

A photograph of the National Archives of India building, a large, classical-style structure with a prominent portico supported by columns. The building is light-colored, possibly stone or concrete, and features arched windows and doorways. In the foreground, there is a low white wall with a dark rope running along it, suggesting a restricted access area. The sky is clear and light-colored.

**DIGITAL PRESERVATION  
IN  
NATIONAL ARCHIVES OF INDIA**

# NATIONAL ARCHIVES OF INDIA

The National Archives of India is the repository of the non-current records of the Government of India which are being held in trust for the use of administrators as well as scholars.

It is an Attached Office of the Ministry of Culture.

It is an implementing nodal agency of the Government of India for the Public Records Act, 1993 and Public Record Rules, 1997.

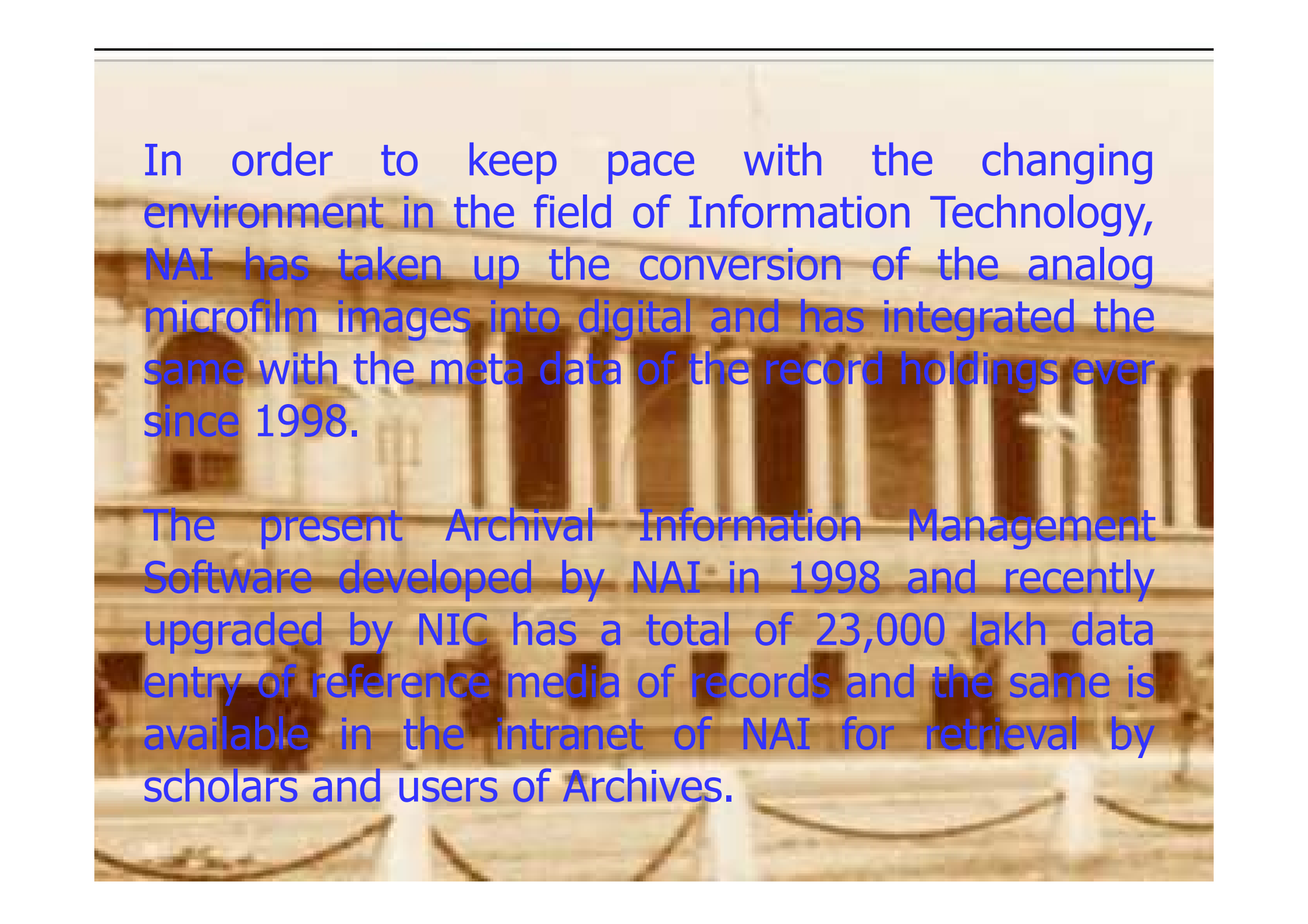
# THE TOTAL HOLDINGS OF NATIONAL ARCHIVES OF INDIA COMPRISE THE FOLLOWING :

