

Schemes, Acts & Rules Archives

The rules may be called the Records Department (Archives, Archaeology & Museums Department) Historical Research Rules, They shall govern access to all records in the custody of the Records Department (Archives, Archaeology & Museums Department),(Archives, Archaeology & Museums Department) Government of Jammu and Kashmir. For the purpose of inspection are classified into the following categories:-

- a). Records pertaining to the post—1925 period
- b). Records and documents declared privileged by the Govt.
- c). All other records.

The inspection of the records by bonafide research students will be restricted to the category “C” only.

The Govt. may, however on being approached by a bonafide research scholar, relax this condition.

All applications under these rules for inspection of or information from records should be addressed to the Director of Records (Director, Archives, Archaeology & Museums)

Applicants who are aliends must produce introductions from their representative embassies or legations in the Republic of India or otherwise satisfy the Govt. of Jammu and Kashmir that they are genuine research students.

A bonafide/research student may at the discretion of the Director of Records (Director, Archives, Archaeology & Museums) be allowed to examine the records personally in the Research Room and each case will be considered on its receipt of an application.

Admission to the Research Room will be regulated by tickets. An admission ticket will held good only for the period for which it has been issued, but may be renewed at the expiry of that period at the discretion of Director of Records (Director, Archives, Archaeology & Museums).

Records may be inspected only within the Research Room and in the presence of a member of the Supervisory staff. Copies of or extracts from records shall not be taken out of the office building, nor shall any use be made of any information from the records without the written permission of the Director of Records (Director, Archives, Archaeology & Museums).

The research student will be solely responsible for the accuracy and authenticity of the extracts taken from the records. The extracts will be certified as true copies only when the usual copying fees are remitted.

No note or transcription shall be removed from the Research Room without the express permission of the Superintendent of the Repository.

Silence shall be maintained in the Research Room.

No student shall be allowed to have more than five documents and one volume at a time, except by the special permission of the Superintendent. No volume or papers shall be delivered to a student until he has submitted to the Research Room Asstt. a duly signed requisition. The student shall be held responsible for the records issued to him so long as his requisition slip remains with the official of the Records Department (Archives, Archaeology & Museums Department).

Research student shall exercise every care in handling the records and books in their possession and shall not damage them in any way. No photographic reproduction or tracing of records shall be made by any research student without the written permission of the Director of Records (Director, Archives, Archaeology & Museums) and in a manner approved by him.

Any research student who used to do by the Records Department (Archives, Archaeology & Museums Department) for and publishes works based on records, shall deposit in the Records Department (Archives, Archaeology & Museums Department) of each work free of charge immediately after publication

(For further details see Records Department (Archives, Archaeology & Museums Department) Historical Research Rules issued under Govt. order No:-293 of 1958 dated:-13-05-1958)
