

GOVERNMENT OF KERALA

Abstract

**ACTS AND RULES – KERALA DESTRUCTION OF RECORDS ACT – RULES
FRMAED UNDER – LAND REVENUE DEPARTMENT - APPROVED**

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REVENUE (D) DEPARTMENT

G.O.MS.756/64/Rev

Dated, Trivandrum,11 th november ,1964

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Read:-

Letter K.Dis- 6433/63/LR dated 09.09.1964 from the Board of Revenue

ORDER

The rules appended to this order are approved

By order of the Governor,
K.C.RAMAKRISHNA PILLAI
Deputy Secretary

THE KERALA DESTRUCTION OF RECORDS (REVENUE OFFICES) RULES, 1964

Preamble

In exercise of the powers conferred by clause (b) of sub -section (2) of section 2 of the Kerala Destruction of Records Act, 1961 (Act 2 of 1962) the Board of Revenue with the previous approval of the Government hereby makes the following rules for the disposal by destruction or otherwise of the documents in the possession or custody of the Revenue Courts and the Revenue Offices, namely:-

RULES

1. These rules may be called the Kerala Destruction of Records (Revenue Offices) Rules, 1964

2.	These rules shall regulate destruction of records in the Office of the Board of Revenue (Land Revenue) and all Revenue Offices and Revenue Courts subordinate to the Board	.	
3.	A list of records ripe for destruction shall be prepared every year according to the instructions contained in the Office Manuals applicable to the respective Offices. The records destroyed shall be separately listed and such lists shall be retained permanently.		
4.	The destruction of records in the Office of the Board of Revenue (Land Revenue) shall be carried out in the presence of the Secretary or any other Officer authorised by him in that behalf, and in subordinate offices in the presence of the heads of those offices or any other offices authorised by them. In the case of the Village Offices, however, the destruction of records shall be done in the presence of the Tahsildar or the Deputy Tahsildar concerned.		
5.	The records ordered to be destroyed shall be torn to small pieces and sold to approved contractors at the rates fixed by the Government. Gazettes, Pamphlets, etc., need not, however, be torn. Such of the records which are rejected by the Contractor as useless shall be destroyed by running them after obtaining necessary sanction from the Controller of Stationery.		

6.	<p>The records shall ordinarily be destroyed after the expiry of the periods mentioned in the Appendices. Important records may however be retained even after the expiry of the period of their preservation if deemed necessary. The list of records ripe for destruction shall be scrutinised and approved by the head of the office. If, on scrutiny , any record is found to require further preservation, it shall be so ordered and the period of preservation specified.</p>		
7.	<p>'R-Disposals' shall be examined 30 years after their disposal and thereafter orders shall be passed by the heads of Offices whether they should be retained further or not.</p>		
8.	<p>Important records relating to freedom struggle or of archival, archaeological or historical importance shall not be destroyed without the prior approval of the Director of Archives, the Director of Archeology or the Director of Museums as the case may be.</p>		
9	<p>These rules shall supersede the rules issued under</p> <ul style="list-style-type: none"> i) the Destruction of Records Act, 1098 (Travancore Act 11 of 1098) ii) the Destruction of Records Act (Cochin Act V of 1074); and iii) the Destruction of Records Act (Central Act V of 1917) as applicable to the Malabar Area Per-taining to the records in the office of the Board of Revenue (Land Revenue) and all Revenue Offices and Revenue Courts Subordinate to the Board of Revenue. 		

APPENDIX I
Records of the Board of Revenue (Land Revenue)

Sl/ No.	Subject	Period of preservation
(1)	(2)	(3)
	• Acts, Bills, Regulations etc.	<i>Permanent</i>
	• Assessment- Important Papers	do.
	• Acquisition of Edavagai Rights, Anjunad	do.
	• Abolition of Intermediaries	do.
	• Boards – Committees – Conferences – Important Papers regarding formation, Constitution, powers etc.	do.
	• Boundary – important papers relating to disputes with neighboring Government.	do.
	• Catalogue of library Books	do.
	• Circulars, Rules, Standing Orders.	do.
	• Designation and changes thereof	do.
	• Census -Important papers	do.
	• Family Pension – Important Papers	do.
	• Fire, Flood and Famine – Relief Measures and general orders.	do.
	• Irrigation Cess and Contribution – Important papers	do.
	• Irrigation Tanks – Important papers	do.
	• Jenmibhogam – Investigation of claims	do.
	• Jurisdiction – fixing and alteration of	do.