1. 38,75,332 files
2. 64,221 volumes
3. 1,10,332 maps and cartographic items
4. 3,601 bills assented to by the President(s) of India
5. 1,065 treaties
6. 2,442 rare manuscripts
7. Microfilms : 35,000 Negative and Positive approximately.  
[contains 4.9 million pages approximately]
8. Microfiches : 9000 [0.9 million pages]
9. Digital Images:2,60,000 [TIFF and PDF format]

# SECURITY MICROFILM PROGRAMME

For preserving the cultural heritage of the country NAI has taken up the mammoth task of creating a back up of the originals by microfilming the entire collection of documents and keeping them away from the originals in its Regional office at Bhopal wherein the temperature and humidity is controlled 24 x 7, 365 days.

This practice is being followed internationally as the life expectancy of film medium is more than 500 years as compared to the other media.

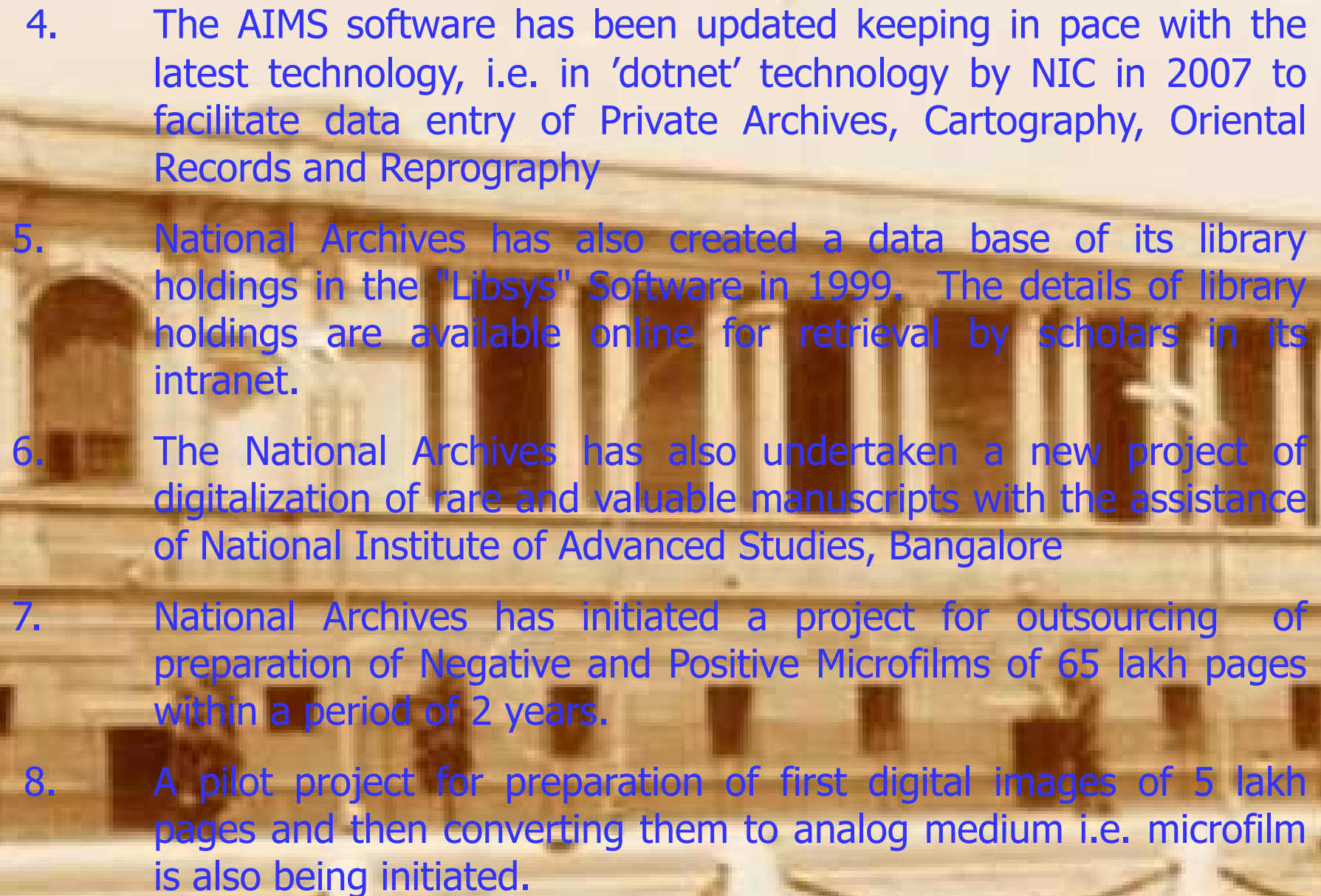


In order to keep pace with the changing environment in the field of Information Technology, NAI has taken up the conversion of the analog microfilm images into digital and has integrated the same with the meta data of the record holdings ever since 1998.

The present Archival Information Management Software developed by NAI in 1998 and recently upgraded by NIC has a total of 23,000 lakh data entry of reference media of records and the same is available in the intranet of NAI for retrieval by scholars and users of Archives.

# COMPUTERIZATION AND DIGITALIZATION PROGRAMME

1. National Archives has developed a tailor made software "Archival Information Management System" (AIMS) for creation of a data base for the reference media of records [catalogue of record holdings] in collaboration with ET&T, New Delhi in 1998.
2. The AIMS software was developed in visual basic front-end and MS Access back-end for a 'stand alone system'.
