

(from the old 'Persian department') and loose papers on different subjects (e. g., a collection, partly in Persian, partly in Urdu, of documents bearing on the Indian Mutiny). The original letters are on loose sheets, tied up in bundles between small boards; the remainder are mostly unbound volumes, the Persian copies being in small quarto-size ones, the English abstracts and translations in big folios.

**96. Listing.** See *List of Foreign Department records*, pt iii, in order to ascertain what papers are available for the year which is to be listed. The materials are complete if there exist the volumes of (a) copies, (b) English translations, and (c) abstracts of the letters. Those in (b) and (c) are numbered; those in (a) are not. Number the copies in pencil, beginning a fresh set of numbers with each new volume.

Arrange the letters in chronological order. List them in the appointed Register, giving the following details: (1) Serial number, (2) Dates of receipt, of writing (Dates in the Moham-medan era can be converted into the Christian era according to F. Wüstenfeld's *Vergleichungstabellen der Mohammedanischen Zeitrechnung.*), (3) From, (4) To, (5) References to the volumes of copies, Abstracts, Translations—if available. (Give number of volume, as shown in the *List* pt iii, page and number of letter in volume—if known.)

**97. Repair.** The original Persian letters received are taken out of the small bundles in which they have been kept, are flattened, repaired and sewn into covers by the daftaris under the supervision of one of the Maulavis. They are ultimately placed between large boards and arranged on the shelves in the record rooms.

Every morning he gives them their work for the day, as much as he thinks fit, and examines their work of the previous day. When he wants a fresh supply of boards he should inform the Cashier a fortnight in advance.

Every afternoon he gives the daftaris a certain number of covers, marking their names and the date inside. Before leaving office he notes in a register the daily out-turn of work of each daftari. This register he submits to the Superintendent every Monday.

Some letters are so well preserved as to need no repairing, others need a little, others are so badly damaged as to need building up again. The general rules should be : to repair as little as possible ; to preserve the original state and appearance of the letter ; to make the repairs inconspicuous.

Every letter, whole or damaged, is mounted on a guard of special paper pasted along its left side, and through that guard (*not* through the letter itself) passes the thread which attaches it

to the cover. The guard must not cover any writing.

Letters that are badly creased and cannot be fully flattened should be damped on the back where there is no writing, and then pressed between two sheets of 'oiled paper.' Unless the paper is weak or torn where it has been creased, there is no need to paste a slip of paper along it.

Letters slightly damaged should have a patch or a strip of paper pasted over the damaged part. If the new paper covers any writing, that part of the paper should be *torn* out (not *cut* out with scissors or knife). Letters badly damaged, on which paper cannot be pasted without hiding some of the writing, should be covered entirely with chiffon. This must be done in the case of letters written on both sides of the paper. But chiffon must never be left exposed, that is, unbacked by paper; by itself, it has not sufficient strength, and may fray and tear. So that if it is stretched across large holes in a document, a fresh piece of paper, slightly larger than the hole, must be pasted over it. Small occasional worm-holes are of no consequence.

Avoid putting a new patch on top of an old one, especially if the old one be torn or has been clumsily applied. Documents badly patched are best left to soak in a bath of water.

for an hour or more until the old patches are loose enough to be lifted at the corner with a bone paper knife and drawn off. Old documents being mostly of soft, fragile paper are to be laid on a sheet of strong new paper before they are soaked in water, or else the weight of the water will tear them when the daftari tries to lift them out. He should lift the new sheet with the old one lying on it.

Do not touch the ink of Persian documents; unlike the ink of old English ones, it is easily smudged and spoiled. On removing a paper from the bath, place it between sheets of blotting paper until it is nearly dry. It can then be pressed, and when dry repaired.

Some documents consist of a number of sheets joined lengthwise in such a way as to be far too large to go into any cover. Number the sheets and then soak the joints in water until it is possible to separate the sheets.

It is often possible to mount a torn letter on a whole sheet of paper.

In no case may the edges of a document be trimmed or cut down.

Shortly after they are repaired, before the paste gets dry, letters are to be placed in the press between two sheets of oiled paper, and the press just tightened, not screwed fast. These sheets of oiled paper are to be constantly washed and kept clean of paste and ink stains.



**98. Flinding.** Persian copies are bound in  $\frac{1}{4}$  Crimson English Morocco, with Green Art canvas sides. They are sewn on 5 tapes. For farther directions see *Binding of Manuscripts*.

**99. Calendar.** See *Rules for Calendaring*, issued by the Master of the Rolls, and refer to the volumes of the Persian Calendar already issued. The calendar is compiled from the following sources :—

- (i) RECEIPTS: Original Persian letters received,
- (ii) their copies,
- (iii) their English translations,
- (iv) their English abstracts.
- (v) ISSUES: copies of letters issued,
- (vi) translations,
- (vii) abstracts.

Some of these seven classes are occasionally missing. Number *in pencil* all the pages of the volumes, writing the figures neatly at the top of each page near the outer margin. Assistants should make an effort to copy the style of figures known as 'Old Style.' (The particular advantage of this style is that the figures are less liable to be confused with one another than the figures of other styles.) They are shown here :

1 2 3 4 5 6 7 8 9 0

Blank pages are to be numbered as well.

Write on special oblong slips of ruled, buff paper, leaving half as margin for corrections. At the foot of each letter give in *italics* the references to the volumes, C (Copies), R (Receipts), I (Issues), T (Translations), A (Abstracts), followed by the serial number of the volumes as shown in the *List pt iii*; the page and the number of the letter. Thus:

*CI 34, p. 104, no 89*

*TR 52, p. 67, no 30*

R and I are separately calendared, and then amalgamated in chronological order; the R under any date being placed before the I under the same date. The date of R is written in Roman, of I in *italics*. Discrepancies of date between C, T and A are noticed in a footnote, the date of T being followed in the text. It should be determined beforehand how many years are to be included in one volume, and until the manuscript for that volume is complete, none should be sent to Press. Each volume will contain (1) an introductory narrative, with a list of the remarkable expressions, etc., (2) a list of abbreviations used, (3) the Calendar, (4) a full index of names and subjects.

The letters are given one serial number, and references in the index are to these serial numbers, and not to pages. Therefore as soon as a letter is numbered it can be indexed.

Manuscript is sent to Press with form S. 99. Three copies of each proof are called for, and there are generally not more than two proofs ('1st proof' and 'revise') before the order to 'print off' is given. Two hundred copies are printed, some are distributed free, the remainder are placed on sale with the Superintendent, Government Printing.

The Calendar is bound in, *either*

1. Board binding—Yellow paper sides, khaki cloth back, on 5 tapes, *or*
2. Cloth—Yellow Art Canvas, on 5 tapes  
*or*
3. Leather— $\frac{1}{2}$  dark green country calf, 8  
19 green cloth sides, on 5 cords.

The manuscript index-slips can be destroyed as soon as the index has been written out fair and approved by K. R.

## 100—10. PRESS-LIST SECTION.

100. STAFF.

10 Assistants.

DUTIES.

1. Press-listing and calendaring of records.
2. Printing the press-lists, etc.
3. Indexing the above.
- 4.. Cases connected with 1—3.

**101. Press-listing.** There are printed rules for both Press-listing and Calendaring. Assistants who have done neither should work with a senior man, until they have obtained enough knowledge to enable them to work alone. The senior man revises their manuscript before it is submitted to K. R., comparing their summaries with the original, correcting mistakes etc., and *pointing them out to the junior Assistant*. It is utterly useless to revise and correct, unless the junior Assistant is *shown* what his mistakes are, what might be improved, what should be left out, what put in, how to verify dates, names, facts of history—in a word the elements of research.

The big Proceedings volumes are to be placed on a book-stand in front of the Press-lister, and he is *not to touch* the pages with his fingers more than he can help.

Batches of manuscript are submitted to K. R. once a week on Monday. As soon as he has corrected them, the Assistants carry out the corrections. (They are forbidden to write in ink over K. R.'s pencil corrections. They should rub out all pencil marks and make the required alterations afresh in their own handwriting.) This they are to do immediately on receiving the manuscript back, suspending other work. Queries by K. R. are answered in person by the Press-lister in whose work they occur.

