation, whichever is later	With the approval of Director
Other levelling work	C	5 years	With the approval of Director
GPS Observation work	C	5 years	With the approval of Director
Drone flying field work	C	5 years	With the approval of Director
All types of weekly/monthly returns	C	1 year after closing of the field	With the approval of Director
Contract Management work	C	5 years	With the approval of Addl. SG

Retention Schedule of Technical Files

File Details related to	Category	Retention Period	Power of weeding out
State map (Eng/Hindi)	C	3 yr after publication of map	With the approval of Director
Field Correspondence	C	3 yr after completion of field work.	With the approval of Director
Progress of examination of sheet	C	3 Yr	With the approval of Director
Sheet file of OSM	C	3 yr or new edition of sheet published, whichever is later.	With the approval of Director
Sheet file of DSM	B		With the approval of Director

Sheet file of other maps such trekking/guide maps etc	C	5 yr	With the approval of Director
Village boundary	C	5 yr	With the approval of Director
Weeding of old maps	C	5 yr	With the approval of Director
Heritage site			With the approval of Director
Field work policy	B		With the approval of Director
Vetting of digital data	C	1 yr after digital data is finalised	With the approval of Director
Fair mapping policy	B		With the approval of Director
Contact Management Committee for Pilot CORS	C	3 yr after completion of final payment	With the approval of Director
Field program other Circle	C	5 yr	With the approval of Director
Movement order of Technical section	C	1 yr	With the approval of Director
Status of guide map	C	3 yr after publication	With the approval of Director
Purchase of books	C	3 Yr	With the approval of Director
R&D and G&RB publication	C	5 yrs	With the approval of Director
Availability of maps and aerial photography	C	5 yrs	With the approval of Director
Road map of India	C	5 yrs	With the approval of Director
Toponymy	C	5 yrs	With the approval of Director
SG's imprint and change of map	C	5 yrs	With the approval of Director
Geographical maps	C	5 Yr	With the approval of Director
Camp Instructions	C	5 yrs	With the approval of Director
Prices of Departmental maps	C	5 yrs	With the approval of Director

Office copy maintenance	C	3 yr	With the approval of Director
Computation vol.	C	3 yr	With the approval of Director
Scribing instruments & material	C	3 yr	With the approval of Director
Verification of record	C	3 yr after verification is completed	With the approval of Director
Indents of maps for map sale	C	3 yrs	With the approval of Director
Map sales	C	3 yrs	With the approval of Director
Superseded maps disposal off	C	1 Yr after Disposal	With the approval of Director
Accounts of Technical mandays	C	3 yr after FY	With the approval of Director
Job order	C	3 yr after FY	With the approval of Director
Roads of I, II, III importance.	C	3 yr	With the approval of Director
change of names of Railway station	C	3 yrs after updation of sheet	With the approval of Director
Restricted policy	A		With the approval of Director
Data for digitization	C	3 yrs	With the approval of Director
Scrutinizing & Examination	C	3 yrs	With the approval of Director
Field correspondence	C	3 yrs after the field work is completed	With the approval of Director

Project work such as NHP, NMCG, CMPDI, NHCG etc	C	5 yr after the completion of Project	With the approval of Director
Annual Report	C	3 yrs	With the approval of Director
Weekly/Monthly/Quarterly report	C	3 yrs	With the approval of Director
History Sheet & PI	C	5 Yr after final of sheet	With the approval of Director
All files related to policy matters	B	until new police taken over	With the approval of Director
Supply of data to private indenter	C	5 yrs	With the approval of Director
AAPs files	C	5 yrs	With the approval of Director
Training Files related NIGST	C	3 yrs	With the approval of Director

1.8 Custody of records:

- (i) Recorded files are to be kept serially arranged in the sections concerned for not more than one year, after which they are to be transferred to the record room. For files due for such transfer the register at Appendix 1.1 will be consulted.
- (ii) In the event of transfer of work from one section to another, the relevant files are also transferred, after being listed in duplicate in the form at Appendix 1.3. One copy of this list will be retained by the section taking over the files for its record and the other acknowledged and returned to the section transferring them.
- (iii) Files transferred by a section to the record room will be accompanied by a list of files (Appendix 1.3) in duplicate. The record room will verify that all the files mentioned in the list have been received, retain one copy of the list and return the other, duly signed, to the section concerned. In the record room, these lists will be kept section-wise in separate file covers.
- (iv) The record room will maintain a record review register (Appendix 1.4) in which a few pages will be allotted for each future year. Category 'C' files marked for review in a particular year will be entered in the pages earmarked for that year in the register.
- (v) Record rooms will be properly ventilated, with adequate lighting and fire-safety equipment and avoid exposure to moisture. The records will be arranged serially section-wise and will be regularly dusted. For proper preservation the records will be periodically fumigated.