3. An intranet version of the AIMS was also developed in 1999 with 'ASP front-end' and 'SQL back-end' and the software is being used for retrieval of information in the intranet of the National Archives.

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4. The AIMS software has been updated keeping in pace with the latest technology, i.e. in 'dotnet' technology by NIC in 2007 to facilitate data entry of Private Archives, Cartography, Oriental Records and Reprography
  5. National Archives has also created a data base of its library holdings in the "Libsys" Software in 1999. The details of library holdings are available online for retrieval by scholars in its intranet.
  6. The National Archives has also undertaken a new project of digitalization of rare and valuable manuscripts with the assistance of National Institute of Advanced Studies, Bangalore
  7. National Archives has initiated a project for outsourcing of preparation of Negative and Positive Microfilms of 65 lakh pages within a period of 2 years.
  8. A pilot project for preparation of first digital images of 5 lakh pages and then converting them to analog medium i.e. microfilm is also being initiated.

# ARCHIVAL INFORMATION MANAGEMENT SYSTEM(AIMS)

## *AIMS data entry module.*

The process of online retrieval of references media of records comprise of following process

1. Data entry of reference media of records through data entry module in AIMS software.
2. Checking and editing of data entry by archivist online through AIMS.
3. Converting the analog microfilm images into digital images [pdf format] with microfilm scanner.
4. Integrating the scanned pdf file with SQL database of reference media, so as to enable the user to retrieve and access the original file online.