**102. Foreign languages.** Documents in European languages other than English are submitted to K. R. who will provide for their translation. The translation is to be typewritten and sewn into the same cover as the original document<sup>1</sup>. (If the 'Original' should happen to be part of a Proceedings volume, the translation is put into a cover by itself and treated like any other O. C.). The fact that a translation has been made is noted in the Press-list.

**103. Printing.** It is usual to send to the Printer enough manuscript to make a press-list volume of *not more* than 500 pages. (About 2½ pages of foolscap manuscript make 1 page of print.)

**104. Prefatory matter.** Each volume should be prefaced by a summary of the contents, in the form of a historical narrative of the main events described or referred to in the documents. (See for example, *Secret Department press-list*, vol. I.)

In arranging the prefatory matter to a volume the following order is to be observed.

1. (p. i) Half-title (also known as 'Bastard title' or short title).
2. (p. ii) List of Agents for Government Publications.

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<sup>1</sup> Some people would *paste a typewritten translation* of the 20th century into an 18th century MANUSCRIPT VOLUME !!!

3. (p. iii) Title-page  
(p. iv) [Blank]
4. (p. v) Series to which the book belongs, if any  
(p. vi) [Blank]
5. (p. vii, etc.) Preface
6. — Table of contents
7. — List of Abbreviations
8. — Errata.

**105. Index.** An index is prepared from the last proof. No index is published with a volume that is only part of a series and is not complete in itself, unless it happens to be the last volume in a series. But a manuscript index is prepared and kept on cards. (See further below, *Indexing*.)

**106. Proofs.** Three copies of each proof are called for. There are generally not more than two proofs, the first called a 'galley-proof', the second, a 'revise' or 'page-proof'. A proof of the cover should also be asked for.

**107. Errata.** As each sheet is printed off, one copy is sent to the Imperial Record Department, and an Assistant reads through them to collect the Errata. The List of Errata is sent with the preliminary matter to be printed. Mistakes in Imperial Record Department publications already printed are to be shewn to

Superintendent who will order their correction in all other copies in the office.

**108. Publication of Records.** Permission to publish calendars of or selections from Government records must be obtained from the department to whom they belong. A complete copy of the first proof is sent direct to the department with a request to be allowed to publish.

In the case of Press-lists the date on which the last batch of the last proof was sent to Press with the 'print order', is written at the end of the matter on the last page, in italics. When the whole book (cover, prefatory matter, text, index) has been printed, directions for binding are sent to the printer. (See below, *Binding*, § 172-8.)

100 copies of the Press-list are generally struck off; 4 of these are cased in cloth, 8 are bound in  $\frac{1}{2}$  country calf for the use of K. R., Superintendent and the Imperial Record Department; the remainder, in board binding, are distributed gratis or put on sale with the Superintendent, Government Printing. One of them is sent to the Department of Education as soon as received.

The distribution of the Press-lists, and of all other works published by the Imperial Record Department is in the hands of the Books Distribution section.

**100. Exchange of Documents with the India Office.** Twenty copies of each press-list are sent to the India Office. They are compared with the copies of the records there; discrepancies are noted, and the Secretary of State sends a despatch together with a list of these, and of the records missing from the India Office and from the Imperial Record Department. Copies of those missing from the Imperial Record Department are also forwarded, while the Record Department prepares typed copies of those wanting in the India Office. Correspondence on this subject is by means of 'un-official files' sent between the Department of Education and the Imperial Record Department.

The list of discrepancies sent by the India Office is compared with our records to see how far they are real and how far they are mere slips. Those that are real are printed as a 'correction slip', which is inserted in the copies of the press-list in office, and distributed to the various recipients.

The copies of records sent by the India Office are bound when enough have been received to make a decent-sized volume. The method of binding is to be seen in those copies of the Public Department records already received. The pages are to be numbered in pencil before sending to Press. These copies are press-listed in the ordinary way, the press-list being printed as a supplement to the main volume.



**110. Indexing.** The rules for indexing and the various processes have been described in the pamphlet *Indexing of Records*. In practice certain modifications have been introduced, e.g., the slips are copied onto cards and the cards are arranged alphabetically in the Index cabinet (Almirah no 47). In order to facilitate reference when they reach a very large number, Guide-cards are inserted. There should seldom be more than 25—30 index cards after each guide-card. (It is hardly necessary to say that these guides are removed when the cards are sent to Press to be printed.) As each press-list volume is printed an index is prepared; but unless the volume is complete in itself or is the last in a series, it is not printed with the volume. It is preserved on cards, and as each subsequent volume is completed it is similarly indexed and its index amalgamated with that of the earlier volumes. When the end of the series is reached or when a sufficient period has been covered, the index is printed. It is obviously desirable to make the index cover as long a period as possible, always provided that it does not when printed, make a foolscap volume of more than about 500 pages. A large number of small indexes covering only a short period of time are more troublesome than one big one embracing a long period.

The small index slips may be destroyed as soon as they have been amalgamated, written

out fair and the whole index to the volume revised by K. R.

### 111—51. RECORDS SECTION.

#### 111. STAFF.

10 Assistants.

14 Daftaris.

8 Coolies.

#### DUTIES.

1. Care of the records of the Government of India, and of Gazettes.
2. Attention to requisitions for original papers, and search cases.
3. Distribution of passports for the *Hedjaz*.
4. Compilation of certain printed lists.
5. Recording of I. R. D. cases.
6. Miscellaneous.

**112.** For a summary list of records see above, § 2. The care of the records may be divided into the following heads: (a) classification and arrangement, (b) storage, (c) repair, (d) binding, (e) dusting, and prevention of insects, (f) Gazettes.

**113. (a) Classification.** The records of each department are kept separate from those of

another department and in each département, different branches are kept separate. In each branch or department bound volumes are kept first and bundles of loose papers second. Each collection has its own series of numbers. (See the 8<sup>o</sup> Lists.) Records transferred from some department to the custody of the Imperial Record Department are to be catalogued as soon as possible in the style of the Octavo Lists, with a table of contents and an index.

The Weeders of the various departments, after weeding the records return those that are to be preserved, together with a list. The A. C. checks the records with the list, and then sees to their being done up in bundles and placed on their proper shelves. The list is initialled and returned to the Weeder.

**114. (b) Storage.** Original papers, proceedings, and all loose papers are kept in bundles between boards, which bear labels showing the departments to which they belong, what they are, and their date.

**115. (c) Repair.** This is done by daftaris under the supervision of an Assistant, who distributes their work daily, notes their output in a register, gives them the covers for the original consultations, and submits a weekly report to the Superintendent on Mondays.

Pre-Mutiny papers when not bound were usually folded several times and tied in small

bundles. They are now flattened and each separate document is sewn into a thick paper cover. Many need repairing before this can be done, being worn or badly creased by folding, sometimes even torn or decaying. They are repaired with chiffon and hand-made or strong machine-laid paper, and *with these only*. Dextrine paste supplied by the Bengal Pharmaceutical works, and *this paste only*, may be used for the purpose. The general principle should be to preserve as far as possible the original condition and appearance of a paper and only to repair it when it is absolutely necessary, in order to keep the paper from decaying or tearing further. To stick new patches onto old papers when they are not needed is to *weaken* them, and to make the unpatched parts more liable to tear. Patches are *not* to be put on simply with the object of flattening out a crease.

In order to flatten folded papers damp them with a little water and place them in the hand press, inserting clean sheets of 'oiled paper' between each leaf. Leave for a few minutes, then press between pulpboards until dry.