	• Kandukrishy land – important papers	do.
	• Karathil Chilavu – Fresh Claims – Allowance of	do.
	• Lands – Assignment of Service	do.
	• Lands – Lease without time-limit	do.
	• Lands – Survey Records – Important papers	do.
	• Land Lease of Periyartract	do.
	• Land – Grant of lands in the Kannan Devan Hill Concession area	do.
	• Lands – Title Deeds	do.
	• Lands – Legal opinion on important subjects and Government Orders thereon.	do.
	• Policy – Enumeration of	do.
	• Powers – Important papers such as delegation, enhancement, withdrawal, etc	do.
	• Public Service- Standing orders regarding recruitment, general conduct, Loan of Government Servants etc.	do.
	• Registers Stock Register of books, Maps etc.	do.
	• Reorganisation and revision of establishment	do.
	• Satrams Travelers Bunglow & Campsheds Important papers	do.
	• Sreepadam lands -Important papers	do.
33.	Kerala Legislative Assembly and Lok-Sabha Important papers	Permanent
34.	Thiruppuvaram – Investigation of claims	do.
35.	Settlement Mistake – rectification of	do.
36.	Acquittance Rolls (Pay, T.A. etc.)	35 years

37.	Defalcation and misappropriation of Government property and money.	do.
38.	Exemption from K.S.R., Accounts Code and other Rules	do.
39.	Escheat – Important papers	30 years
40.	Registers – Stock of Furniture, Tools, Plants etc.	do.
41.	Budget – Printed Books	20 years
42.	Census – Routine Papers	do.
43.	Cash Books	do.
44.	Allowance – Compassionate, Conveyance, Duty, Personal	10 years
45.	Appeals - Departmental	do.
46.	Family Pension – Routine papers	do.
47.	Irrigation – Routine Papers	do.
48.	Land Acquisition – Routine Papers	do.
49.	Old Age – Pension – Important papers	do.
50.	Land Assignment – Routine papers	do.
51.	Land – Demarcation and Survey	do.
52.	Revenue Cases	do.
53.	Land reclamations.	do.
54.	Land – Transfer of land	do.

55.	Survey Maps, plans, etc of private holdings	do.
56.	Appeals and Revision Petitions under the acts	do.
57.	Memorials	do.
58.	Permanent Advance or Important Register	do.
59.	Register of appeals and revisions	do.
60.	Guests - Routine Papers	do.
61.	Epidemics – Important papers like out break of Cholera, Plague, Small Pox etc	do.
62.	Jamabandy and Reviews thereon	do.
63.	Register – Stock and Distribution Register of Stationery articles	do.
64.	Remission and write off - Files	do.
65.	Periodical Register	do.
66.	Security Register	do. (provided all the valuables entered therein have been duly accounted for)
67.	Copy application Register	10 years
68.	Pauper suits Register	do.
69.	Government Suits Register	10 years
70.	Appointment and promotion	5 years (beyond the age of superannuation)
71.	Administration Report and Reviews	5 years

72.	Advertisement – Publication in News papers	do
73.	Bills, Vouchers, Receipts etc.	do
74.	Boundary – Routine papers	do
75.	Building – renting of and transfer of building to other Departments	do
76.	Distribution Register	do
77.	Attendance Register	do
78.	Personal Register	do
79.	New Case Register	do
80.	Edavakas – Compensation – Periodical payments	3 years
81.	Deputation – Transfer and posting of officers	do.
82.	Examination – Departmental Tests	do.
83.	Fire – Flood – Famine etc – Routine papers	do.
84.	Law Charges –General Papers	do.
85.	Leave – Grant of – to officers	do.
86.	Maps – Purchase of	do.
87.	Refund of Revenue - Correspondence	do.
88.	Registers – Continent expenditure, Traveling Allowances, Bill Registers	do.
89.	Despatch Register	do.

90.	Fai rcopy Register	do.
91.	Stamp Account	do.
92.	Call Book	do.
93.	Record Issue Register	do.
94.	Applications rejected	do.
95.	Arrear list	do.
96.	Running Note Files to the personal and periodical Registers, etc.	do.
97.	Land - Grant on lease - Temporary	do. after the expiry of the period
98.	Liabilities	3 years after recovery
99.	License, permit, etc	3 years after the period of expiry
100.	Pension papers	3 years after the settlement of pension
101.	Service Books	3 years after death or retirement
102.	Suit Notice	3 years
103.	Assessment - Routine	do.
104.	Auction sale of the un-serviceable articles.	do.
105	Books – purchase and supply of	do.
106	Budget – Departmental- Office copies	do.

107	Contingent expenses - correspondence	do.
108.	Epidemics- Routine papers	do.
109.	Escheat- Routine papers	do.
110.	Inspection Notes of subordinate offices	do.
111.	Investigation of arrear claims	do.
112.	Increments – Grant of	do.
113.	Journeys – Outside States	do.
114.	Kandukrishi Lands – Routine papers	do.
115.	Powers – Routine papers	do.
116.	Minutes of Conferences	do.
117.	Survey Training of Officers	do.
118.	Tour Programme of Officers.	do.
119.	T.A. Bill – Diaries, etc.of officers	do.
120.	Appropriation – Diversion of funds	1 Year
121.	Budget – Routine papers	do.
122.	Notice – Service of Notice	do.
123.	Charge reports	do.
124.	Leave sanctioning of – correspondence file	do.

