

# 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.
- Well equipped Record Room, IS: 2663-1989: Code for practice for the primary elements in the design for building for archives.



# 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<sup>0</sup>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 repellent 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
- Compilation of Annual Indices of Public Records

# 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