When dry the papers are ready to be sewn into a cover, or if necessary, repaired. Single sheets should be mounted on a guard of new paper, and through the guard (*not* the original paper) the thread passes which holds it into the

cover. Collections of single sheets are to be made up into pairs by means of guards (for further directions on this matter, see below, *Binding of Manuscripts*), and the thread is to be passed through the fold of the guards. No patch or guard or strip of paper should be allowed to cover any writing; if it does, that part of the patch should be torn (*not* cut) out, leaving a frayed edge which sticks more closely than a sharp edge, to the old paper. If there is too much writing to allow of the document being repaired with paper, or if the whole is brittle, it may be covered with chiffon. The document is given a thin coat of paste and chiffon stretched tight across it. If this is properly done there should be no creases or bubbles in the chiffon, and when dry it should be imperceptible to the eye, and almost so to the touch. Brittle or fragmentary papers, written only on one side, can of course be mounted entire on a sheet of paper; and where this is possible it is better than placing a number of little patches all over the paper, which gives an ugly and untidy appearance besides being no real protection to it. It is especially better to put *one single* strip of paper all down the outer edge of a document whose edge is torn here and there, since the edge is always most liable to damage; and the strip should come *right up* to the edge so as to protect it properly.

No part of an original document should be cut or trimmed; and in cutting down a shell-cover, see that the paper inside it is nowhere near the edge or likely to be touched by the scissors.

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**116. (d) Rules for binding manuscript volumes.** No manuscript is to be sent to the binder without being shown to K. R.

1. Manuscripts must be bound in such a way as to preserve so far as possible their original condition and appearance. It is no uncommon thing to see books bound so that some of the words can no longer be read; either because the outside edges have been cut down by the binder, or because the binding has encroached upon the inner margins and covered up the words or parts of them, so that they cannot be seen without forcing the binding open and tearing or destroying the book.

2. Before sending any manuscript to the binder, number the pages in pencil.

3. Take it to pieces, if it is in a cover. Cut the cords or tapes, which hold the covers onto the pages; then open the book, turn over the pages and cut the threads wherever you see them. They will probably appear at every

8th or every 16th page. If at every 8th page, the book is said to have been 'gathered in fours'; if at every 16th, 'gathered in eights'; which means, in the former case that *two* sheets were placed one inside the other and sewn through, in the latter, *four* sheets.

Cut the threads outside, which hold the pages on the cords etc. If the back has been glued and the threads are imbedded in the hard glue so that they cannot be cut, the glue must be softened. Tie the book tight between two boards and stand it upright on its back in a shallow tray with very little water in it—just enough to wet the back—until the glue is softened. Then rub off the glue before it gets dry, and cut and pick out the threads. The 'gatherings' should now be loose, and with a little coaxing should come apart.

4. The book is now lying in sheets. Go through them all and see if they want mending. Rub out all pencil marks (*not* notes, memoranda, observations) with India rubber.

If the places through which the sewing has passed are very much torn so that the leaves can scarcely hold together and so that they cannot be sewn in those places again, two courses are open. Either the leaves must all be cut into single sheets and the whole book 'guarded,' or, if only a few leaves are badly torn, the torn places can be mended with strips of papers.

## GUARDING.

Take a sheet of paper (any size) and fold it down in the middle; you then have *two leaves*, or four pages. Books whether manuscript or printed, are made up of a number of sheets so folded and placed one inside the other. Generally not more than four sheets are so placed; groups or 'sections' of four, placed one above the other, make up a book. Through the fold (that is, the line down which the sheets have been folded or doubled) the threads pass from outside to inside and from inside to outside, and hold the leaves together. Suppose the book has been much used and roughly handled, these threads will tend to break, and perhaps here and there the leaves have been pulled loose or torn out—first one, then another, and then more, until at length the book is a mere bundle of single leaves. Single leaves, or half sheets, obviously cannot be sewn through at the fold. How then can the book be bound again? One way is to arrange these loose leaves into sections again and to overcast the sections, that is, to sew through the leaves about  $\frac{1}{4}$  inch from the margin, passing the thread from above to below, starting at the top of the leaf and going down to the foot. The result of this is that the leaves will not open fully to the back; force them open and you tear them again, and the last state of the book is worse than before.



This way of inflicting a lingering death on books is very popular in India. The only way to treat such cases is to 'guard' the leaves.

• Take a strip of paper 2 inches wide and the same height as the book, double it down the middle and apply a streak of paste,  $\frac{1}{2}$  inch wide along the edges of the first and third pages, so to speak. Now take leaves 1 and 8 in the section, and place each on the half-inch streak of paste and then rub them well down. Then take leaves 2 and 7 and do the same, then leaves 3 and 6, and lastly leaves 4 and 5. From 8 loose single leaves you have now got four sheets, one inside the other, and a complete section which can be sewn through the fold. (Do not make the silly mistake of pasting leaves 1 and 2 together onto the 1st guard, leaves 3 and 4 on the 2nd, leaves 5 and 6 on to 3rd, and finally 7 and 8. There would be an end of any 'gathering in sections'!)

No guard must cover any writing. Most manuscripts have a clear margin on the left side of each page, which means that it is the *odd* pages 1, 3, 5, 7, etc., and *not* the even, that will have the strips or 'guards' pasted on them. Any book that has been so guarded is of course much fatter at the back than it is at the front, because of all the guards or strips of paper that have been pasted on. This however does not matter, so long as the book is preserved and can open fully and easily right to the back.

5. No mending must be left for the binder to do.

6. Manuscripts must be bound in one of two styles; (1)  $\frac{1}{4}$  Morocco with green art canvas sides and vellum tips, for the largest books, (2) full green art canvas, for thin and small books. No manuscript<sup>1</sup> is to be bound in full leather.

7. All edges are to be left uncut.

8. Manuscripts in the Imperial Record Department are mostly of three sizes: (i) The tallest and thickest, folio Proceedings volumes: these are to be sewn on 5 bands of webbing. A leather handle is to be fastened with rivets half way down the back, so that the book can be pulled out of the shelf more easily. (Some volumes of the Select Committee have been so treated.) (ii) Miscellaneous records of the various departments: Mostly thin folio volumes. Sew on 5 tapes. A cloth binding will generally do, and they do not need handles. (iii) Persian records: Almost all small quarto volumes. They are however thick and require leather (*not* cloth), but no handles, and webbing.

9. Wherever leaves are missing, insert the requisite number of blank leaves, unless they are too numerous—say, more than ten.

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<sup>1</sup> Or printed book either, for that matter.

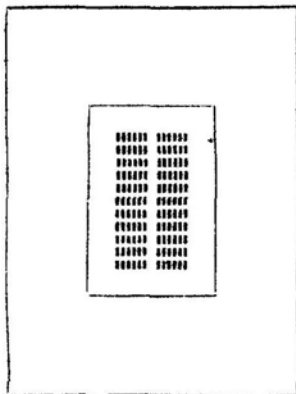
10. Insert six blank leaves at beginning and end of books.

11. Title (1) at the top, the name of the department,  
(2) the name of the volume,  
(3) the date of the records in the volume,  
(4) 'Imperial Record Department,' or 'I. R. D.'

12. Volumes which are too thin to be conveniently bound, should have extra blank leaves added at the end to make a decent-sized volume.

**117. Inlaying.** This is a lengthy operation and is generally only resorted to in the case of books, occasionally of separate documents, the paper of which has decayed and become too brittle to handle with safety. The separate leaves are then 'inlaid' in new sheets of the special paper. (In the case of books these new sheets are of course to be 'gathered in eights'.) Briefly the process may be described thus: take the old sheet, place it in the middle of the new sheet, which is of course larger; mark the outline of the

old sheet on the new one; and then cut out all the new paper  $\frac{1}{8}$  inch within that outline; paste the  $\frac{1}{8}$  inch between the cut edge (shewn by a dotted line) and the pencilled outline, replace the old sheet as before on new one, and put them in the press with a sheet of oiled paper above and below. Leave them there some hours. The larger your new sheet is, the easier it is to cut a piece



out of the middle and to manipulate it without its getting out of shape<sup>1</sup>. It is often advisable to put chiffon all over the underside of the old sheet before inlaying it.

**118. Shell covers.** The Original Consultations when flattened and repaired are sewn by

<sup>1</sup> If the book is an 8°, allow a margin of 3 in. all round.

daftaris into shell covers of different colours according to the department to which they belong.

