

**GOVERNMENT OF CHHATTISGARH**  
**Department of Information Technology and Biotechnology**  
**Mahanadi Bhawan, Mantralaya, Naya Raipur**

**NOTIFICATION**

Date- 27 September 2013

No. F 1-2/56/2013/IT BT/ 450 :: With reference to section 7 [Retention of electronic records, and section 7A [Audit of documents etc., maintained in electronic form] of the Information Technology Act (21 of 2000)(hereinafter the said Act), the Government of Chhattisgarh, hereby, formulates a guideline for preservation of records for the benefit of any office, authority, body or agency (hereinafter Department) owned or controlled by the Government of Chhattisgarh.

Every Department of the Government of Chhattisgarh shall retain and preserve the records as per their respective departmental guidelines in electronic form as per the provisions of the Information Technology Act, 2000.

The applicable provisions in this regard are annexed herewith.

**By order and in the name of Governor of  
Chhattisgarh,**



Aman Kumar Singh  
Secretary

Government of Chhattisgarh  
Information Technology and Biotechnology

Copy forwarded to:

1. Principal Secretary to the Governor of Chhattisgarh
2. Principal Secretary to the Chhattisgarh Legislative Assembly
3. Registrar General, High Court, Bilaspur, Chhattisgarh
4. Secretary to the Chief Minister, Government of Chhattisgarh- for information.
5. Special Assistant / Personal Secretary / Personal Assistant to Minister / Minister for State, Government of Chhattisgarh (all)- for information.
6. Deputy Secretary, Office of Advocate General, Chhattisgarh
7. Accountant General, Chhattisgarh – for information.
8. Under Secretary to Chief Secretary, Government of Chhattisgarh
9. President, Board of Revenue, Chhattisgarh
10. Additional Chief Secretary / Principal Secretary / Secretary / Special Secretary, Government of Chhattisgarh (all)
11. Additional Secretary / Joint Secretary / Deputy Secretary / Under Secretary, Government of Chhattisgarh (all)
12. Controller, Government Printing Press, Rajnandgaon – for publication in gazette.
13. Heads of Departments, Chhattisgarh (all)
14. Divisional Commissioner, Chhattisgarh (all)
15. Director, Public Relations, Chhattisgarh
16. Collectors, Chhattisgarh (all)
17. CEO, CHIPS – for information, necessary action and web publication on the websites of Chhattisgarh, CHIPS and CHOICE.
18. State Informatics Officer, NIC, Chhattisgarh  
– for information and necessary action.

Kshetra Singh  
Under Secretary  
Government of Chhattisgarh  
Information Technology & Biotechnology

## ANNEXURE

### **Policy on Electronic Record Retention & Preservation by the Departments of Government of Chhattisgarh**

The need for retention and preservation of records at various departments will generally depend on their functions, emerging requirements, etc. Considering the diversity of records maintained at various departments, it is felt that making out a list of all records in this policy document is neither appropriate nor desirable.

The record may be paper based or in electronic form. However, this policy document is applicable vis-a-vis retention and preservation of electronic records.

#### **A. The Period of Retention**

All records, documents or information are to be retained for a specific period as provided under any law for the time being in force.

#### **B. Retention of Electronic Records**

Any such requirement of retention of records, documents or information shall be deemed to have been satisfied if such records, documents or information are retained in the electronic form as defined under section 2(1)(r) of the Act provided following conditions are met:

- (a) Accessibility of the electronic record so as to be usable for a subsequent reference;
- (b) Retention of the electronic record in the format in which it was originally generated, sent or received or in a format, which can be demonstrated, to represent accurately the information originally generated, sent or received; and
- (c) The details, which will facilitate the identification of the origin, destination, date and time of despatch or receipt of such electronic record.

#### **C. Accessibility of Electronic Records**

- (a) Electronic records are to be made accessible to all those personnel who have been granted access rights to such electronic records.
- (b) The objectives behind accessibility of electronic records are: (1) to control access to electronic records, (2) to prevent unauthorised access to electronic records, and (3) to detect unauthorised activities.
- (c) Department to identify and authenticate personnel by making suitable access control policies.

#### **D. Retention of Electronic Records**

- (a) Electronic records are to be retained for a period in accordance with the administrative practices as adopted by a department.

(b) As far as possible, electronic records are to be retained in the format in which it was originally generated, sent or received by the department.

(c) The department may frame a suitable framework related to data migration from one format to another keeping in view changes in technology related to storage and retention of electronic record. Care must be taken while migrating from one data retention technology to another, as information originally generated, sent or received to remain same during and after such migration.

(d) Department to make every endeavour to convert data into an actively supported format before its storage format becomes obsolete.

**E. Preserving Basic Metadata related to the Retained Electronic Records**

(a) While retaining electronic records, it is important that basic metadata of such electronic records are also captured and retained for identification.

(b) Basic or elementary metadata of the electronic record to include origin, destination, date and time of despatch or receipt of such electronic record.

**F. Audit of Records maintained in Electronic Form**

(a) If under any law for the time being in force, there is a provision for audit of documents, records or information, the similar provision shall also be applicable for audit of documents, records or information processed or maintained in the electronic form.

(b) Audit process to ensure adequacy of retention policy and practices.

**G. Preservation of Electronic Records**

(a) Electronic records to be preserved in order to meet legal obligations under various enactments of both the Central and the State Government.

(b) Electronic records to be preserved in view of their attributes, namely: (1) life time, (2) accessibility, (3) readability, (4) comprehensibility in respect of linked information, (5) evidentiary value in terms of authenticity and integrity, (6) controlled destructibility, and (7) augmentability.

  
Aman Kumar Singh  
Secretary  
Government of Chhattisgarh  
Information Technology and Biotechnology