# AIMS INTRANET VERSION



## National Archives of India

Archival Information Management System

### AIMS

[Home](#) [Public Record](#) [Private Archive](#) [Oriental Record](#) [Cartography](#) [Reprography](#) [Search](#) [Login](#)

## National Archives of India

Some Useful Links

Situated at the intersection of Rajpath and Janpath in the heart of New Delhi, is the National Archives of India which is the epicenter of India's documentary heritage. Housed here are lakhs of permanent records depicting the evolution of modern India, which are being preserved for the use of Administrators and Scholars. Being the premier Archival Institution in the country, National Archives of India plays a key role in guiding and shaping the Development of Archives both at the national as well as the state level. It is an Attached Officer under the Union Ministry of Culture. Established in March 1891 at Calcutta as the Imperial Record Department, it was shifted to New Delhi following transfer of the capital from Calcutta to Delhi in 1911. The present building of the Department was constructed in 1926. It has one Regional Office at Bhopal and three Record Centers at Jaipur, Bhubneswar and Pondicherry.

- [National Archive of India](#)
- [Ministry of Culture](#)
- [India.Gov.In](#)
- [Section Link](#)
- [Section Link](#)
- [Section Link](#)



# DATA ENTRY MODULE

You are logged in as *anw*.

### Data Entry Form for Public Records

Fields marked with an asterisk \* are mandatory

Department\*

Branch\*

Year

Extended Year

Month

Date

File No.

Part No.

Subject

Location

Image

**(ORIGINAL.)**

HOME 1779 DEPT.

B  
Public

Consultation 8 Mar

No. 20

**SUBJECT.**

11th January 1900 - Letter from Mr. Charles Swettenham, an officer for the state of the Union. O. C. 4. Mar. 1900.

**PREVIOUS REFERENCES.**

**LATER REFERENCES.**

L. S. D. L.

# SEARCH MODULE



## National Archives of India

Archival Information Management System

### AIMS

Home | Pending Request | Regulation | Statistical Information | Create User | Delete User | Registered Scholar | Deny List | Search | Logout

You are logged in as nic.

Search in Public Records Some Useful Links

Please Enter keyword which you want to search

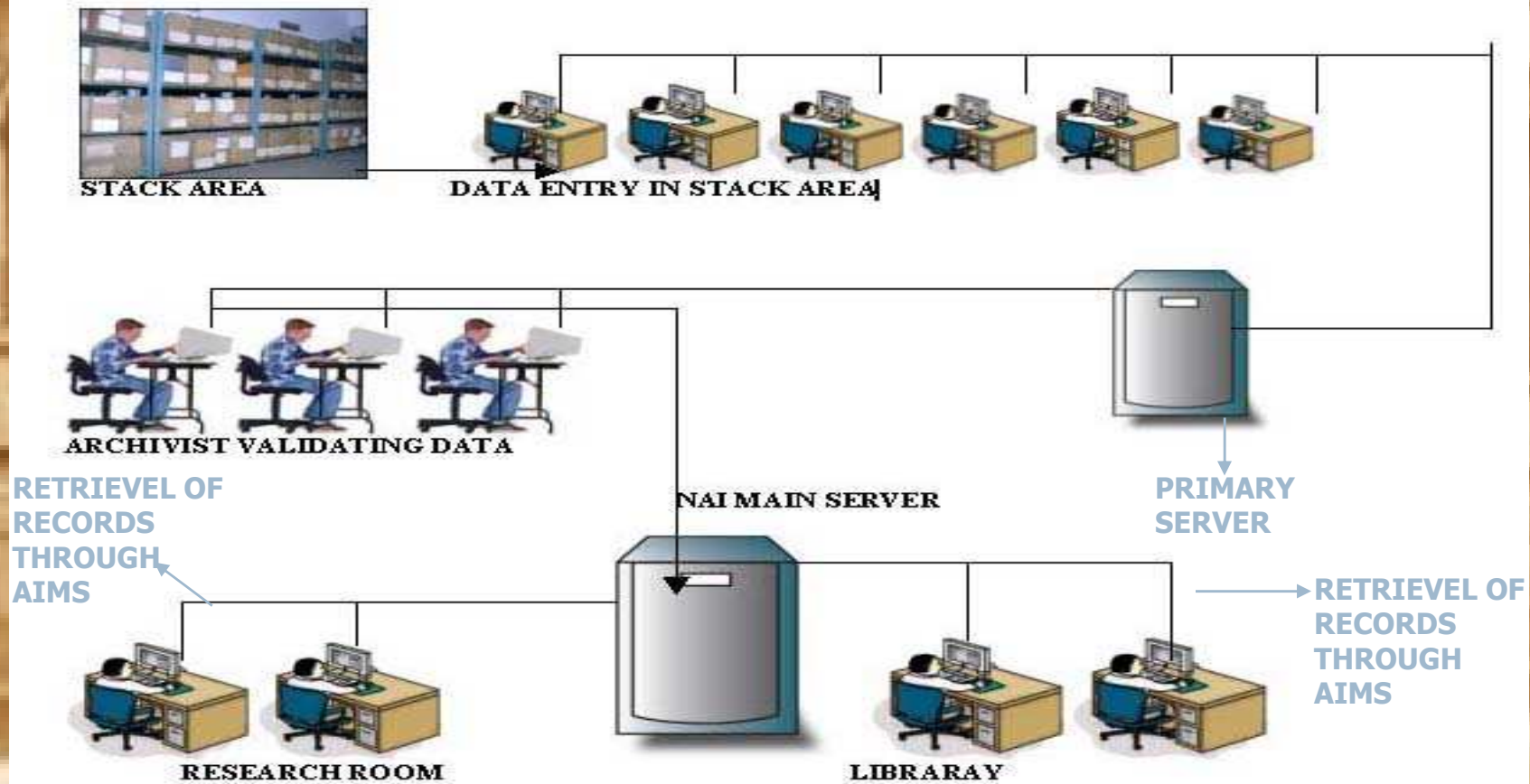
The number of records found :6 for the word: monoranjana in Public Records