Home, Education . . .	Granite.
Foreign . . .	Buff.
P. W. D. . . .	Blue.
Military . . .	Light maroon.
Legislative . . .	Pink.

The Assistant in charge should see that they have been put in the right covers, that no pages are missing or out of order. He will then write on the cover in Chinese ink, the year, day and month, and serial number of each consultation. The figures should resemble as nearly as possible the style known to printers as 'Old Style' (see above § 99); the words, that known as '*Sans-Serif Italic*,' because they are both of them easier to read, being free from unnecessary flourishes and ornament. This is an example both of the style, and of the method of writing dates.

30 Jan.

28 Aug.

19 May

7 Dec.

(Obs.—Only the first 3 letters of every month are to be written: Apr., Jun., Jul., etc. And not '30th,' '28th.')

In arranging and labelling the O. C.'s it may be necessary to consult the Proceedings

volumes, when, for example, dates or numbers on them are illegible, when two bear the same date and it seems to be wrong, etc.

**119. Bundles.** The O. C.'s when ready are arranged according to their dates and numbers and tied between two boards; no bundle should be more than 6 inches deep. On the upper board is pasted a label showing the department and the contents of the bundle. (Those O.C.'s which are very much larger than the average are placed by themselves between specially big boards<sup>1</sup>. Their absence from the smaller bundles is noted on a label<sup>2</sup> for that purpose which is pasted on the upper board of the small bundles. The same applies to unflattened O.C.'s which have to be withdrawn from the old small bundles, repaired, etc., before they can be sent out on requisition. These, when returned are *not to be folded* and *replaced* in the small bundles; they are to be placed flat between large boards, their absence being noted on a label, as before). The bundle when ready is placed in its appropriate rack and shelf, and the Octavo List is corrected, if necessary.

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<sup>1</sup> These big bundles must of course be arranged on a shelf conveniently near the small ones; if possible, the *lowest* shelf in a rack.

<sup>2</sup> The label is printed: 'See Big Bundle...no...for O. C...' [Here follows a list of the big O.C.'s, to be written neatly by an Assistant.] The largest bundles are called A; the second size B; the common foolscap size C. The letter is written before 'no'.

**120.** The A. C. keeps a 'Flattening Register,' i.e., a list of the daily out-turn of the daftaris, the number of papers flattened and repaired being shown under their respective departments.

When new boards are required for the bundles of records, the A. C. should inform the Cashier 15 days beforehand of the number needed and their size.

**121 (c) Dusting, etc.** Eight coolies dust the records, open and tie up the bundles, shift records, and do other work connected with them. A report of the dusting is submitted daily to the Superintendent in a register.

One Assistant in the Records section inspects the record-rooms every third Monday morning to see that the bundles are securely tied, that they and the volumes are standing properly and are not damaging one another, that they are kept decently free from dust, that the shelves are not in need of repair, that there are no traces of white ants, mice or other vermin, that the place is tidy, and that litter and rubbish is not secreted or thrown where it should not be. The presence of WHITE ANTS is to be REPORTED IMMEDIATELY to the Superintendent; the records are to be removed from the place where they have appeared, and a mixture of phenyle and kerosine is to be applied to it.

**122 (f) Gazettes.** (For a list of the Gazettes now and formerly received in the

I. R. D. see the manuscript handlist, kept in the Military record-room.) They are received weekly. A daftari checks and reports any deficiencies<sup>1</sup>. If missing parts are not received by the following week, the A. C. puts up a note, together with a draft requesting the publisher to supply it. The case is left pending until a final reply is received.

Unbound Gazettes are never issued on loan. They are sent half-yearly to the Binder. Before sending them a daftari examines them to see that the pages are in their proper order and complete. They are bound in half crimson country calf, with S. 19 green cloth sides. On the back are printed the title, part, months, year, and (at the foot) I. R. D. thus :

### CALCUTTA GAZETTE

#### PARTS I-III

JAN.—JUN.

1917

I. R. D.

(Obs. Not 'The Calcutta Gazette,' nor 'Parts nos I to III,' but exactly as given above and not otherwise.)

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<sup>1</sup> Only the *Gazette of India* and *Calcutta Gazette* need be cut.



On returning from the Press, they are entered in the handlist, labelled with a number according to their place in the series to which they belong, and placed on their proper shelf.

**"123. Requisitions.** A department or a Government officer wanting some record fills in a printed slip with the description of the 'paper' wanted. The A. C. (i) enters the details in the 'Requisition Register', (ii) writes the serial number of the requisition as shown in the Register, the initial of the requisitioning department, and the year, *in ink* on the slip, as  $\frac{217 \text{ H}}{1917}$  (H=Home Department), (iii) gives the slip to a daftari who fetches the paper required, placing the slip in the bundle in its stead. (If the requisition is for a *volume* the slip is pasted on a card and put in the place of the volume), (iv) on receiving the paper, writes the same countersign *in pencil* on the cover. In complying with requisitions for papers from the Military Department the A. C. should use the 'Military Dept Bundles book'; it shows in which bundle any given paper may be found.

There are three Requisition Registers (for the main record room, the Revenue and Agriculture, and the Military). The papers are entered under the name of the department that asks for them (*not* under the name of the department to which they belong). It is thus easier when issuing Reminders (*i.e.*, requests for

the return of papers) to find out what papers are with each. The papers of any department may be issued to any other dept but *not to any local Government or private person without the sanction of the department concerned.* Reminders are sent every 3 months.

It usually happens that slips are sent with a file or a note, or that a note is sent simply with a list of papers wanted. In the latter case the A. C. himself prepares a separate slip for each single paper asked for. The papers with the file are submitted to K. R. and then sent. Before the file is returned to the department that sent it, a copy of the note is typed for the Imperial Record Department, or the dept is asked to supply a copy.

Requisitions by telegram are complied with in the same way, on the understanding that slips will follow. In the meantime the A. C. prepares slips etc., which are replaced by those from the requisitioning department, when they arrive. When a bound volume is issued a label is pasted upon it directing its return to the Imperial Record Department.

**124. Connected papers.** When a certain document 'and connected papers' are asked for, the A. C. is required to put up the papers (if any) mentioned in the 'Previous' and 'Later references' (known also as 'counter-marks') on the shell-cover of the particular document

and further to search the Indexes and Proceedings volumes to ascertain what connected papers there are.

**125. Search cases.** This means a search for unspecified papers on some subject, and may occupy any thing from a few hours to several months. If no date is specified or even indicated by the party for whom the search is undertaken, it is safest to begin by consulting the *latest* indexes to the records of the appropriate department, and to work backwards, looking up in the indexes all the likely headings under which the subject may be mentioned or alluded to. It may also be necessary, seeing that the indexes are seldom exhaustive, to examine the Proceedings volumes, the General Letters (now known as 'Despatches to (and from) the Secretary of State'), the Miscellaneous records, the Diaries of receipts and issues, and last but not least, any printed reports and books that bear on the question. (For this purpose he will find the Catalogues of Books in the Imperial Record Department, of the Imperial Library, and the Subject-Index of the London Library useful.)

No paper may ever be issued until it has been properly flattened, repaired and put in a shell-cover, which is to be duly inscribed with the date etc., as directed above.

**126. Papers not available.** When papers are not forthcoming the A. C. should first consult

the printed 'Form F', that is, the printed list of papers destroyed by the weeders. If the paper is in those lists, the remark "Weeded" is written on the requisition slip and in the Requisition Register. If, however, the paper is not in the 'F' Lists and still cannot be accounted for after a thorough search, the words 'Not available' are written, and the slip is sent back.

It must be borne in mind that mistakes of date and number may be made in requisitions; and that it is not safe to say that a paper asked for is 'not available' until the A. C. has made certain from the Indexes that not only is there no such paper bearing the date and number given, but there is no such paper on the subject mentioned, at all. Such mistakes (if they be mistakes) should be pointed out to the department concerned, as 'Number and date do not agree.'

