



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮಾಲಿನ್ಯ ನಿಯಂತ್ರಣ ಮಂಡಳಿ
Karnataka State Pollution Control Board

"ಪರಿಸರಭವನ", 1 ರಿಂದ 5ನೇ ಮಹಡಿಗಳು, ನಂ.49, ಚರ್ಚ್ ಸ್ಟ್ರೀಟ್, ಬೆಂಗಳೂರು - 560 001, ಕರ್ನಾಟಕ, ಭಾರತ

"Parisara Bhavana", 1st to 5th Floor, # 49, Church Street, Bengaluru - 560 001, Karnataka, INDIA

No.: PCB/698/COC/2012/5994

Date: 6.3.2012

With Enclatures

OFFICE MEMORANDUM

Sub: Procedure for Record Section, Servicing, Preservation and Destruction of Records in the Board Office (Technical wing files).

Ref: 1) This office U.O. Note No. KSPCB/Admin/2004-05/3260, dated 23.11.2004.
2) Correspondence ending with the letter No.KSPCB/ADM/2004-05/207/3167, dated 22.7.2011.

-/-/-

Currently, all old records of Board Office are stored in the Record Section. The records are partly classified and it is necessary to identify permanent and temporary records subject wise and year wise to facilitate proper servicing of records and also meet the requirements of the RTI Act. Also, as the number of records are increasing day by day, there is a need to improve the system of classification, preservation, servicing and destruction of old records (time barred records). Keeping this in view, the following instructions are issued:

1. Preservation, Servicing and Destruction of time barred records.

Having regard to the status of record maintenance in the Board Office, a the work of servicing, destruction and preservation of records should commence at a specified time. Therefore, **1st January 2012** is adopted as a base date for maintenance of new records i.e. records other than those closed on or prior to **31st December, 2011**,

2. Functions of Records Section:

The Records Section shall continue to function under the Chief Administrative Officer with support staff as may be required from time to time. Following are the functions of the records section:

- (i) Receipt and preservation of the records, including scanning and digital archiving.
- (ii) Servicing of the records,
- (iii) Destruction of time barred records
- (iv) Maintaining annual index of records.

3. Action for closure and sending into Records Section:

The Section Heads at Head Office should ensure that all files where action is completed after **1st January, 2012** are closed and classified as permanent or temporary records. Examples of permanents records are

- (i) Documents relating to constitution of the Board.

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- (ii) Agenda and proceedings of Board meetings.
- (iii) (a) Records relating to immovable assets like land and buildings, all title records, approved drawings, as built drawings, electrical drawings, sewer drawings:
 - (b) Legal files where the judgments are considered to be of significant importance.
 - (c) Any other records approved by Member Secretary to be preserved as a permanent record.

4. Temporary Records:

- (i) Non permanent or temporary records are files relating to CFE, CFExp, CFO/ Authorization/Registration. The action in each one of these records is deemed complete when the CFE, CFExp or the CFO/Authorization/Registration is issued and the Section heads authorize closure of the file. Similarly files in other sections like Administration, Finance, Legal, PRO and other sections should also be classified, closed and sent to Records section.
 - (ii) The periodical reports/reports of monitoring/returns filed by organizations covered by the Board as per Rules will have to be maintained separately and closed each year. The files pertaining to CFE, CFO etc. after closure will be maintained in the records section for periods indicated against them as given in **Annexure-A**.
 - (iii) The notices, agenda notes and proceedings of meetings of sub-committee of Board of committees may be retained only for a period of one year. Where after it may be transferred to a hard disc and maintained digitally. The paper copies may be destroyed after digitizing the records. The applicants may be instructing to file a certified soft copy while filing the papers for CFE/CFO/etc. This may be used for transferring to hard disc.
 - (iv) Notices, Agenda notes, Annexures and proceedings of meetings of KGS/other sister Boards/organizations attended by Chairman, Member Secretary and other officers of the Board may be retained in concerned Sections for a period of one year and destroyed thereafter. If this Chairman/Member Secretary/other officers consider such papers to be very important and preserved for a longer duration they should indicate such duration after which they may be destroyed. The responsibility in such cases rest with the previous attending the meetings.
5. The periodicity of the file is on the basis of a calendar year i.e. files opened on and after 1st January of a calendar year upto and including 31st December of that calendar year. (Eg. 1st January 2012 and thereafter upto and including 31st Dec, 2012 are the files of the year 2012).
6. Records have to be maintained year wise and subject wise both under the permanent and nonpermanent categories. The nonpermanent records, after the specified period as in Annexure may be disposed of in public auction or as decided by the Board except those records which are of confidential nature. Such confidential records should be destroyed after the expiry of preservation date.

7. The Chief Administrative Officer has to work out the layout for records in consultation with Engineers/Archivist with sufficient experience and start the process of maintaining the records immediately in respect of all files closed on or after 1.1.2012.
8. The above said instructions will be incorporated with necessary changes, if any in the Manual of Office Procedure of the Board when it is issued.
9. The prescribed form for sending closed files to Records Section, requisition for records, maintenance of records in the Records Section, for destroying records which are beyond the expiry date (time barred) are enclosed vide **Form- 1, Form-2, Form-3, Form-4 and Form-5.**
10. Instructions issued in the past are restricted to old records i.e. records prior to **31.12.2011** for which separate instructions will be issued in due course.


MEMBER SECRETARY

To.