125.	Casual Leave Register	do.
126.	Letter Delivery Book.	do.

APPENDIX - II

Records of the Collectorate

SI No.	Subject	Period of preservation
(1)	(2)	(3)
	• Accommodation – important files	Permanent
	• Acquisition of Anjunad tract	do.
	• Acquisition of Edavaka rights	do.
	• Acquisition correspondence relating to arthapalissa	do.
	• Boundary Disputes correspondence	do.
	• Boards and Committees – important papers	do.
	• Cantonment lands – papers relating to	do.
	• Catalogue of Library books	do.
	• Ceremonies and festivals – important files	do.

• Claimcases (Forest)	do.
• Customs and usage – important papers	do.
• Designation and changes	do.
• Edavakas –important papers	do.
• Exemptions – from personal appearance to courts.	do.
• Family pensions – important papers	do.
• Fire – flood – famine important papers	do.
• Forest – settlement cases – enquiries etc	do.
• Records showing the lands granted as inam and resumed inam etc.	do.
• Fair Ayacut registers	do.
• Permit Registers for the levy of water tax	do.
• Records indexes	do.
• Register of prohibition order book	do.
• Register of lands given to railways	do.

• Furniture Register	do.
• Geology – files relating to researches etc.	do.
• Grant of lands – Kannan Deven Hills, Ten Square mile concession etc.	do.
• Guests – Visits of distinguished guests	do.
• Harbours – important papers	do.
• Holidays – closing of office etc. (important)	do.
• Honours and titles.- important files	do.
• Irrigation bars - Bunds, Chiras, Dams Tanks	do.
• Jamabandy Inspection – final orders of Government,	do.
• Jamabandy Inspection - Files	do.
• Janmibhogam Files	do.
• Jurisdiction – important files	do.
• Lease of Periyar	do.
• Maps and Plans	do.

	• Markets – Establishment of markets	do.
	• Munro Island – important papers	do.
	• Palaces and Bungalows – important files	do.
	• Palliport farm- important papers	do.
	• Provident Fund – important papers	do.
	• Purchase of land outside the State	do.
44.	Railways – important files	Permanent
45.	Reclamations – Important papers	do.
46.	Registers – A register – Ayacut Register	do.
47.	Supplement to ‘A’ Register	do.
48.	Register of lands granted under special Rules	do.
49.	Register of claim cases	do.
50.	Register of Special Grants	do.
51.	Register of Kannan Devan Hills concession area	do.

52.	Register often Square mile concession	do.
53.	Register of records destroyed	do.
54.	Reorganisation & revision of establishment	do.
55.	Reserve – private Forest – constitution --- disafforestation etc.	do.
56.	Sanketham – Important Files	do.
57.	Schemes & Projects – Important files	do.
58.	Settlement Register - printed	do.
59.	Basic Tax Register	do.
60.	sreepadam –important papers	do.
61.	State boundary – files	do.
62.	Survey instruments stock of	do.
63.	Taxes and cesses payment of – on lands outside the State	do.
64.	Telegraph – important files	do.
65.	Transfer of land to the other Departments files	do.

66.	Demarcation - appeals	30 Years
67.	Correction of pattas- Correspondence	do.
68.	Corrections of records – Judgements etc.	do.
69.	Escheat – cases and correspondence	do.
70.	Karathil Chilavu - cases	do.
71.	Karampathippu cases	do.
72.	Kari lands – correspondence etc	do.
73.	Kudumbaporuthy lands – alienation – resumption etc.	do.
74.	Land Acquisition cases	do.
75.	Malpathi -Ubhaya palisa --chalamepathy----- correspondence	do.
76.	Register of cases under the Survey and Boundaries Act	do.
77.	Settlement mistakes – rectification of	do.
78.	Annual returns – Thavana mudakkam statements	do.
79.	Thiruppuvarram Files	do.

80.	Viruthy - enquiry records	do.
81.	Petition register	do.
82.	Acquittance rolls	35 years
83.	Age bar exemption	30 years
84.	Character rolls	do.
85.	Defalcation -misappropriation etc. files	do.
86.	Departmental enquiries – final orders	do.
87.	Exemptions -files	do.
88.	Liabilities Register	30 Years
89.	Order Books	do.
90	Suspensions and dismissals - Files	do.
91	Register of applications for Agricultural Loan	do.
92	Gazettes	20 years
93	Land Acquisition cases - correspondence	do.

94	Ryots Roads - correspondence	do.
95	Civil Suits – in which Govt. are party	do.
96	Appeals- Files	10 years
97	Application for registry of Lands	do.
98	Civil Suits - Correspondence	do.
99	Communications despatched – section books	do.
100	Escheat, routine papers	do.
101	Family Pension – routine papers	do.
102	Guests – visit - correspondence	do.
103	Nirak Statement	do.
104	Notice of suit - records	do.
105	Acquittance rolls	do.
106	Periodical Register	do.
107	Secret Register	do.