Box-e.1.4.

Closed e-files will be reviewed as per Record Retention Schedules and marked for weeding out.

1.9 Review and weeding of records:

- (i) A category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of Zonal Head/GD Head concerned. Retention after a review will be for a period not exceeding 10 years, including the period already retained.
- (ii) Category 'A' & 'B' files will be reviewed on attaining the 25th year of their life in consultation with the National Archives of India. In these reviews the need for revising the original categorization of category 'B' files may also be considered.
- (iii) The year of review of category 'C' files will be reckoned with reference to the year of their closing and that for category 'A' and category 'B' files with reference to the year of their opening.
- (iv) Beginning in January each year, the record room will send to the sections concerned the files due for review in that year, together with a list of files in the form at Appendix 1.5, in four lots – in January, April, July and September.
- (v) a.) Files received for review will be examined by, or under the direction of, the Section Incharge concerned and those files which are no longer required will be marked for destruction. Other files may be marked for further retention. It may, however, be ensured that in case an inquiry has been initiated departmentally or by a Commission of Inquiry or as a result of Court proceedings having a bearing on the subject matter contained in the files/documents concerned or the files/documents which are required in connection with the implementation of order/judgement of any court of law, such files/documents will not be destroyed, even if, such files/documents have completed their prescribed life as per the Record Retention Schedule.

b.) Files/documents referred to above may be, destroyed only after submission of the Report by the Commission or completion of inquiry or implementation of the judgement/order of the court(s), with the approval of the Head of the Department. In case the implementation of the court order has been challenged/ appealed against either by the Government or by the applicant in a higher court, the concerned files/documents will not be weeded out until the appeal/challenge is considered and finally decided. In such cases the limitation period prescribed for appeals should also be kept in mind.
- (vi) After review the person entrusted with that responsibility by the Section Incharge will make entries of revised categorization/retention period in the file registers and return them to the Record Room along with the list (Appendices-1.6 & 1.7) after completing column 3 thereof.
- (vii) The Record Room, under the supervision of Designated Record Officer (DRO), will:
 - a) transfer category 'A' & 'B' files surviving the review undertaken at the 25th year

- of their life sub-para (iii) above, to the National Archives of India;
- b) in the case of other files:
- i) destroy those marked for destruction, after completing column 4 of the list of files (Appendix 1.3); and
 - ii) restore the rest i.e. those marked for further retention, to the departmental record stacks after making the required entries in the record review register in the case of category 'C' files;
- (viii) Records not falling within the definition of file, e.g., publications, orders, etc., will also be subject to periodic reviews at suitable intervals and those no longer needed should be weeded out. To facilitate such reviews each section will maintain a register.
- (ix) Considering the urgency to reduce the volume of records now being retained without any significant need for their retention, the following measures may be taken in Survey of India:-
- a) A special drive may be launched annually to record/review all Category 'C' files, and to weed out those no longer needed.
 - b) Each Addl SG / Director may review half yearly the status of recording/reviewing/weeding out of files in his Zone / GD and allot time bound tasks towards this and to the members of the staff;
 - c) Inspecting officers may be asked to pay special attention to the stage of Records Management in the sections as well as the Record Rooms during their inspections.
- (x) The following manner of Weeding/Destruction of records will be adopted:
- a) Routine files/records will be manually torn into small pieces and disposed off.
 - b) Classified files/records will be destroyed by use of shredder, and
 - c) Secret files/records will also be incinerated after being shredded as per provision under 'Departmental Security Instructions' issued by the Ministry of Home Affairs.

Box-e.1.5.