[National Archive of India](#)  
[Library of Culture](#)  
[India.Gov.In](#)  
[Section Link](#)  
[Section Link](#)  
[Section Link](#)

Department	Branch	File No.	Part	Year	Subject	PDF
Home	Political	158-161	PART B	1909	Grant of permission to Babus Satyaranjan Guha Thakurte and Nityaranjan Guha Thakuria to a see their father State prisoner <b>Monoranjana</b> Guha Thakurta in the Insein Jail.	<input type="button" value="PDF"/>
Home	Political	34-35	PART B	1909	Withholding of a certain sum of money sent to State Prisoner <b>Monoranjana</b> Guha Thakurta by his son.	<input type="button" value="PDF"/>
EDUCATION	ARCHAEOLOGY & EPIGRAPHY	3-4	B	1915	Extension of the archaeological Scholarship of Babu <b>Monoranjana</b> Ghose M.A. for another year and the amount raised from Rs. 75 to Rs. 100 per mensem.	
Home	Political	607-15	PART A	1917	Issue of warrants under Regulation III of 1818 for the personal restraint of Chakravorty Dharendra Kumar Guha Mohini Mohan Khesode Chandra Ghosh and <b>Monoranjana</b> Bose .	<input type="button" value="PDF"/>

# STAGES FOR DATA ENTRY AND ONLINE RETRIEVAL

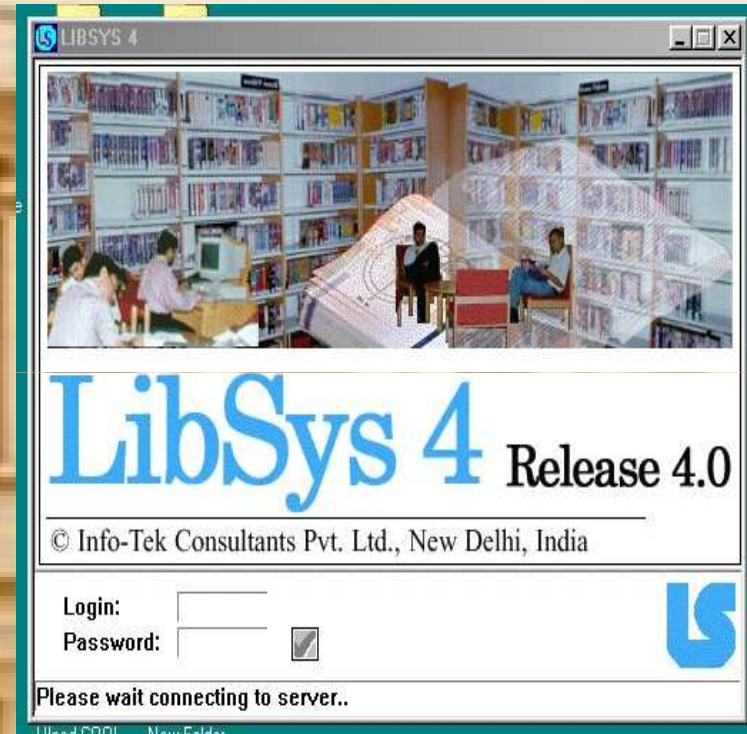
STRUCTURE DIAGRAM OF DATA ENTRY AND RETRIEVAL OF RECORDS IN THE NATIONAL ARCHIVES OF INDIA BY AIMS SOFTWARE



# DIGITALIZATION IN NAI LIBRARY

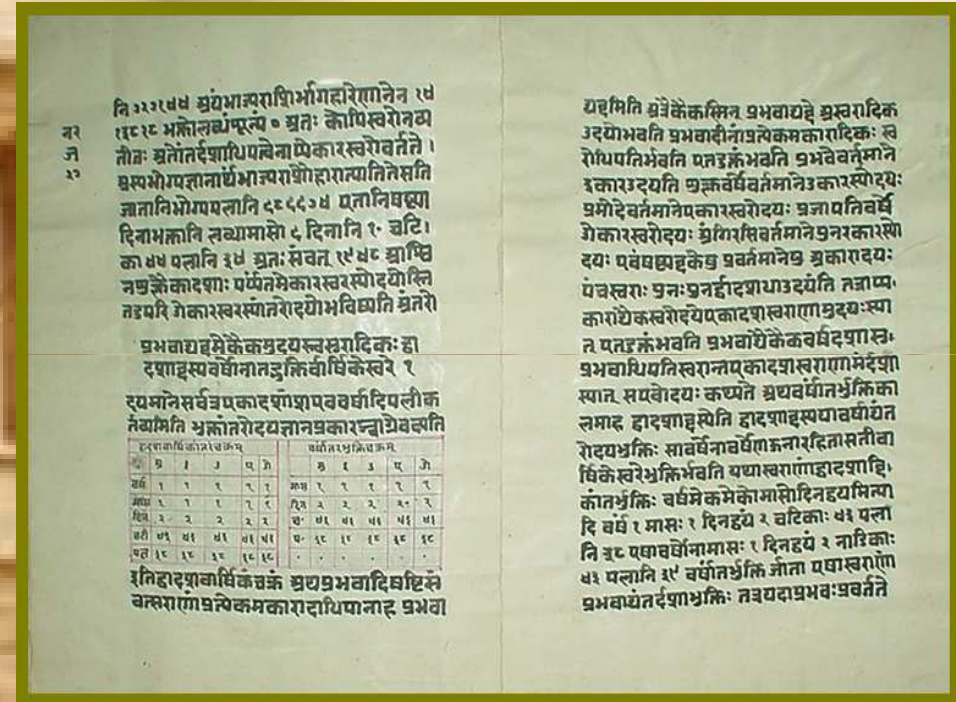
Libsys software in Linux platform is being used for retrieval of information from approximately 1.5 lakh books / periodical / journals in NAI.

The system provides Online Public Access Catalogue [OPAC].