**127. The Public and the Records.** Searches are undertaken on behalf of Governments, their departments, Government officials in their *official capacity*, foreign Consuls, free of charge. Searches on behalf of private persons are subject to various conditions. (i) They are not permitted themselves to handle the records<sup>1</sup>, unless the Government recognises that they are serious students of history, or that their qualifications are such as to render them, in the opinion

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<sup>1</sup> B Aug. 1902 no 194. B Jan. 1900 no 36.

of Government fit to do so<sup>1</sup>, and unlikely to use the privilege for improper ends. But they may not take copies of any paper without the permission of the department whose the papers are. (ii) Most searches then are undertaken by the staff of the Imperial Record Department, the applicant bearing the cost. (a) If he only wants information supplying, without a personal inspection of or extracts from the records, and no extra staff is needed in order to find the papers, he will first deposit Rs 10<sup>2</sup> and will pay for each day or part of a day that the search lasts, a day's pay of the Assistant who makes the search. (b) If he wants to examine specified papers, the sanction of the Government must be obtained, and again obtained if he wishes to copy or extract them. The fees are the same.

The office charges for typewritten copies 1 anna per 50 words<sup>3</sup>.

(c) When a Court of Law calls for the production of records the party at whose instance the summons is issued has to pay all attendant fees<sup>4</sup>. Ordinarily copies of records are not given to private persons for purposes of litigation<sup>5</sup>.

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<sup>1</sup> A Apr. 1911 nos 36-7. A May 1910 nos 65-72.

Deposit Feb. 1912 no 20.

<sup>2</sup> B May 1908 nos 24-6.

<sup>3</sup> B Sept. 1900 525-A.

<sup>4</sup> A June 1915 nos 126-36.

<sup>5</sup> A Jun. 1915 nos 28-47.

It rests with the departments of the Government of India to give or withhold their sanction in every case. The Home department<sup>1</sup> alone has deputed this right to K. R., but doubtful cases are of course referred to them.

**128. Restoration of records.** When records are returned with a memorandum slip or file, the receipt is acknowledged on that. They are then given to a daftari who replaces them in their proper bundles and withdraws the slips. The A.C. marks off the entries in the Requisition Register, writing the date of the return of the papers in the proper column. The slips are then either destroyed or returned.

There is no register for volumes and papers which are supplied to Assistants in the office in connection with their current work.

The *number* of papers restored daily in each department is noted in another register.

**129. Pilgr'm Passports.** These are distributed to local Governments. There are two forms of passports for the *Hedjaz* pilgrimage, one is issued to the Government of Bombay, the other to all the local Governments. They are stamped with the signature of the Secretary for the time being in the Education Department and issued without a forwarding letter.

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<sup>1</sup> A May 1909, nos 40—1.

**130. Lists.** (i) 'List of the Heads of Administration in India and of the India Office, corrected to 1st July.' This is normally issued every year, after the lists have been corrected and brought up to date by reference to the various Government *Gazettes*, departmental, India Office, Civil and Army *Lists*.

Copies are distributed by the Books Distribution section.

(ii) 'Lists of the Private and the Military Secretaries to the Governors-General and Viceroys.' These are corrected and revised from time to time in consultation with the two officers named, under whose direction presentation copies are distributed<sup>1</sup>.

(iii) 'Lists of Covenants of Indian Civilians.' Covenants are received every year from the Home Department, the names are added in manuscript to the latest issue of the list, and in the index, and numbers are pasted on the covenants which are then deposited in Almirah no 7.

The list is reprinted every 4 years. It is not for sale. Copies are sent to the Imperial Library, the Home and Education Departments, the local Governments, the Accounts officers<sup>2</sup>.

**131. Lists of Records.** When a department transfers its records to the custody of the

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<sup>1</sup> New edition shortly.

<sup>2</sup> B Aug. 1916 nos. 1-20.

Imperial Record Department they are to be listed as soon as possible, on the model of the existing Octavo Lists. The list is to be printed with a table of contents and an index. One copy is quarter-bound in brown country calf and yellow buckram. It is kept with the Superintendent and is the one authoritative Standard Copy by which all other copies are corrected. No one is permitted to make any mark, note entry, or corrections in these lists without the permission of K. R., who will if necessary order the proposed correction to be made in all other copies by an Assistant selected for his good hand-writing.

**132. Annual Report.** The Records section collects materials from all branches of the office for the Annual Report which is submitted to the Department of Education at the beginning of the year. The latest report shows what information is required. It is written by K. R. One printed copy is signed and sent in advance ; 50 spare copies are sent later.

**133-9. RECORDING OF I. R. D. CASES.** The records of the office are kept in Cashier's room under the charge of the Registry and Cash sections' daftari. He complies with requisitions in the same manner as the Records section, only no register is kept. The procedure and method of keeping the records is the same as in the Records section.



**134. Classification.** The records of the I. R. D. are of two kinds, viz., (i) cases that are recorded, and (ii) papers filed.

**135. Recording.** The different sections when sending papers to the Recorder will give him directions on the following points: (i) how they are to be arranged, (ii) whether they are important (these they will mark with an asterisk \*), (iii) whether they are to be kept permanently ('A cases'), or destroyed after 10 years ('B cases'), or after 3 years ('C cases'), (iv) whether they are *Takid*<sup>1</sup> (call or reminder) cases, (v) what papers, if any, are to be made an appendix or a 'keep-with' to the main case, (vi) what papers are useless and can be destroyed at once.

Books, previous papers etc., put up with a case that is being recorded are to be restored to their owners, replaced in the bundles, filed or otherwise dealt with.

The Recorder will see that the papers sent to him are complete; he will arrange them in their right order, paginate them and place them loose inside a docket-cover. These papers are called a 'file' or a 'case.'

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<sup>1</sup> Cases on which further action is to be taken, or in which reminders have to be issued, and which are therefore not closed but have to be called for again later. They are nevertheless recorded because it is undesirable to keep files in suspense for an indefinitely long time.

He will enter each case in the **Record-Register**. Each case has a serial number, and each month begins a fresh series of numbers. Write (i) in the margin, the number of the case, (ii) in the next column the letter B or C, or T. C. (for 'suspend' cases) *in pencil*, followed by the subject of the papers, (iii) important cases in *red ink*, with the initial of the section, whence they came, in the margin below the serial number, R. for Record section, P. L. for Press-List, S. C. for Spare Copy, Reg. for Registry, C. for Cash, P. for Persian; and (iv) the word '*printed*,' if the case has been printed.

The following specimen (in which *italics* are used for *red ink*) will explain the rules.

## JANUARY.

$\frac{1}{R}$ <i>Printed</i>		<i>Rules regulating private researches in I. R. D.</i>
2	TC C	Beveridge's 'History' lent to the Imperial Library.
3	C	Coolies dismissed for neglect of duty.
$\frac{4}{S. C.}$		<i>Spare Copy room weeded and re-organised.</i>

**136. Docket-covers.** He will write (a) at the top of page 1 of the case, in *red ink*, the year, month and serial number of the case; (b) on the Docket-cover (i) the year and month of the case, (ii) its serial number in that month, (iii) its subject, (iv) references to previous papers, if any, thus, '1917 Dec. 38'. These references are obtained from an examination of the papers themselves. On the covers of the earlier papers he will likewise write the *later* references. (v) The letter B or C.

**137. Index.** From the summaries on the docket-cover the Recorder will prepare an index (see *Indexing of Records*). The indexes already printed will show the method. Each case will require one or more index-slips preparing for it according to the number of important matters in it. The matters on each slip consist of (i) the heading, (ii) the subject, followed by a dash (em-rule), and (iii) the reference to the 'Proceedings', *i.e.*, the month followed by the serial number of the case in that month, thus—

#### SPARE COPY ROOM

weeded and re-organised — Aug. 56.

In the case of files which have been printed, the word *printed* should follow the reference, in italics between round brackets. Unless the recorder is sufficiently experienced, he will prepare the index first of all *in pencil* on sheets or small slips of paper, and will have them

corrected by K. R. When approved and corrected the entries are copied on cards.

The index-cards for each month are arranged in alphabetical order and amalgamated with the cards for the preceding month. At the end of the calendar year the cards for the 12 months are revised and corrected and made ready for the Press to print. Thread them on string and make up bundles of about 50 cards; number the bundles.

