

**PART B**  
**RECORD MANAGEMENT**  
**Section 4(1)a**

1. How do you define record?

Record includes information, document or data in the form of hard files and soft copies on a particular subject collected, dealt and maintained by dealing hands according to their subject.

2. What is the ABC of record management?

**Records management (RM)** is the supervision and administration of digital or paper **records**, regardless of format. **Records management** activities include the creation, receipt, maintenance, use and disposal of **records**. In this context, a **record** is content that documents a business transaction.

3. How do you maintain records?

Records are maintained manually as well as digitally in computers.

4. Language in which records are maintained?

Both English and Punjabi

5. When did your department destroy official records in the past?

01 January 2018 to 31 March 2018

6. Has proper procedure been adopted for destroying the record?

Yes

7. If yes, what procedure has been adopted in seeking approval from this competent authority?

A Board is ordered for each District Defence Services Welfare Office for destruction of old files.

8. How do you index the record?

Record is indexed by dealing hands according to their subjects.

9. Do the record rooms have sufficient space to store the record?

Not Applicable

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

Yes

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

N/A

12. How often record room is cleaned?

N/A

13. What is the retrieval system of records?

N/A

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

N/A

15. How frequently record is retrieved?

N/A

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

N/A

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

Nil

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

Nil

19. Why these files are not weeded out?

N/A

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

Directorate Defence Services Welfare, Punjab.