108	Copy application register	do.
109	Pauper suits Register	do.
110	Government suits register	do.
111	Register of court fees	do.
112	Register of remission and write off	do.
113	Register of retirement of officers	do.
114	Revenue recovery – records of sale	do.
115	Revision cases and petitions	do.
116	Census - papers	do.
117	Complaints and petitions - important	do.
118	Allowances - correspondence	5 years
119	Building renting of – transfer of	do.
120	Contingent Bills - Vouchers	do.
121	Contingent Register	do.

122	Edavaka compensation etc - Files	do.
123	Extension of service - correspondence	do.
124	Loans under Housing Schemes etc	do.
125	File Books of Stamp cases	do.
126	Impound documents - papers	do.
127	Increments - correspondence	do.
128	Law charges - correspondence	do.
129	Pay and Allowances – disbursement of	do.
130	Pay bills- Salary Bills – office copies	do.
131	Stamp cases	do.
132	T.A. Bills – office copies	do.
133	T.A. correspondence	do.
134	Legislative Assembly – Electoral rolls	do.
135	Electoral rolls – preparation and revision etc.	do.

136	Election petitions	5 years
137	Election Nomination etc	do.
138	Distribution Register	do.
139	Attendance Register	do.
140	Personal Register	do.
141	New case register	do.
142	Leave – appointment – deputation - etc	3 years
143	Pay and allowance – disbursement of	do.
144	Purchase and supply of books etc	do.
145	Refund of Revenue - Papers	do.
146	Refund of deposits	do.
147	Refund of value of spoilt stamps	do.
148	Register of Budget allotments	do.
149	Stamp cases – correspondence	do.

150	T.A. Bills – Office copies, T.A. correspondence	do.
151	Agreements, contracts, security, bonds	3 years after the year of settlement
152	Lease records	3 years after the expiry of period
153	Mining – (lease license) files, records etc.	do.
154	Advances – removal of encroachment etc.	3 years
155	Survey Advances – correspondence, files	do.
156	Advances (Miscellaneous)	do.
157	Administration reports – files relating to	do.
158	Service Books	3 years after retirement or death of officer
159	Auction sale of unserviceable Articles etc.	3 years
160	Budget allotment - correspondence	do.
161	Budget Statement – office copies etc	do.
162	Cash Book	do.
163	Ceremonies and Festivals	do.

164	Circuit diary of Officers	do.
165	Donations, contributions, subscription etc	do.
166	Epidemics – correspondence	do.
167	Excess collection of revenue - correspondence	do.
168	Fee concession - correspondence	do.
169	Forms and statements, indents etc	do.
170	Grants - correspondence	do.
171	Inspection notes of subordinate offices	do.
172	Inspection notes correspondence	do.
173	Irrigation - correspondence	do.
174	Jamabandy inspection – check memo	do.
175	Jamabandy Correspondence	do.
176	Kandukrishy - correspondence	do.
177	Landed property statements	do.

178	Lease register	do.
179	Liabilities - correspondence	do.
180	Recoveries -correspondence	do.
181	Markets- Papers	3 years
182	Municipality – paper regarding election etc.	do.
183	Notices and summons- correspondence	do.
184	Passports – certificates- issue files	do.
185	Panchayaths – Election etc	do.
186	Pension papers- correspondence	do.
187	Permanent Advance - correspondence	do.
188	Petition rejected - correspondence	do.
189	Register of applications - correspondence	do.
190	Register of stationery articles	do.
191	Register of Service Stamps	do.

192	Agricultural loans – disbursed etc - files	do.
193	Assessment - correspondence	do.
194	Assignment cases - correspondence	do.
195	Records destroyed - Files	do.
196	Revenue Recovery - correspondence	do.
197	Rewards - correspondence	do.
198	Security Deposits - correspondence	do.
199	Service – Verification of - correspondence	do.
200	Survey Training	do.
201	State Boundary - Appeal Cases	do.
202	Vital Statistics - correspondence	do.
203	Weights and Measures - correspondence	do.
204	Arms Act – issue license - correspondence	do.
205	Local Delivery Book	do.

206	Coffee Estates - issue of certificate	do.
207	Coffee, rubber, Tea etc. correspondence	do.
208	Cardamom Estate	do.
209	Statement of Mineral Production	do.
210	Fair Copy Register	do.
211	Stamp Account	do.
212	Call Book	do.
213	Records issue Register	do.
214	Arrear list	do.
215	Season report	1 year
216	Statements- miscellaneous statements	do.
217	Charge reports etc.	do.
218	Miscellaneous petition of routine nature	do.
219	Application for copies of records	do.

220	Periodical Statements	do.
221	Service of notice – Summons - correspondence	do.
222	D.C.B. Statement	do.
223	Tour Journal	do.
224	Tour Programme	do.
225	Old Age pension -correspondence	1 year after the death of pensioner

APPENDIX - III

Records of Revenue Divisional Offices

<i>Sl No.</i>	<i>Subject</i>	<i>Period of preservation</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>
1.	Accommodation – departmental files	Permanent
2.	Catalogue of library books	do.
3.	Circulars, rules, Acts etc	do.
4.	Land Acquisition cases	do.
5.	Registry cases	do.