# DIGITIZATION OF RARE MANUSCRIPTS IN NAI

1. In July 2000 National Archives of India had initiated a pilot project for digitization of rare manuscripts with the help of Sony Digital Camera.
2. This Unit was established in collaboration with Department of Science and Technology and National Institute of Advanced Studies, Bangalore.
3. Rare manuscripts, viz. Bhagwadgita, Ramayana, Mahabharata, etc. have been digitized and stored in CD medium.



# **ON LINE EXHIBITION ON INTERNET**

The following exhibition organized by National Archives of India are now online in the National Archives web site. [[www.nationalarchives.nic.in](http://www.nationalarchives.nic.in)] for public viewing

- 1. Commemorating 150 years of  
Presidency Universities [1857-2007]**
- 2. Hindi Desh Se Pardes Tak**

# STANDARDS & MEDIUM USED IN NATIONAL ARCHIVES OF INDIA FOR DIGITALIZATION PROCESS

❖ Formats	❖ Scanning	❖ Stored in
❖ Microfilms and Microfiche	❖ 300 dpi	❖ Hard disk ❖ Removable HD ❖ DVD ❖ DAT drive
❖ <b>Photographs</b>	❖ 300 dpi tiff.	❖ DVD [duplicate stored in two locations]
❖ <b>Books and printed materials:</b> ❖ :	❖ 300 dpi tiff.	❖ DVD




# LONG TERM PRESERVATION

National Archives is creating a replica of original document in the form of microfilming and keeping them away in ambient conditions for posterity and for effective disaster management.

Positive Microfilms are prepared from the original Negative Microfilms and supplied to scholars and users of Archives for consultation, thus avoiding the handling of old and fragile documents.

# PRESERVATION CHALLENGES

- No standard formats are available for the image formats.
- Integration of images with reference media data [digital images of analog microfilm with data base]
- Periodical checking of images in CDs and DVDs [ whether the Hardware, drives would be available in future?]
- Lack of Migration Policy [will it be 5 years or 7 years?]



Compatibility of Software and Hardware  
[update of software for compatibility with new hardware]

New technological advancements

Non-standardized technical activities

Shortage of skilled personnel

Management policy

Preservation policy [NAI has now initiated a policy for preservation of records in Archives and Libraries draft policy]



The mandate of Archives is to preserve and conserve archival material housed in its custody.