In eFile, once the **physical** file gets reviewed, Records Management System (RMS) takes care of the file that has been sent for weeding out. The provisions relating to weeding out in the RMS is as per the procedure prescribed as above.

1.10 Quarterly progress reports of recording and reviewing of files:

- i. The record officer will prepare each quarter, in duplicate, progress reports on the recording and review of files for the preceding quarter, in the forms at Appendices 1.6 and 1.7 and submit them, together with the following records, to the Section Incharge
 - (a) Register for watching progress of recording (Appendix – 1.1); and
 - (b) Lists of files received for review (Appendix – 1.5)
- ii. The Section Incharge will check the two statements, submit one copy of the report to the Director and send the other to the designated section looking after Internal Work Study.
- iii. The designated section entrusted with the functions of Internal Work Study (IWS)/O&M will:
 - (a) post the figures in the forms at Appendices 1.6 and 1.7 and return the reports to the section concerned;
 - (b) prepare the consolidated statement for Survey of India as a whole by vertically totalling the columns in the form at Appendices 1.8 and 1.9;

- (c) watch the progress of recording and review work generally; and
- (d) bring to the notice of the designated O&M officer and the HoD/Zonal Head/GD, any significant trends in the matter.

1.11 Records maintained by officers and their personal staff:

Instructions may be issued to regulate the review and weeding out of records maintained by officers and their personal staff.

1.12 Requisitioning of records:

(i) No recorded file will be issued from the sections, Record Room or Archival records except against a signed requisition in form prescribed under Public Records Act, 1993/Public Records Rules, 1997 in the case of Archival records.

(ii) Records/Files obtained by a section from the record room will normally be returned within 6 months. If they are not received back within this period, the departmental record room will remind the section concerned. For this purpose, the record room will maintain a simple register for keeping a record of the files issued to the various sections each month. A similar register will be maintained by each section as a record of files borrowed from it by other sections.

(iii) On return, the requisitioned file will be restored to its place and the requisition returned to the section/official concerned.

Box-e.1.6.

In eFile, based on the category defined on the files, the list of files that are to be reviewed in a particular year is available in the system.

The Record Management System has provisions to take care of requisitioning of files from the department and / or NAI

In eOffice, the system, Records Management System, provides all the facilities for recording of physically processed files in eFile, beginning with categorisation, sent to record room for recording, keeping the location of recorded file(s) in record room, reviewing of recorded files, sending the file(s) to the NAI if required and weeding out. Presently, all electronic files are retained in the eFile system.

APPENDIX 1.1.
(para 1.1)

Register for watching the progress of recording

Section... .. .

Month and year

Sl. No.	F. No. marked for recording	Date of marking	Date of Recording
1	2	3	4

Box-e.1.7.

In eFile, the above data is saved automatically.

APPENDIX 1.2.
(para1.4)

Illustrative list of records fit for permanent preservation because of (a) their value for administrative purposes, and (b) their historical importance

A – Records of value for administrative purposes:

Papers of the following categories will normally be among those required to be kept indefinitely for administration's use :

1. Papers containing evidence of rights or obligations of or against the government, e.g., title to property, claims for compensation not subject to a time limit, formal instruments such as awards, schemes, orders, sanctions, etc.
2. Papers relating to major policy decisions, including those relating to the preparation of legislation.
3. Papers regarding constitution, functions and working of important committees, working groups, etc.
4. Papers providing lasting precedents for important procedures, e.g., administrative memoranda, historical reports and summaries, legal opinions on important matters.
5. Papers concerning rules, regulations, departmental guides or instructions of general application.
6. Papers relating to salient features of organisation and staffing of government departments and offices.
7. Papers relating to important litigation or 'causes celebres' in which the administration was involved.

B – Records of Historical importance:

Much of the material likely to be preserved for administrative purposes will be of interest for research purpose as well; but papers of the following categories should be specially considered as of value to historians :

1. Papers relating to the origin of a department or agency of government; how it was organised; how it functioned; and (if defunct) how and why it was dissolved.
2. Data about what the department/agency accomplished. (Samples by way of illustration may be enough; but the need for such samples may be dispensed with where published annual reports are available).
3. Papers relating to a change of policy. This is not always easy to recognize, but watch should be kept for (a) summary for a Minister, (b) the appointment of a departmental or inter-departmental committee or working group, and (c) note for the Cabinet or a Cabinet Committee. Generally there should be

a conscious effort to preserve all such papers, including those reflecting conflicting points of view. In the case of inter-Departmental committees, however, it is important that a complete set of papers be kept only by the departments mainly concerned – usually the one providing secretariat assistance.