6.	Furniture Register	do.
7.	Railways – important files	do.
8.	Holidays – closing of office etc – important files	do.
9.	Index Register of records	do.
10.	Jurisdiction – important files	do.
11.	Maps, Plans - important	do.
12.	Miscellaneous – subjects (important papers)	do.
13.	Provident fund – important papers	do.
14.	Register of records destroyed	do.
15.	Reorganization and revision of establishment	do.
16.	Settlement registers	do.
17.	Basic Tax Register	do.
18.	Visits of distinguished guests - files	do.
19.	Settlement mistakes – correction of - correspondence	30 years

20.	Acquisition of Edavaka rights - correspondence	do.
21.	Escheat case - correspondence	do.
22.	Petition Register	do.
23.	Acquittance rolls	35 years
24.	Age-bar exemption - correspondence	30 years
25.	Characterrolls	do.
26.	Defalcation – misappropriation files	do.
27.	Departmental enquires – final orders	do.
28.	Exemptions – permanent files	do.
29.	Liabilities- register	do.
30.	Order Books	do.
31.	Land Acquisition – correspondence – routine	20 Years
32.	Gazette	do.
33.	Appeals – revision cases	10 Years

34.	Register of remissions and write off of Revenue	do.
35.	Revenue Recovery records – relating to sale of immovable properties	do.
36.	Census – correspondence important matters	do.
37.	Complaints – punishment etc	do.
38.	Acquittance rolls	do.
39.	Periodical Register	do.
40.	Security Register	do.
41.	Copy application register	do.
42.	Suits-register	do.
43.	Register of court fees	do.
44.	Allowances – disbursement of - files	5 years
45.	Contingent Register	do.
46.	Contingent Bills, Vouchers etc	do.
47.	Buildingrenting And transfer of	do.

48.	Increments - correspondence	do.
49.	Law Charges - correspondence	do.
50.	Pay & Allowances – disbursement of files	do.
51.	Pay bills, salary bills etc.	do.
52.	T.A. Bills – Office copies	do.
53.	Legislative Assembly – Election papers	do.
54.	Election Nomination etc	do.
55.	Distribution Register	do.
56.	Personal Register	do.
57.	Attendance Register	do.
58.	New case Register	do.
59.	Agreements, contracts, Security Bonds etc.	3 years
60.	Leave , appointment, deputation etc. files	do.
61.	Purchase and supply of books	do.

62.	Refund of revenue- papers	do.
63.	T.A. Bills – office copies etc.	do.
64.	Lease records	3 Years after the expiry of period
65.	Administration reports	3 years
66.	Service Books	3 Years after retirement or death
67.	Cash Book	3 Years
68.	Posting and transfers - files	do.
69.	Inspection Notes	do.
70.	Jambandy files	do.
71.	Landed property statements and correspondence	do.
72.	Leave Register	do.
73.	Passports - correspondence	do.
74.	Panchayats – Election etc.	do.
75.	Pension papers - correspondence	do.

76.	Permanent Advance- correspondence	do.
77.	Stamp Account	do.
78.	Tour Diaries	do.
79.	Fair Copy Register	do.
80.	Forms printed and stationery – Indents accounts etc.	do.
81.	Municipalities, Corporations etc - correspondence	do.
82.	Petitions - rejected	do.
83.	Register of applications for copies of records	do.
84.	Register of Notices and Summons	do.
85.	Register of service stamps	do.
86.	Record issue register	do.
87.	Reviews monthly, quarterly etc.	do.
88.	Services – verification of - files	3 years
89.	Statement of records destroyed	do.

90.	Statement of appeal cases	do.
91.	Statement of review cases	do.
92.	Delivery Books	do.
93.	List of pending cases files etc	1 Year
94.	Miscellaneous petitions	do.
95.	Periodical returns ,rent files	do.
96	Interpellations.	do.

APPENDIX - IV

Taluk Offices

<i>Sl No.</i>	<i>Subject</i>	<i>Period of preservation</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>
1.	Accommodation – departmental files	Permanent
2.	Assessment important records	do.
3.	Ayacut Registers	do.
4.	Boards and Committees (important papers)	do.
5.	Catalogues of Library Books	do.

6.	Chitta	do.
7.	Acts, Rules and Circulars (Important)	do.
8.	Classification Register	do.
9.	Settlement Register	do.
10.	Basic Tax Register	do.
11.	Beris Deduction (files)	do.
12.	Desavazhi Management etc. files	do.
13.	Designation (Changes)	do.
14.	Divide Plans	do.
15.	Edavakas – Important papers	do.
16.	Escheat (Important Files)	do.
17.	Exemption from personal appearance etc.	do.
18.	Family Pensions – important papers	do.
19.	Field Measurement sketches	do.
20.	File Book of Government proceedings, Circular etc.	do.
21.	Fire, Flood, Famine etc, important files	do.
22.	Forest settlement correspondence	do.
23.	Furniture Register	do.
24.	Grazing Ground – important papers	do.
25.	Guests (List of distinguished guests)	do.
26.	Harbour (Important papers)	do.
27.	Holidays – closing of Office – Important papers	do.
28.	Index Register of records	do.