1. Chief Environmental Officer (Corporate Cell, 17 Category & E-Governance).
2. Chief Environmental Officer (i/c), Help Desk.
3. Senior Environmental Officer - Complaints & Enforcement Cell, HWM, Battery & Plastics, Corporate Cell & 17 Category, BMW, Infrastructure & Cess, Mines, Steel & Stone Crusher.
4. Regional Senior Environmental Officer, Bangalore City, Bangalore East, Bangalore South, Bangalore North, Mysore, Mangalore, Dharwad, Bellary and Chitradurga.
5. All Regional Officers, **Regional Office:** Bangalore City-1, Bangalore City-2, Bangalore City-3, Bangalore North-1, Bangalore North-2, Bangalore South-1, Bangalore South-2, Bangalore East-1, Bangalore East-2, Bangalore West, Peenya, Bagalkot, Belgaum, Bellary, Bidar, Bijapur, Chamarajanagar, Chikaballapur, Chikmagalur, Chitradurga, Davangere, Dharwad, Gulbarga, Hassan, Haveri, Karwar, Kolar, Koppal, Mandya, Mangalore, Mysore, Raichur, Ramanagara, Shimoga, Tumkur, Udupi, Yadgir.
6. Chief Scientific Officer, Central Environmental Laboratory.
7. Chief Administrative Officer.
8. Chief Finance Officer.
9. Legal Officer.
10. Public Relation Officer.
11. Building Section.
12. Spare.

Copy to:

- 1) PA to Chairman for information.
- 2) PA to Member Secretary for information.

Annexure - 'A'

Archiving/Recording of Technical Files

	Red Category	Orange Category	Green Category
CFE	Hard copy to be retained for a period of 10 years or till first issue of CFO whichever is later.	Hard copy to be retained for a period of 5 years or till first issue of CFO whichever is later.	Hard copy to be retained for a period of 5 years or till first issue of CFO whichever is later.
CFExpansion/ modified CFE	Hard copy to be retained for a period of 10 years or till first issue of CFO for expansion/modification whichever is later.	Hard copy to be retained for a period of 5 years or till first issue of CFO for expansion/modification whichever is later.	Hard copy to be retained for a period of 5 years or till first issue of CFO for expansion/modification whichever is later.
CFO	After 10th year or issue of first CFO/CFO expansion/modification whichever is later, entire CFE/CFExp/CFE modification file will be converted into pdf. Hard copy of the CFE/CFExp/CFE modification file will be destroyed.	After 5th year or issue of first CFO/CFO expansion/modification whichever is later, entire CFE/CFExp/CFE modification file will be converted into pdf. Hard copy of the CFE/CFExp/CFE modification file will be destroyed.	After 5th year or issue of first CFO/CFO expansion/modification whichever is later, entire CFE/CFExp/CFE modification file will be converted into pdf. Hard copy of the CFE/CFExp/CFE modification file will be destroyed.
CFO renewals	Hard copy of the current CFO and 4 preceding CFOs shall be maintained any point of time. The other previous CFO files shall be kept in pdf form and hard copies shall be destroyed. At any point of time there will be 5 years hard copy and 5 years pdf. i.e. 10 years CFO files will be maintained. The older files will be progressively destroyed.	Hard copy of the current CFO and 2 preceding CFOs shall be maintained any point of time. The other previous CFO files shall be kept in pdf form and hard copies shall be destroyed. At any point of time there will be 3 years hard copy and 5 previous CFO in pdf will be maintained. The older files will be progressively destroyed.	Hard copy of the current CFO and 1 preceding CFOs shall be maintained any point of time. The other previous CFO files shall be kept in pdf form and hard copies shall be destroyed. At any point of time there will be 2 files and 3 previous files will be in pdf form.
Closed Industries	Last CFO to be scanned and maintained in pdf rest can be destroyed.	CFO consent to scanned and maintained in pdf.	CFO consent to scanned and maintained in pdf.
Water Cess	5 years where there is no dues	5 years where there is no dues	5 years where there is no dues
Environ mental Statement	—	3 years	5 years
Hazardous Waste	10 years	10 years	10 years
Bio Medical Waste	10 years	10 years	10 years
Munciple Solid Waste	10 years	10 years	10 years

Battery Rules	10 years	10 years	10 years
Brick kilns	10 years	10 years	10 years
Fly Ash	10 years	10 years	10 years
Litigation files	Files involving Court cases/Legal issues shall be retained till disposed of the case for the period indicated in table whichever is later		
Complaints	Files involving complaints issues shall be retained till disposed of the case for the period indicated in table whichever is later.		


MEMBER SECRETARY

FORM - 1

~~FORM - 1~~ Spare copy

KARNATAKA STATE POLLUTION CONTROL BOARD

REQUISITION FOR RECORDS

Date:

1. File Number / Order No. :
2. To be put up for File No./ Inward No. :
3. Name in Block letter of person requisitioning :
4. Signature of person requisitioning :
5. Designation :
6. Section :
7. Countersignature by Section Head* :
8. Designation :

In case of confidential papers or records countersignature of Member Secretary will be necessary.

Note: The consent of the Section Head to which the file relates should be obtained if the file indented for belongs to a different Section.

FORM - 3

Files sent to Record Section (To be prepared in Duplicate)*

Head Office: Section
 Date on which sent to Record Section
 Classification

To be filled in by Head Office Section		To be filled in by Record Section	
Sl. No.	File number	Date of recording	Name of the Official restoring the record to bundle with date
1	2	3	4
			Remarks
			5

* They are maintained at Section level should be in a bound volume.

FORM - 4

RECORD SECTION REGISTER

Head Office Section	Subject Heading	Bundle Number	Rack Number
1	2	3	4

FORM - 5

Register for Destruction of Time Barred Records

Sl. No.	File No.	Year	Subject	Section Concerned	Destroyed or kept for Destruction in year	Initials of Record Section Head and Date
1	2	3	4	5	6	7