1. Papers relating to the implementation of a change of policy, including a complete set of instructions to executing agencies etc., and relevant forms.
2. Papers relating to a well-known public or international event or *cause celebre*, or to other events which gave rise to interest or controversy on the national plane.
3. Papers containing direct reference to trends or developments in political, social, economic or other fields, particularly if they contain unpublished statistical or financial data covering a long period or a wide area.
4. Papers cited in or noted as consulted in connection with, official publications.
5. Papers relating to the more important aspects of scientific or technical research and development.
6. Papers containing matters of local interest of which it is unreasonable to expect that evidence will be available locally, or comprising synopsis of such information covering the whole country or a wide area.
7. Papers relating to obsolete activities or investigations, or to abortive scheme in important fields.
8. Any other specific category of records which, according to the instructions issued in consultation with the National Archives of India, have to be treated as genuine source of information on any aspect of history – political, social, economic, etc., or are considered to be of biographical or antiquarian interest.

APPENDIX 1.4.
(para1.8(iv))

Record Review Register

Office of.....

Year of review.....

File No.	File No.	File No.	File No.

Note: -- This register will be maintained for category 'C' files only.

APPENDIX 1.5
[(para1.10(i)(b))]**List of files due for review**

Sl. No.	File No.	Instruction of reviewing authority
1	2	3

INSTRUCTIONS

1. The record room will prepare this list in triplicate by completing columns 1 and 2 only.
2. The section responsible for review will sign one copy of the list and return it to the record room by way of acknowledgement, retaining the other two copies.
3. After review, the section concerned will complete column 3 of the list in both the copies by indicating.
 - (a) the word 'keep' in the case of the files proposed to be retained indefinitely;
 - (b) the letter 'W' in the case of files desired to be weeded out; and
 - (c) the precise year of weeding, in the case of class 'C' files proposed to be retained for a further period not exceeding 10 years from the date of their closing.
4. Both the copies of the list should accompany the files returned to the record room, which will sign one copy and return it to the section concerned by way of acknowledgement.

APPENDIX 1.6.
(para1.10)

Quarterly progress report on recording of files

Section... ..

Quarter ending	Number of files				Initials	
	B.F. from previous quarter	Marked for record during the quarter	Recorded during the quarter	Remaining to be recorded at the end of the quarter (col. 2+3-4)	Dealing Assistant	Section Officer/ Incharge
1	2	3	4	5	6	7

INSTRUCTIONS

1. Column 1 will also indicate year
2. Column 2 will repeat the figure in column 5 for the preceding quarter.
3. Column 3 and 4 will be filled on the basis of the register for watching the progress of recording (Appendix 1.1).

APPENDIX 1.7
(para1.10)

Quarterly progress report on review of files

Section

Quarter ending	Number of Files						Initials	
	B.F. from previous quarter	Received for review during the quarter	Reviewed during the month			Remaining to be reviewed at the end of the quarter (col. 2 + 3 + 6)	Dealing Assistant	Section Incharge
			Marked for further retention	Marked for destruction	Total			
1	2	3	4	5	6	7	8	9

INSTRUCTIONS

1. Column 2 will repeat the figure in column 5 for the preceding quarter.
2. Column 3 and 4 will be filled on the basis of record review register and lists of file received for review.

APPENDIX 1.9.
(para 1.10)

Consolidated quarterly progress report on review of recorded files

Office of.

Month ending.....

Section	Number of files				Variation of col.5 from col.2
	B.F. from previous quartet	Received for review during the quarter	Reviewed during the quarter	Remaining to be reviewed at the end of the quarter (col.2+ 3-4)	
1	2	3	4	5	6

Box – e 1.8.

In eFile, the various registers maintained physically, like file registers for recording, records review register, records for weeding out, records sent to NAI, etc. are available in the system.

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