

GOVERNMENT OF ANDHRA PRADESH  
MUNICIPAL ADMINISTRATION DEPARTMENT

O/o Director of Municipal Administration,  
Andhra Pradesh, Vaddeswaram.

**CIRCULAR**

Roc.No.199/2024/OP-Section

Dt28/10/2024

Sub	Office Management – Preservance and Destruction of records – Incidents of irregular burning and destruction of records in certain Government offices – Certain instructions – Issued.
Ref	Circular Memo.No.2458633/OM-II/2024 dated 20-08-2024 of the Chief Secretary to Government, Govt. of A.P.

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The attention of all the Regional Director-cum-Appellate Commissioners of Municipal Administration and Commissioners of Urban Local Bodies in the State is invited to the reference cited (copy enclosed), wherein Government have noticed that, several incidents of irregular destruction and burning of records by the certain Government offices in various districts took place. The incidents happened without, knowledge and permission of the competent authorities without recording the reasons thereof and without following the due procedures of destruction of records and as per District Office Manual and Secretariat Office Manual for Maintenance of records and due procedure to be followed for destruction of records. The Chapter XIII of District Office Manual and Chapter XVII of Secretariat Office Manual deals with maintenance of office papers, records, disposals etc., including the procedure for destruction of the same. According to said provisions, destruction of old records etc., should be done only with the approval of the competent authority.

2. Therefore, all the Regional Director-Cum-Appellate Commissioners of Municipal Administration and Commissioners of all Urban Local Bodies in the State are hereby instructed to follow the below instructions without fail.

- The competent authorities shall inspect all such records before according permission.
- It shall be ensure that before destruction, all such records shall be properly listed, scanned, digitized and stored in servers/hard disks etc., for easy retrieval of records have been approved by competent authority, the papers should be shredded in presence of the component authority duly maintain the list of such records. Burning of papers should be totally avoided.
- All burning of papers shall be viewed as 'suspicious'. The concerned

authorities shall take strict action in such cases by initiating disciplinary action. Where criminal intent is suspected criminal action shall also be initiated against the concerned responsible.

3. Further, all the RDMA<sup>s</sup> and Commissioners of Urban Local Bodies in the State are also instructed to adhere to prescribed rules and procedures as mentioned in District Office Manual, Secretariat Manual, as applicable, the provisions of the Destruction of records Act, 1917 and relevant provisions of RTI Act, 2005, without fail.

4. Further, all the RDMA<sup>s</sup> are requested to ensure that the Municipal Commissioners shall follow the above instructions scrupulously.

5. Any deviation in following the above instructions will be viewed seriously and necessary disciplinary action shall be instituted accordingly.

6. Receipt of the Circular shall be acknowledged forthwith.

#ApprovedByName  
Director

To

All the Commissioners of Urban Local Bodies in the State.

All the Regional Director-cum-Appellate Commissioners of Municipal Administration in the State.

Copy submitted to the Special Chief Secretary to Government, MA&UD Department, AP Secretariat, Velagapudi for favour of information.

SF/SC.