

PART B
RECORD MANAGEMENT
Section 4(1) a

1. How do you define record?
The record comprises of all the information in the form of files & documents which is required for official working.
2. What is the ABC of record management?
By record management means proper maintenance & storage of official record so that they can be utilized as per requirement.
3. How do you maintain records?
Through E-file system.
4. Language in which records are maintained?
English or
Punjabi or
Both

Both
5. When did your department destroy official records in the past?
NA
6. Has proper procedure been adopted for destroying the record?
NA
7. If yes, what procedure has been adopted in seeking approval from this competent authority?
NA
8. How do you index the record?
Almirahs and wooden cupboards in various rooms of different branches. The record indexing is done numerical or in alphabetical order.
9. Do the record rooms have sufficient space to store the record?
Yes/ No

Yes

10. Are sufficient steel almirahs/ racks available to store records?

Yes/ No

Yes

11. How many steel almirahs/ racks are placed in the record room?

As per requirement.

12. How often record room is cleaned?

Weekly

13. What is the retrieval system of records?

Whenever any information is required, it is retrieved by locating as per its file number.

14. How much time is required to retrieve the record?

The time for retrieval depends on the volume of record, etc subject matter.

15. How frequently record is retrieved?

As per requirement.

16. Who is incharge of record room (designation)?

Store Keeper.

17. How many files which are more than 25 years old are not weeded out?

NA

18. How many files/records are marked for weeding out during the year?

NA

19. Why these files are not weeded out?

Since this society has started in the year 2004

20. Who is responsible for initiating the process of weeding out record?

Component Heads.