

## **STANDING INSTRUCTIONS FOR SAFE PRESERVATION OF RECORDS IN THE RECORD ROOMS OF DELHI HIGH COURT**

1. The judicial files should not be stored in open racks at a place which is accessible to lawyers and litigants.
2. Only compactors or closed cabinets/ almirahs should be used for storing the same.
3. In case, the judicial records are to be stacked in open racks, then such open racks should be placed in a locked room/ area, which is not accessible to lawyers and/ or litigants. Such room/ area should be properly locked in the evening after ensuring that no person/ animal is present therein.
4. The room/ area where judicial records are kept in open racks or are otherwise freely accessible should not be opened on holidays without the permission of the competent authority and access to such area should be under the supervision of a responsible officer of the branch.
5. All entry points to the branches should be properly secured and entry through the same should be regulated. For example, a separate door can be installed at the immediate entry point leading to the portion where the files are kept.
6. The caretaking/ housekeeping staff and all other branch officials should remain Vigilant and ensure that no dog or other animal enters the branch area and should specially check for the same immediately after the court closing hours.
7. The CCTVs should remain functional even on holidays and should cover the areas where the judicial files are kept as well as the entry/ exit points.
8. The room/ area where judicial records are kept, door closers are mandatory for such room/ area.

9. It is the responsibility of every official/ officer of the Registry to inquire upon if any un-authorized person comes across to them where judicial records are kept.
10. Efforts to be made by the concerned Branch to get all their records duly scanned / digitized so that reconstruction of the file may be assured.
11. Branch in-charge of the respective branch must ensure that files kept under their charge are safe not only from animals or un-authorized persons but also from rats, rodents, termites, dampness etc.
12. Ensure regular inspection and maintenance of Record Room / Branches.
13. Access to Record Room / Branches be limited to a selected few who need the information.
14. Outsiders must always be supervised so as to ensure that they do not mistakenly or deliberately destroy / take away any file / documents.
15. Provide periodic training / updation to staff for protection of physical files.

Sd/-  
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