Setting up of a Departmental Records Room (DRR)- Layout & Setting

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Departmental Record Room

- Need
- Functions
- Requirements
Departmental Record Room

• The Public Records Act 1993. (No.69, 1993) setting up of Record Room is mandatory by every Record creating agency.

• For proper upkeep and longevity of Records.
Departmental Record Room

Need

- For safe housing of semi current records.
Departmental Record Room Requirement

- Location
- Storage
- Shelving
- Storage conditions
- Fire safety
Departmental Record Room

Location

• Floor should be load bearing.
• Rain shades at all the openings.
• No water pipes, drains should pass near, above or under the Record Room
• Raised floor level for prevention against water logging.
• Size - Nature of material to be house
Departmental Record Room

Storage

• Storage equipment
• Storage atmosphere
• Lighting
Departmental Record Room
Storage equipment

Shelving
• Functional
• Durable
• Easy to clean
• Offer maximum protection of Records
Departmental Record Room
Storage equipments & Materials

- Open type shelving
- Stationary shelving
- Mobile shelving
- Compactus shelving

Made of wood or steel
Departmental Record Room

- Storage

• Proper Storage and Handling
Departmental Record Room

Storage

• Do not overfill boxes and Label clearly with their content
• Storage conditions should be clean, dry (preferably 45-55% relative humidity), cool, dark and stable.
• Avoid storage in attics, garages or basements
• Check the contents of stored boxes regularly.
• Cleaning – Dust free environment
• Use of vacuum cleaners
• No eatables inside Record room
Departmental Record Room
Storage

• Use support in case of bound volume
• Records should be loosely packed on shelves
• Regular cleaning
• Proper retrieval and restoration
• Equipments and Materials should not have sharp edges
• Big and heavy volumes not to be kept over smaller ones
• Prevention against insects and rodents
Departmental Record Room
Arrangement

• Loosely packed on the shelves.
• Fixed Shelves should be at least 15cm away from floor, ceiling and wall.
• Steel shelves – No sharp edges & painted with rust proof, paint should be stable and non injurious to records
Departmental Record Room
Storage atmosphere

Ambient conditions for storage
Temperature $22-25^\circ\text{C}$ and RH 45-55%
• Air conditioning
• Non-conditioned area
Storage atmosphere
Air-conditioning

• Essential for longevity of Records.
• Round the clock operation.
• Minimum leakage of conditioned atmosphere.
• No permeation of dampness through wall or floor.
Storage atmosphere
Non-conditioned area

• Proper circulation of air - use of exhaust fan, circulators etc.

• Use of window panes and curtains

• Keeping of insect repellant chemical, viz, naphthalene in non-AC area

• Proper humidity control - Use dehydrating chemicals, viz, Silica gel or dehumidifiers (silica gel 2-3 kg. for a room of 20-25 cu. meter capacity).
Storage atmosphere

Temperature

- Avoid direct sun.
- Use of air circulators during summer.
- Window should be covered with heat resistant glass panes and curtains.
- Use of shutter
Storage atmosphere
Lighting

• Good lighting either natural or artificial.
• Direct sunlight should not fall on records
• Protection from UV light
Storage
Arrangement and Format

• Shelving arrangement depends upon the nature of the records to be housed.
• Records should be kept in carton boxes.
• Protection against insects and rodents.
• Regular cleaning.
Fire Safety

• Prevention
• Detection
• Fire Fighting
Fire safety
Prevention

• Fire resistive building.
• Emergency exit.
• Regular fire drill.
• Electrical wiring through conduits.
• Automatic cut out in the electrical cable.
Fire safety
Prevention

• Prohibition of naked light, smoking, eating etc.
• Provision of emergency light.
• Display of telephone numbers of fire service station and other important numbers.
• Restricted entry.
Fire safety
Detection

Detect fire and start extinguish work

• Installation of fire detection system: both smoke and heat detectors.
• Awareness of the staff.
• Regular Checking of the detection system.
Fire safety
Fire fighting

• Installation of both portable and fixed type fire extinguishers, like, Carbon dioxide type, water type, hose pipes, water sprinkler system etc.

• Portable fire extinguisher should be kept at a easily accessible location.

• checking at a regular interval.

• Training of staff.
Disaster Management Planning

Before:
- Preventive.
- Preparedness.

During:
- Response.

After:
- Recovery
- Rehabilitation
Upkeep

• Good house keeping
• Creation of hygienic Condition and monitoring of insects and moulds
• Assessment of the physical condition of the collection.
• Cleaning
• Constant Vigil
• all measures that benefits the whole collection.
Duties of DRO’s

Responsible for:

• Proper arrangement, maintenance and preservation of Public Records
• Periodical Review and Weeding out of Public Records
• Appraisal of more than 25 years old records in consultation with National Archives of India (NAI)
Duties of DRO’s

- Destruction of Public records as per instructions under subsection (1) of section 8 of the Public Records Act 1993
- Compilation of Record Retention Schedule (RRS) in consultation with NAI
- Periodical Review for downgrading of classified records as prescribed under Public Records Act 1993
Duties of DRO’s

• Adoption of standards and techniques for improvement of Record Management System and Maintenance of Security of Public Records as recommended by NAI

• Compilation of Annual Indices of Public Records

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Duties of DRO’s

• Compilation of Organisational History etc
• Submission of Annual Report to Director General, National Archives of India on the implementation of Public Records Act 1993
• Transferring of records
Thank You