The Recorder will note the dates of (i) sending the manuscript to Press, (ii) receiving proofs, which it will be his duty to correct, (iii) giving the final print-order.

Eight copies are printed for Superintendent and the five Sections (*viz.*, Per., P.L., R., Reg. and 3 copies for S. C. sec.)

**138. Registry Section.** All papers when recorded will be sent to the Registry section. A daftari will stitch them into their docket-covers, and the Assistant in charge, Registry section, notes in the *receipt* and *issue* registers the Proceedings number etc., (as '1918 May 25') against each case. They are finally placed in the labelled bundles.

*Takid* cases are sent to the sections concerned, who will give the daftari requisition slips to put in their places in the bundles.

Cases sufficiently important to be printed are edited, revised, with the unimportant matter

cut out, etc., and sent to Press with an 'A form'. Six copies are printed and incorporated with the originals in the bundles; other copies are sent to any department that may ask for one.

**139. Filing.** Papers not worth recording are 'filed'; no list is made of them, but they are put into covers, and just stitched and placed in the bundle labelled 'file'. No filed papers need be kept more than 3 years.

**140-6. WEEDING.** Recorded cases are divided into 3 classes —

A papers to be kept permanently.

B „ „ „ for 10 years only.

C „ „ „ „ 3 „ „

The first class bears no mark; on the docket-covers of the second and third the letters B and C respectively are written.

In determining the class to which any given paper should belong sections will be guided by the classified lists of papers given below, and will give the Recorder the proper instructions.

Records will be weeded every February under the supervision of the Recorder by a daftari. The former will draw a line with *red ink* through the serial number in the Record-Register of the case destroyed. Weeded papers are to be torn up and given to the Men's Industrial Home, Calcutta.

## 141. RECORDS SECTION.

*A.—Keep permanently*

Papers relating to—

1. Search of records on behalf of Government or private parties ; supply of copies.
2. Lists (i) of Heads of Administration, (ii) Private Military Secretaries, (iii) Covenants of Indian Civil Servants.
3. Government Resolutions, Memoranda, Circulars, Orders.
4. Arrangement, transfer of records.

*B.—Destroy after 10 years*

Papers relating to—

1. Annual report of the I. R. D.
2. Repair of records ; damage by white ants ; binding of old MS volumes.
3. MS of printed I. R. D. cases in all branches.

*C.—Destroy after 3 years*

Papers relating to—

1. Passports for pilgrims to the *Hedjaz*.
2. Reminder for records due from departments.
3. Waste paper for sale.
4. Printing of labels, office forms.
5. Orders affecting temporary pieces of work.

*N.B.*—There may be exceptions to these rules.

**142. PRESS-LIST SECTION.***A.—Keep permanently*

\* 1. Orders from Education Department or Secretary of State about press-listing and calendaring.

2. Correspondence with Education Department or Local Governments about the same subject; permission granted by a department to publish its records.

3. K. R.'s notes on Education Department files about the same.

4. Exchange of copies of records with the India Office; discrepancies between the India Office and the J. R. D. records.

5. Distribution and sale of press-lists.

*B.—Destroy after 10 years*

1. K. R.'s specific orders on binding, repair and preservation of old records.

*C.—Destroy after 3 years*

1. Papers relating to examination of proofs, and of manuscript press-lists by K. R.

\* N. B.—There may be exceptions to these rules.

## 143. SPARE COPY SECTION.

*A.—Keep permanently*

Papers relating to—

1. Organisation of the Spare Copy section, treatment of the books in it.

2. Standing orders regarding the work of the section.

3. K. R.'s opinion on cases from the Education Department.

4. Patronage of books.

5. Weeding, sale and disposal of books.

6. Printing of books.

7. Stock of publications issued by the Education Department; List of non-confidential works issued by the Imperial Record Department.

8. Assistants and Daftaris.

*B.—Destroy after 10 years*

Papers relating to—

1. Information from or about old or rare works.

2. Acquisition of books (other than mere routine papers).

3. Discontinuance of supply of books, reduction of supply.

4. Supply of books or information asked for by Government offices or private parties (not routine papers).



*C.—Destroy after 3 years*

Papers relating to—

1. Annual subscriptions to periodicals.
- \*2. Formal receipts of books and papers.
3. Formal acquisitions of books.
4. Loan and return of books to and by the section.
5. Annual reminders for outstanding books.
6. Loss or damage of books.
7. Binding of books.
8. Routine remarks, queries etc. about binding, cataloguing, arranging etc. of books.
9. Correction of Codes, Manuals, etc.
10. Distribution of Government Servants' Conduct Rules (when next edition is distributed).
11. Shipment of consignments.
12. Arrear list of work standing in type at Government Central Press over one month.
13. Unimportant K. W.'s; formal routine matters.
14. Weeding of rubbish.

N. B.—There may be exceptions to these rules.

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#### 144. PERSIAN SECTION.

*A.—Keep permanently*

1. Orders from, correspondence with Education Department regarding publication of Calendars, Catalogues of records, preservation, etc.

2. Standing orders upon the work of the section.

*B.—Destroy after 10 years*

Papers relating to—

1. Sale and distribution of calendars.
2. The manuscript of calendars, submission to K. R., sending to Press, and their proofs.

*C.—Destroy after 3 years*

Papers relating to—

Temporary orders, routine papers.

*N. B.—There may be exceptions to these rules.*

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## 145. CASH SECTION.

*A.—Keep permanently*

Papers relating to—

1. Annual Statement of Establishment on 1 April.
2. Revision of Office Establishment, whole or partial, permanent or temporary.
3. Proposed Budget Estimate.
4. Sanctioned Budget Estimate.
5. Comptroller, India Treasuries' instructions for presenting bills on certain dates, submitting prescribed certificates with bills etc.

6. Comptroller, India Treasuries' objections to items of expenditure.

7. Bills : Salary, monthly, supplementary establishment, grain compensation allowance, contingent, travelling allowance.

8. Circular Letters, Resolutions : Receipts and expenditure, Pay and allowances, Stationery, Income-tax, Amendments of Civil Service Regulations, Civil Account Code, General Provident and Post Office Insurance Funds etc.

9. Appointments of Assistants, Daftaris, Menials.

10. General Provident Fund : Rules and amendments.

11. General Provident Fund : Temporary discontinuance of subscription to it.

12. Grant of Pensions to Assistants and daftaris.

13. Charge certificate on change of the K. R.

14. Registration of European British subjects ; their enlistment in Volunteer corps.

15. Alterations in fabric and permanent furniture of the office.

16. Municipal taxes for rooms in Legislative Council building.

17. Accommodation of farashes in office building.

18. Telephones : instructions for use.

*B.—Destroy after 10 years*

Papers relating to—

1. Reappropriation of money from different heads of expenditure to meet excess expenditure under other heads.

2. Stationery, stores etc., supplied to Education Department Weeder.

3. Cold weather Liveries, granted to Jamar and Chaprasis.

4. Claim for refund of Income-tax on incomes below the amount on which it can be levied.

5. Applications for Insurance and Endowment Policies in Post Office Insurance Fund.

6. General Provident Fund: Grant of temporary advance.

7. General Provident Fund: Final withdrawals, on retirement etc.

8. Permission to apply elsewhere for appointments.

9. War Loan.

10. Statistical report on the posts in Imperial Record Department filled by Europeans and Indians in the last 10 years.

11. Grand Staircase and Corridors: orders restricting their use to gazetted officers.

12. Office orders.

*C.—Destroy after 3 years*

Papers relating to—

- c 1. Acknowledgment of Permanent Advance held by K. R. and Superintendent on 1 April.
2. Applications for appointment in the Imperial Record Department.
3. Confirmation, promotions, periodical increments of Assistants, Daftaris, Menials.
4. Applications for appointments elsewhere submitted through the Imperial Record Department.
5. Resignation, dismissal etc., of Assistants etc.
6. Leave (other than casual) granted to Assistants; Acting promotions.
7. Late attendance; Turn-lists, attendance on holidays; general conduct.
8. Fines of Menials; Punishments.
9. Grain Compensation allowance: orders *re* grant to Menials.
10. General Provident Fund: alteration in the rates of subscription.
11. General Provident Fund: revision of subscriber's declaration for distribution of General Provident Fund money.
12. Jurors: Supply of list of Assistants qualified to serve, to the High Court.