29.	Irrigation – Bars, Bunds, Chiras etc.	do.
30.	Jenmibhogam (important files)	do.
31.	Kari Lands (important papers)	do.
32.	Lands outside State (Purchase, Disposal etc.)	do.
33.	Land Register	do.
34.	List of Karamozhivu lands	do.
35.	Maps and Plans	do.
36.	Markets – important papers	do.
37.	Minor Circuit Registers	do.
38.	Miscellaneous subjects (important papers)	do.
39.	Munro Island – important papers)	do.
40.	Ozhuku Records	do.
41.	Palaces, Bungalows – important files	do.
42.	Pathivu Kanakku	do.
43.	Pre-settlement records	do.
44.	Puduval Ozhukus	do.
45.	Puduval Registration Cases	Permanent
46.	Railways – important Files	do.
47.	Reclamation – important files	do.
48.	Settlement records	do.
49.	B Registers (supplement to A Register	do.
50.	C Register (lands granted under special rules)	do.
51.	D. Register (lands granted under grants)	do.

52.	Re-organisation revision etc - files	do.
53.	Reserves, Constitution of - files	do.
54.	State Boundary - files	do.
55.	Survey instruments stock of - files	do.
56.	Taxes and Cesses payment on lands outside the State	do.
57.	Ten Square miles concession – important files	do.
58.	Vilangiper Accounts	do.
59.	Nair Marriage Register	do.
60.	Civil Suits – correspondence – about Govt.Lands	30 Years
61.	Escheat cases	do.
62.	Land Transfer to other Departments etc.	do.
63.	Land Records Maintenance (important files)	do.
64.	Divide Sketches – cancellation etc - correspondence	do.
65.	Land complaints - files	do.
66.	Register of land complaints	do.
67.	Appeal on land complaints	do.
68.	Jenmikaram (correspondence on important matters)	do.
69.	Register of application for pointing out boundaries	do.
70.	Register of application for sub division survey	do.
71.	Register of rejected applications on the above matters	do.
72.	Reports regarding correctness of original survey measurement	do.
73.	Municipality – transfer of lands - files	do.

74.	Pokkuvaravu /Transfer of Registry cases	do.
75.	Register of applications for assignment of land	do.
76.	Register of Karampathippu	do.
77.	Register of lands acquired	do.
78.	Register of pokkuvarvu cases	do.
79.	Register of Escheat cases	do.
80.	Register of Puramboke cases	do.
81.	Land – lease of – for coffee, cardamom etc.	do.
82.	Service Inam land correspondence	do.
83.	Service Inam lands resumption of	do.
84.	Settlement Mistakes – correction of	do.
85.	Thanathu chitta cases	do.
86.	ThiruppuvaramFiles	do.
87.	Viruthy and Inam _Important Files	do.
88.	Acquittance Roll	35 Years
89.	Age bar – exemption.	30 Years
90.	Attendance Register	30 Years
91.	Character Roll	do.
92.	Defalcation ,misappropriation etc.(files)	do.
93.	Departmental enquiry (final orders)	do.
94.	Fine Register	do.
95.	Liability Register	do.
96.	Register of cases under the public Accounts Act	do.

97.	Application for return of security deposits	do.
98.	Register of punishment imposed.	do.
99.	Suspension and Dismissals – Final orders	do.
100.	Gazette	20 Years
101.	Order Books	30 Years
102.	Assessment file relating to Taxes (building Tax, Panchayath tax etc.)	10 Years
103.	Land Acquisition correspondence - routine	do.
104.	Ryots road - correspondence	do.
105.	Poramboke cases - records	do.
106.	Escheat routine papers	do.
107.	Guests (Visits of Guests) important Files	do.
108.	Notice of Suits - records	do.
109.	Petitions – Important Files	do.
110.	Register of poramboke applications	do.
111.	Register of unauthorised occupation	do.
112.	Kuthagapattom or lease account	do.
113.	Register of applications for remission and write off	do.
114.	Register of addition and deduction of assessment	do.
115.	Demand Notice Register	do.
116.	Collection Register	do.
117.	Register of Minor Irrigation Works	do.
118.	Register of Court Fees	do.
119.	Periodical Register	do.

