

## **DELHI ARCHIVES HISTORICAL RESEARCH RULES, 1985**

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## **DELHI ARCHIVES HISTORICAL RESEARCH RULES, 1985**

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#### **1. Access to Records :-**

These rules shall govern access to open records in the custody of Delhi Archives. The privilege of consulting such records personally by any adult citizen will be generally limited to records which are more than thirty years old, subject to such exceptions and restrictions as may be found necessary by the concerned creating agencies. The Departments, local offices, may in consultation with the Director of Archives, grant special access to records not transferred to Delhi Archives and also, records otherwise closed but available in Archives (if any).

#### **2. Eligibility of Research :-**

Normally all adult Indian citizens of twenty one years of age and above are eligible to avail of the research facilities at Delhi Archives subject to their producing proof of bona fide research scholar, producing a written authority issued by the Department of Delhi Archives for consulting the records and their undertaking to abide by the rules and regulations prescribed from time to time for the research facilities.

2.1. All applications seeking to conduct research or consultation of

Delhi Archives should be made to the Director of Archives on a prescribed form.

### **3.0. Foreign Scholars :-**

#### **4. Access to Library Material :-**

Access to library material will be governed by the rules prescribed for the purpose (Appendix I).

#### **5. Access to Private Archives :-**

Private papers of eminent Indians and other acquired documents can be consulted by the research scholars subject to conditions laid down by the donors. These papers shall be made available to them in Private Archives Section on all working days during office hours only.

#### **6. Timings :-**

The Research Room shall be made open from 10.00 to 17.00 hours on all days, except on Sundays, second Saturdays and other holidays.

#### **7. Admission and Registration :-**

Admission to the premises of Delhi State Archives is regulated by means of permission cards and passes. Pending receipt of such regular passes temporary passes will be issued to the scholars. The passes must be shown at the main entrance and visitors will on each visit be required to enter their names, address etc., in the register kept for this purpose. Scholars shall keep their personal belongings in the lockers place provided for the purpose and they should collect token against the same from the person on duty.

7.1. Indian scholars who have been availing/will avail the facility of National Readers Card scheme in National Archives of India may also obtain permission to consult the records of this Administration (Archives) by submitting a copy (duly attested) of the card received from National Archives of India and getting the card endorsed by Director of Archives (Delhi). They will be treated as research scholars and will be allowed to work in the Research Room. They will also have to complete procedural formalities for consulting the records.

7.2. Silence shall be maintained in the Research Room.

7.3. No person will be allowed to bring eatables into the Research Room. Smoking, chewing 'pan' etc., is strictly prohibited in the

Research Room.

7.4. No seat in the Research Room will be reserved individually. A separate cubicle has been earmarked for scholars wanting to use microfilm readers.

7.5. Scholars should notify the staff counter at least one day in advance before their departure date so as to arrange for their clearance.

#### **8.0. Supply of Records :-**

#### **9.0. Care of Records :-**

#### **10. Reprographic Facilities :-**

Xeroxing services are available at Delhi Archives on a written request by the scholar. For this purpose scholars are required to fill in the prescribed form (in duplicate) along with a duplicate, list of their requirements. These facilities are provided on payment as per prevailing rates, which are subsidised. Schedule of rates for different reprographic services, which are subject to revision, is enclosed (Appendix II). While placing an order for a specific job, 80 per cent of the estimated cost will be required to be deposited in advance. As a rule, only a single copy for research purpose will be supplied to a scholar.

#### **11. Information Service :-**

Research among open records is undertaken by Delhi Archives on behalf of individuals and institutions on payment of prescribed fee of Rs. 201- per day.

#### **12. Acknowledgment :-**

Any scholar who used the records in the Archives for the purpose of historical research and publishes his work based on the materials from these records shall deposit with Delhi Archives Library a copy of his work, free of charge, immediately after his publication.

#### **13. Revocation of Research Facility :-**

The privilege of personal consultation of records of the Research Room may, at the discretion of the Director, Delhi Archives, be withheld in the public interest.

13.1. In case of any dispute regarding these rules and their interpretation, the decision of the Director, Delhi Archives would be final and binding.