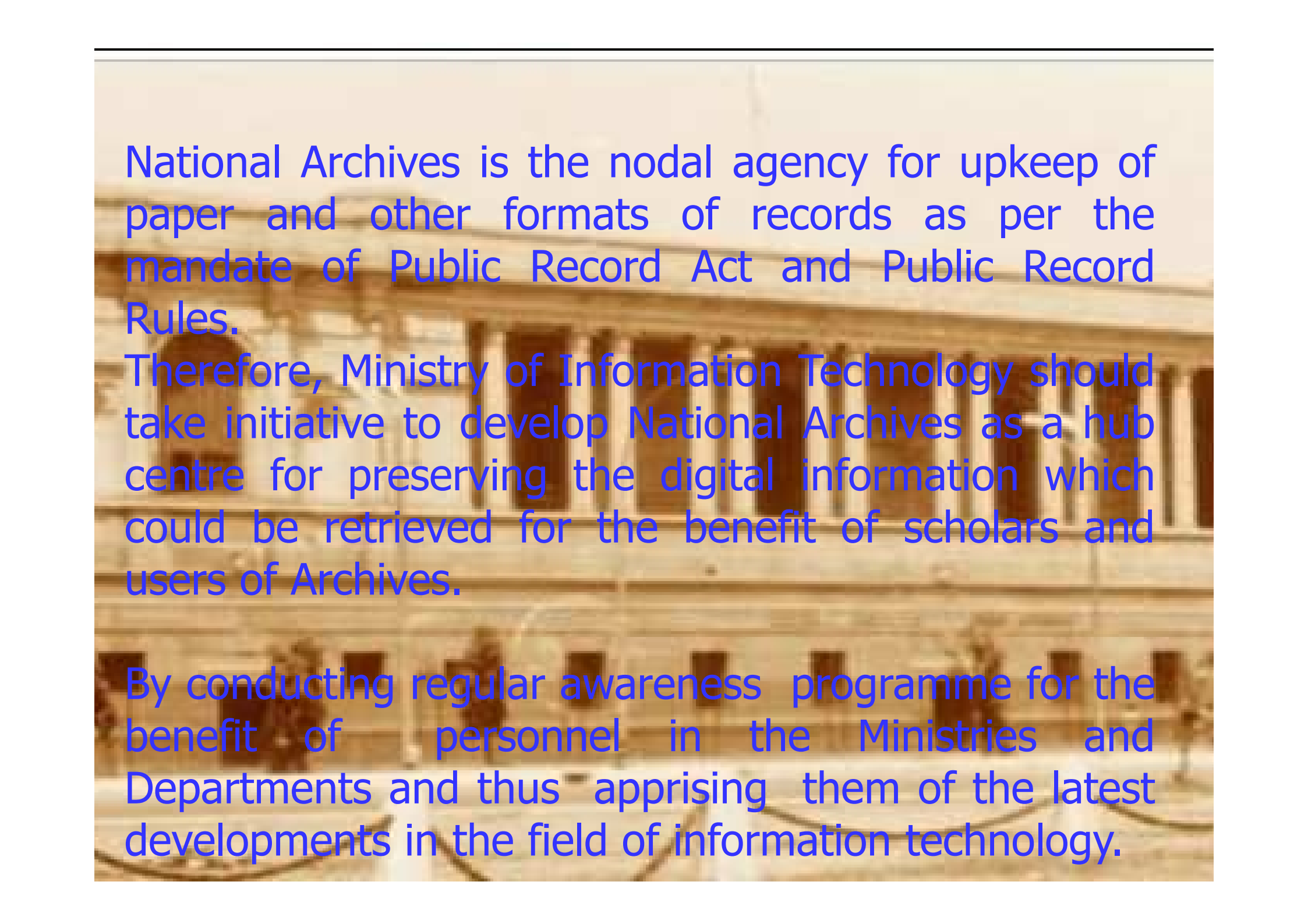
For Paper Records there are set guidelines and laid down official policy.

Electronic Records, from the archival perspective, is in the stage of infancy. For its application in the field of conservation of records it requires urgent and immediate action.

## Some Suggestions

- An office procedure manual for Electronic Records both born digital (email, etc) and converted to digital mode in line with the stipulations incorporated in ‘Manual of Office Procedure’ should be drawn up within a specific time frame.
- Government of India has initiated in 1999 a “security microfilming programme of ‘A’ category files which are still in custody of creating agencies.

In a similar manner till a final decision is taken regarding the retention schedule/ appraisal/ transfer/ access of Electronic Records (both born digital and converted to digital) Ministry of Information Technology should initiate in collaboration with National Archives of India, a ‘DIGITAL RECORDS PRESERVATION PROGRAMME’ by creating a corpus of experts to visit various Ministries/Departments and take ‘back up’ of electronic records in appropriate medium which would subsequently be migrated to latest technology in keeping pace with the changing technology. *(This would also take care of Disaster Management of Electronic Records towards preserving the cultural heritage for posterity)*



National Archives is the nodal agency for upkeep of paper and other formats of records as per the mandate of Public Record Act and Public Record Rules.

Therefore, Ministry of Information Technology should take initiative to develop National Archives as a hub centre for preserving the digital information which could be retrieved for the benefit of scholars and users of Archives.

By conducting regular awareness programme for the benefit of personnel in the Ministries and Departments and thus apprising them of the latest developments in the field of information technology.

A photograph of the National Archives of India building, a large, classical-style structure with a prominent portico supported by columns. The building is light-colored, possibly stone or concrete, and has a long facade. In the foreground, there is a low white wall with a dark rope running along it. The sky is a pale, overcast blue.

THANK YOU

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