120.	Security Register	do.
121.	Copy-application register	do.
122.	Acquittance rolls	do.
123.	Pauper suits Register	do.
124.	Government suits Register	do.
125.	Sale of immovable properties - files	do.
126.	Suit Notice - correspondence	do.
127.	Stamp Vendors Accounts	do.
128.	Census papers	do.
129.	Complaints and punishments etc. files	do.
130.	Counterfoils of tax receipts	do.
131.	Legislative Assembly & Parliament papers	do.
132.	Places of public – worship – important papers	do.
133.	D.C.B. Registers	do.
134.	Demand Notice Register	5 Years
135.	Register of items of Revenue which fall due in future years.	do.
136.	Agricultural loans-files	5 years after loans are cleared
137.	Appointments, promotions etc, important files	5 years
138.	Contingent Register	do.
139.	Contingent Bills, Vouchers etc	do.
140.	Buildings – renting and transfer of - files	do.
141.	Law charges - correspondence	do.
142.	Pay and allowances disbursement of file	do.

143	Pay Bills, Salary bills etc.	do.
144	T.A. Bills – Office copies	do.
145	Legislative Assembly – Election papers	do.
146	Election – Nomination etc. (Files)	do.
147	Distribution Register	do.
148	Personal Register	do.
149	Attendance Register	do.
150	New Case Register	do.
151	Agreements, Contracts, Security Bonds etc.	3 Years
152	Arrear list	do.
153	Appointments, promotions etc	do.
154	Edavaka – compensation payment and periodical payments	do.
155	Extension of service correspondents	do.
156	Impounded documents - papers	do.
157	Increments - correspondence	do.
158	Leave, Appointments, Deputation, Postings	do.
159	Purchase and supply of furniture etc. file	do.
160	Refund of revenue - correspondence	do.
161	Satrams, T.B. Campsheds – files and records	do.
162	Statements prescribed under the L.R.M. Rule	do.
163	Diaries of Surveyors, Village Assistants etc.	do.
164	T.A.Bills – Office copies	do.
165	Agricultural loans register	do. after loans are closed

166	Kuthagapatom or lease account files	3 Years after the expiry of the period
167	Mining (leases and licenses) files	3 Years after the expiry of the lease
168	Recovery statements (Connected files)	3 years after the recovery
169	Removal of encroachments – Advances- files	3 years after the amount is recovered
170	Register of Stores.	do.
171	Service Books	3 Years after death or retirement
172	Survey advance Register	3 Years after the advances are recovered
173	Advance (Miscellaneous)	3 Years
174	Advance regarding Karivu and tharissu remissions.	do.
175	Application for copies of records	do.
176	Auction sale of un serviceable articles	do.
177	Budget correspondence – statement and returns	do.
178	Cash Book	do.
179	Casual Leave application register	do.
180	Circuit Diaries	do.
181	Forms (Printed) and Stationery indents etc.	do.
182	Grants – correspondence - File	do.
183	Gratuity– correspondence - File	do.
184	Heir ship Certificates - correspondence	do.
185	Honors ,titles, - important papers	do.
186	Inspection Notes - correspondence	do.

187	Irrigation – Kudipatta etc. and Misc. Statements	do.
188	Jamabandy Check memo	do.
189	Jamabandy - correspondence	do.
190	Recoveries - correspondence	do.
191	Markets – important correspondence	do.
192	Pension - correspondence	do.
193	Rain guage and other statistics - correspondence	do.
194	Refund of security Deposits - correspondence	do.
195	Register of applications for remissions and write off	do.
196	Revenue Recovery - correspondence	do.
197	Reviews – monthly, quarterly etc	do.
198	Rewards – correspondence – files	do.
199	Routine correspondence of Misc.nature	do.
200	Statement under L.R.M. Rules	do.
201	Annual or Thavanamudakkam statements	do.
202	Tour Programmes	do.
203	Weights & Measures - correspondence	do.
204	Despatch Register	do.
205	Fair Copy Register	do.
206	Stamp Account	do.
207	Call Book	do.
208	Record Issue Rgister	do.
209	Arrear list	do.

210	Running Note Files	do.
211	Issue of license, permits etc	do.
212	Delivery Books	do.
213	List of Pending Cases - Files	1 Year
214	Miscellaneous Petitions – disposed of	do
215	Lease Register	do.
216	Interpellations - Files	do.
217	Fee – concession papers	do.
218	Service stamp register	do
219	Notices, summons – service of -files	do.
220	Almanac and Directory	do.
221	Applications for copies of records	do.
222	Demand Notice Register	do.
223	Office copies of periodical statements	do.
224	Season reports	do.
225	Nirak Statements	do.
226	Statement of periodicals	do.
227	Old Age Pension Files	1 year after the death of the pensioner .
228	Financial assistance (Miscellaneous)	1 Year

APPENDIX - V

Village Offices

SI No.	Subject	Period of Preservation
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(1)	(2)	(3)
1.	Settlement Register	Permanent
2.	Basic Tax Register	do.
3.	B. Register	do.
4.	A.A.Register	do.
5.	B.B. Register	do.
6.	C. Register	do.
7.	D. Register	do.
8.	Jenmikaram Settlement Register	do.
9.	Jenmiwar Journal	do.
10.	Maps and Plans	do.
11.	Field Measurement sketches	do.
12.	Divide Plans	do.
13.	Birth and Death Register	do.
14.	Register of Purambokes	do.