13. Khaki Liveries and Umbrellas granted to Peons.

14. Stationery Indents : (i) annual and supplementary, (ii) forms from Bengal Forms Department.

15. Stationery Indents (old) : returned to Press,

16. Furniture : (i) purchase of new, (ii) small repairs to old, (iii) sale of old.

17. Holidays.

18. Telephones : rent ; delivery of Telephone Directory.

19. Additional expenditure on account of the war.

N. B.—There may be exceptions to these rules.

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### 146. GENERAL.

*Destroy after 3 years*

Progress reports.

*Destroy as soon as the finally printed copies are received from Press*

All MSS and proof-sheets of I. R. D. publications, Proceedings, forms, lists, indexes etc., whether ' confidential ' or otherwise.

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**147-51. Miscellaneous. Weeders.** Departmental Post-Mutiny records are to be supplied

to the various weeders for them to examine. They return the papers which they decide should be kept. Those that they reject and destroy are entered in a list known as 'form F,' 5 printed copies of which are supplied to the I. R. D.

**148. Labels.** There are various tall slips or labels of thick paper of different colours, which are placed on the top of files demanding special attention. They are—

blue	for 'Immediate' cases
red	„ 'Urgent' „
green	„ 'Early' „
yellow	„ 'Confidential' „

There are also labels which are pasted onto books:

- (a) 'For Office use only.'
- (b) 'Please return to the Imperial Record Department when done with.'

**149. Official Publications.** Printing and publication under the orders of the Government of India, including the preparation of plates and maps required for the illustration of works intended to be issued in India, shall be done in India, except in special cases where there is good reason to the contrary; in such cases, the proposal shall be laid before the Secretary.

of State with a view to the necessary arrangements being made under his orders.

150. The 'Pioneer' newspaper. Every Tuesday the 6 numbers for the preceding week are sent to the Imperial Library. The copies are on no account to be issued to any person not connected with the office.

151. Registers kept by the Records Section :

1. *Requisition or Issue R.* no 1 (Main Record room), for papers belonging to the Home, Ed., For., P. W., C. & I., and Railway depts.
2. *Requisition or Issue R.* no 2 (Revenue and Agriculture room) for papers issued to the Rev. and Agr. dept.
3. *Requisition or Issue R.* no 3 (Military room), for papers issued to the Military, Finance, and Legislative depts.
- 4, 5. *Restored papers R.* (Main and Military Record rooms) for the total numbers of papers restored each day in the separate depts.
- 6, 7. *Press Book* (as above) for volumes sent to the binder. The list is written in duplicate one copy being sent with the volumes to Press.
8. *Flattening R.* (Marb. fl. room) for recording the quantity of repairing etc., done by the daftaris



**152- 9. REGISTRY SECTION****152. STAFF.**

- 1 Assistant.
- 1 Daftari.
- 1 Peon.

**DUTIES.**

1. Maintaining the following Registers :  
(i, ii) Receipt and Issue registers of the office correspondence. (iii) List of Un-official cases issued.

- 2. Typewriting letters, notes etc.
- 3. Despatching of letters, files etc.
- 4. Arrears list.
- 5. Care of I. R. D. Proceedings and filed papers.

**153. Receipts.** The Superintendent receives all letters and stamps them with the date. He passes them to the A. C. Registry Section who enters them in the Receipt register, which is divided into 8 columns. Columns i-iv are filled up when receiving a letter ; col. v need never be filled in ; col. vi when it is submitted to K. R., and when received back from him ; col. vii when the case is sent un-officially to some other department, col. viii not until the case has been finally disposed of, has been recorded and

indexed in the Records section, and is sent from there to be stitched and deposited in the I. R. D. records.

**154. Issues.** As soon as K. R. approves a draft letter the A. C. of the section to which the case belongs writes 'Issue' (with his initials and date) on it, and sends it to the Registry section, where the A. C. types it, compares it with the draft and sends it in a blotting book to K. R. (or Superintendent) for him to sign. When it is signed he fills in the 6 columns of the Issue register. Cols i-v are filled up when issuing the letter, col. vi when the case is recorded.

**155.** In the **Un-official Cases** register are entered in *red ink* cases sent un-officially to other departments. A list is made of all the papers sent, which is checked when the case is returned.

**156. Typewriting.** All official and demi-official letters issued from the office, many notes, particularly those on files which come un-officially from other offices and which are copied for the records of the I. R. D., copies of records, etc., are typewritten.

The Remington Typewriter Co. has been instructed to overhaul, clean and oil all machines in regular daily use twice a year, on 1 February and 1 August. Typewriters should be used for

only one week at a time. On the first day before use they should be dusted, the types cleaned with a brush, the wheels on which the carriage runs oiled.

**157. Despatching.** The serial number of each letter issued, as it appears in the Issue Register, is written on the letter itself, and on the envelope in which it is to be sent.

Letters for Local offices are entered in a Peon-book and despatched by peon; letters for persons outside Calcutta are entered in a Dāk-book and sent by post. The Despatcher keeps the stamps and writes the Dāk and Peon-books. In the Dāk-book he enters the amount of the postage of each packet or letter.

Note that letters sent through the post are to be in strong envelopes of better quality than is required for those sent by peon. Linen-lined envelopes to be used for heavier packets.

**158. Arrears.** At the end of each quarter the A. C. prepares two statements (i) of the cases issued and received which have not yet been marked off as 'recorded' or 'filed', (ii) of the cases referred unofficially to other departments, and not yet returned. These are circulated to the different sections for necessary action.

**159. Care of I. R. D. records.** (i) All the records of the office itself are under the care of

the Registry section. The Daftari supplies papers when asked for, and restores them to their proper bundles when returned.

The Daftari every evening before leaving office will alter the date-stamps and date-cards in Superintendent's room for the next working day.

(ii) Weeding of Registry section papers (not 'records'). Destroy—

I. R. D. cases u.-o. issue list	after 1 year
Postal receipts for registered articles	„ 1 „
List of cases sent to and received from Simla and Delhi	„ 2 „
Dak and Peon-books	„ 3 „
Receipt and issue registers	„ 10 „

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**160—82. SPARE COPY SECTION.****160. STAFF.**

6 Assistants.

7 Daftaris.

8 Coolies.

**DUTIES.**

Care of all printed books in I. R. D.

1. Receipt and issue of books.
2. Cataloguing.
3. Binding.
4. Parliamentary Blue Books ; Acts.
5. Code correction.
6. Weeding.
7. Miscellaneous.

**161. Receipt and issue.** (1 Assistant) The books received in the Spare Copy room fall into three classes: Indian Acts and official publications, English Acts and Parliamentary blue books, books (by private persons, or published by private firms), a few periodical works.\* The Indian official publications are by far the largest class. Books are received from various sources ; the local Governments, departments of the Government of India, Government Printers ; 'private' books<sup>1</sup> from the

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<sup>1</sup> All new books are to be submitted to K. R. immediately on arrival, before they are stamped.

publishers or booksellers (The annual grant for books is Rs 110) ; English official works from the India Office, London.