15.	Register of Tharisu	do.
16.	Register of thanathu chitta lands.	do.
17.	Register of lands charged with Rajabhogam to Government	do.
18.	Furniture Register	do.
19.	Puduval Ozhukus	do.
20.	Register of Survey Instruments	do.
21.	Register of land transferred to other Departments	do.
22.	Nair Marriage Register	do.
23.	Thandaper Account	30 Years
24.	Pokkuvaravu cases	do.
25.	Register of maps	do.
26.	Attendance Register	10 Years
27.	Nalvazhi Account or Daily account for the receipt of money	do.
28.	Kuthakapattom or lease account	do.

29.	Register of Assessment imposed on land	do.
30.	Register of Assessment on Plantation Tax Act	do.
31.	Register of Assessment on Building Tax Act	10 Years
32.	Remission and write off accounts	do.
33.	Register for the stock of survey stones	10 Years
34.	Register under the L.C. Act	do.
35.	Office copies of Receipt Books	do.
36.	Account or Register showing the sale proceeds of Government lands	do.
37.	Register of demand notice under miscellaneous revenue	do.
38.	D.C.B. Registers	do.
39.	Annual D.C.B Returns	5 Years
40.	Collection Registers	do.
41.	Defaulters account	do.
42.	Excess Collection Register	do.

43.	Register of Forms sold	3 Years
44.	Statements,office copies sent to Taluks	do.
45.	Correspondence of less importance	1 Year

APPENDIX - VI

OFFICE OF THE DIRECTOR OF SURVEY & LAND RECORDS AND OTHER SUBORDINATE OFFICES UNDER HIM

<i>Sl No.</i>	<i>Subject</i>	<i>Period of preservation</i>
(1)	(2)	(3)
1.	Acts, Bills, Regulations etc	Permanent records
2.	Boards Committees, Conferences – important files	do.
3.	Delegation of power – Survey Officers	do.
4.	Boundary Disputes Inspection of – important Files	do.
5.	Catalogue of library books	do.
6.	Circulars, Rules, Standing Orders etc	do.
7.	Designation changes - correspondence	do.
8.	Census – important correspondence	do.
9.	Jurisdiction – changes - files	do.
10.	Correction of pattas - correspondence	do.
11.	Survey records relating to Periyar tract Kannan Devan Hills etc.	do.

12.	Stock Register of Books – maps etc	do.
13.	Re- organisation, Revision of establishments	do.
14.	Stock Register of Instruments	do.
15.	Register showing the issue of instruments, maps etc	do.
16.	Important files relating to Survey of State Boundary	do.
17.	Land Complaints, final orders	do.
18.	Register of Litho Maps	do.
19.	Register of final records	do.
20.	Register of (Not final) records	do.
21.	Issue Register of original maps	do.
22.	Issue Register of other records	do.
23.	Register of disposed of files	do.
24.	Register of destroyed Files	do.
25.	Register of Original maps	do.
26.	Acquittance Rolls	35 years
27.	Register of Recoveries	30 years
28.	Register of stock furnitures, tools etc	do.
29.	Budget – important papers	20 Years
30.	Cash Books	do.
31.	Appeals – Disposed of files	10 Years.
32.	Issue of Survey Maps, plans etc. Private Building	do.
33.	Permanent Advance or important Register	do.
34.	Periodical Register	do.
35.	Security Register	do.
36.	Copy application Register	do.
37.	Appointments, promotions etc files	do.

38.	Administration Reports printed	do.
39.	Advertisement, publication etc correspondence	do.
40.	Bills, Vouchers Receipts	5 years
41.	Boundary – routine papers	do.
42.	Building, Rents transfer - correspondence	do.
43.	Deputation, transfer, posting files	do.
44.	Distribution Register	5 years
45.	Attendance Register	do.
46.	Personal Register	do.
47.	New Case Register	do.
48.	Examination – conduct of - correspondence	3 years
49.	Lease grant of - correspondence	do.
50.	Refund of Revenue - files	do.
51.	Registers – contingent expenditure	do.
52.	Despatch Register	do.
53.	Fair Copy Register	do.
54.	Stamp Account	do.
55.	Call Book	do.
56.	Record Issue Register	do.
57.	Arrear List	do.
58.	Running Note files to Personal Registers	do.
59.	Liability Register	3 years after it is recovered
60.	Service Book	3 years after pension or death
61.	Books Purchase and supply of - correspondence	3 years
62.	Investigation of claims - correspondence	do.

63.	Increments grant of - correspondence	do.
64.	Journeys outside State	do.
65.	Minutes of conferences	do.
66.	Tour Programmes	do.
67.	T.A.Bills, diaries	do.
68.	Appropriation, diversion of funds	1 year
69.	Budget – routine papers	do.
70.	Notice and Summons service of	do.
71.	Charge reports	do.
72.	Casual Leave Register	do.
73.	Letter Delivery Book	do.