**162. Rubber Stamps.** The A. C. keeps the following rubber stamps :—

- |                                |   |  |
|--------------------------------|---|--|
| 1. Received (with date)        | . | } for books<br>and requi-<br>sition slips. |
| 2. Issued (with date)          | . |  |
| 3. Imperial Record Department. | . |  |
| 4. Cancelled <sup>1</sup>      | . | } for cards.                               |
| 5. Issued (with date)          | . |  |
| 6. Returned (with date)        | . |  |

**163. Registering etc, of new books.** On receiving a new book the A. C. (a) sees if any previous issues (of a publication 'in progress') have been received, (b) advises that the number of copies be curtailed if they are unnecessarily numerous, (c) stamps them with the Receipt stamp (no 1) on the back of the title page in the centre ; with the Imperial Record Department stamp (no 3) on page 15, on the last page and on the back of all plates, maps etc., (d) cuts the pages, (e) examines the book and reports any defects, sees to the pasting in of correction slips, (f) attends to any receipt or forwarding letter, (g) enters in the Register official publications under their *subject*, books under their *Author*. In the *Remarks*-column,

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<sup>1</sup> The Head Assistant has 2 identical cancelled stamps.

he writes the source of receipt—and in red ink the word *Confidential*, against such works, (h) sends the book to the Cataloguer. (See further § 178 *Parliamentary Blue Books*.) Until the catalogue slip for any book has been printed and placed in the catalogue cabinet, the book is to remain on a special shelf above the Cataloguer's table.

**164. Issue.** Books are issued on receiving a written requisition, which is kept filed under the department or office to which issued. The A. C. refers to the catalogue (see below § 169) to find whether a book asked for is available. If it is, he gets it from its shelf, enters on a card (a) Author or title, (b) to whom issued, (c) date of issue (Rubber stamp 5). The book is given to the person to take or sent to the despatcher to post, the card is placed in a drawer, with others arranged alphabetically. Another card is put on the shelf in the place of any book which is sent outside the office. When no proper requisition slip is received an acknowledgment voucher is written and sent to the requisitioning party to sign and return.

Books issued permanently are similarly treated, but the cards are placed in another drawer. The number of copies given in the catalogue slip has to be corrected; also of course, when a book is lost.

Assistants who want books will get them themselves, will give the A. C. a requisition

slip, and will place a card on the shelf for the book.

The procedure is the same when Blue-books or Acts are issued, except that, instead of the Catalogue, the Parliamentary lists, indexes, stock-registers have to be consulted. Slips are similarly kept in the bundles in the case of books issued temporarily; if issued permanently the number of copies shown in the lists must be corrected.

**165. Return.** When a book is returned its card is removed from the drawer; the date of return is stamped upon it (Rubber stamp 6); it is placed with other returned cards in a separate drawer. The book is returned to its shelf; the dummy card is removed; the requisition slip is destroyed. (It is only returned to local offices in Calcutta and to I. R. D. Assistants.) Books asked for but not available are similarly entered on cards, which are placed in a drawer (but not amalgamated) with the 'Issued permanently' cards.

**166.** For the **Annual Report** the numbers of books (a) issued, (b) returned, (c) issued permanently, (d) not available, are ascertained and shown in a table. The cards for (b—d) can then be destroyed. No Issue card (a) may be destroyed if the book has not yet been returned.

**167. Reminders.** The names of departments with whom books are outstanding are collected



from the Issue cards at the beginning of each year. For each department a separate list is compiled of the books owing. A printed letter is stamped with K. R.'s signature and sent with the list to the Registrar of the department concerned. Within the office reminders are issued twice yearly on 1 April and 1 October.

**168. Cataloguing.** (1 Assistant) On receiving new books which have been duly stamped and registered the A. C. has one of two things to do: (i) if, as in the case of many Government publications periodically issued, previous numbers of the series have already been catalogued, he has to place the new number on its proper shelf and have it labelled. It is not necessary to prepare a new catalogue slip, the new number being comprehended without further specification in the words '*In progress*' printed at the foot of the card in the Catalogue Cabinet. (ii) If the book is entirely new, and no previous part or number has been entered in the catalogue, he has to prepare a catalogue slip for it, and then place it and have it labelled as above. All the processes of 'cataloguing' are set out in full in the Imperial Library *Cataloguing Rules* and the I. R. D. *Supplementary Cataloguing Rules*.

**169. The catalogue of printed books** in the office is composed of cards upon which the printed slips are pasted. They are kept in 48 drawers in a cabinet (no 37). Official

publications are entered under their subject only, books under the author's name ~~and~~ under the subject, very rarely under their title, in certain cases under the 'form' (*e. g.* Grammars, Dictionaries). Subject words, authors' names, titles, 'form' names are all arranged in one alphabet. (This is what is known as a 'Dictionary catalogue.' It is perhaps worth remarking that this kind of catalogue is by no means to be recommended for large libraries, since it would increase the bulk of the catalogue to an almost immeasurable extent.) Being on cards it can always be kept up to date, as a fresh card can be inserted anywhere directly a new work is added; if it were a book, it could not be, unless 'Supplements' were constantly being printed and this would mean that in a short time there would be ten or a dozen small catalogues to search through to find any single book, instead of only one large catalogue in one alphabet.

**170. Cards.** The cards used in the catalogue are to be linen-lined, in order to strengthen them. They should have a rough, hard surface which will take ink well. The Guide-cards are to be azure, and should have a good writing surface.

**171. Non-confidential publications.** A list of works (other than confidential) issued by the I. R. D. and exempt from registration is drawn up in a prescribed form from information

supplied by the different sections, and 30 printed copies are forwarded to the Department of Education at the beginning of each year.

**172-8. Binding.** The cataloguer collects once a week some 20-30 books which require binding. In choosing books to be bound he should be guided by the consideration: what books are most often in use and therefore get most wear and tear; what books are valuable and are likely to suffer by constant shifting and dusting if they are not protected and strengthened by cardboard covers. It is mere waste to bind books which are never called for (*e.g.* technical, military, scientific books), or which are likely soon to become obsolete, or which are of small interest and value at any time.

Successive numbers or parts of a book can often be bound together, and it is generally undesirable to bind thin volumes of only a few dozen pages singly; two or three such books can be put together and bound in one cover. It is understood that this applies to works all of a kindred nature, or of one series; though works of the 'Pamphlet' style and size are sometimes better bound in batches according to size. Such composite volumes should, if possible, not be more than 2 inches thick if in 8° size, or 3 inches if in 4° or folio size. Directions for binding are given in the *Supplementary Catalogue Rules* already mentioned.

When the books are collected, the A. C. writes (a) on slips, one for each book, the title which the binder is to print on the back; this he inserts in the book (it is *not* to be pasted on to the book), (b) in the Binding Register (in duplicate) the 'Binder's title' of each book and the directions for the binding. (The original page is torn from the Register and sent, with Form S. 99 and the books, to K. R. for approval.) When approved they are all sent to the Press. Books usually remain 2-3 months with the binder. On their return the A. C. examines them to see if the instructions have been properly followed and informs K. R. They are then labelled and placed.

**173. Gathering.** When it is necessary to bind into a volume a collection of loose sheets (or half sheets), whether manuscript or printed, these loose papers must be made up into sections, and folded so that the thread which holds them into the binding may pass through that fold. Therefore, before writing any manuscript which will ultimately have to be bound, place *four* sheets one inside the other. (4 sheets = 8 leaves = 16 pages.) The volume is then said to be 'gathered in eights.'

**174. Guarding.** On the 'guarding' of half sheets see § 116 *Binding of manuscript records*. Books which have become torn and require guarding, must of course have their leaves gathered as they were originally, that is to

say a 4° must have its leaves gathered in fours' (*not* in eights).

**175. Missing leaves.** Where leaves are missing and cannot be found, insert blank leaves. (If the missing leaves are numerous, *two* blank leaves are enough. Write on them the number missing, as 'Pp. 19-27 missing'.)

**176. Pamphlets.** Most people know what a pamphlet is without necessarily being able to define it. Here it is understood to mean a small book of not more than about 100 pages in paper covers, generally of octavo size though some times larger. Such books are seldom bound separately, so that if there are no others of the same size, keep the pamphlet in one of the pamphlet-boxes. Pamphlets are first sorted according to their size, then according to their subject, and are then bound in volumes of not more than 2 in. thick if octavo size, or 3 in. if quarto size. Bind in—

½ light country calf,  
green art canvas sides,  
top edges red,  
red leather label, with title 'Pamphlets.  
Paper covers to be bound in position.

The reason of this last direction is that they are often of coloured paper and so help to show where one ends and another begins. Number each pamphlet in a volume in the top outside corner of the title page or cover.