

# **Activities**

## **Departmental Activities**

**The Secretariat is the epicenter of the Government around which the entire State Administration rotates and hence its records are the reflections of Government Administration that are of much value to historians and scholars and hence preserving and maintaining them under A, B and C classifications.**

**Preservation of historically important non-secretariat Public Records that belong to erstwhile Kingdoms of Mysore, Keladi, Hale Nagara, Vijayanagara, Coorg et cetera and records that belong to District Revenue Offices which are extremely important and of permanent value.**

**Maintenance of the Records of the Secretariat in the General Record Section of the Archives under the categories of 1. Current Records; 2. Non-current Records of more than 30 years; and making them available to the various Government Departments, on requisition, whenever required by them.**

**Collecting and preserving the important records of historical value that belong to Autonomous Bodies like Hon'ble High Court of Karnataka, Karnataka Government Legislatures et cetera and Local Bodies.**

**Receiving and preserving the Records and Reports pertaining to Committees/Commissions that have been constituted by the Government from time to time.**

**The Directorate is responsible for surveying and acquiring papers and documents of historical value with the old-time Religious Institutions, Palegār and Princely families and also private papers of persons who have played a pre-eminent role in the life of the Community.**

**To receive one copy of each of the Publications of Reports, Blue Books, Gazettes and other Official Publications for record and making them available for reference at all times**

**To receive copies of Circulars, Orders, Notifications et cetera issued by various Departments of Government and making them available for reference to all those who are in need of them.**

**To maintain an Archival Library with key books and publications for the use of Scholars and Government Departments to ensure and to encourage historical – political, economic and social – research, especially in Karnataka History.**

**Organising Archival Exhibitions, Seminars, Debates et cetera to create awareness among people about the cultural and historical value of Archival Documents and the need for their proper conservation and utilisation.**

**Participating in national and international seminars organized by National Bodies like Indian History Congress, South Indian History Congress, Karnataka History Congress and International Body like South East Asian Congress.**

**The State Archives has embarked upon a novel and an interesting programme called " Oral History", wherein the rich experiences of freedom fighters, poets, great administrators, army Generals, political leaders and others, who have contributed to the development of the State, have been audio/video recorded for the benefit of future generation.**

## **Computerization Activities**

**To facilitate easy identification of documents work has already started to computerize all the required information about the documents. With this, required information can be obtained quickly from the computer;**

**After the completion of computerization, it has been planned to scan and clean the documents and to host them on web through our own Server, with a Search Engine, in the Second Phase, so that any where in the world the scholars can make use of them for their research and study;**

**Work has already begun to computerize the catalogues of Private Papers acquired from the Private Institutions and Individuals, and also to scan and to host the selected important documents on the Web through the Server of the Department;**

**Work has already commenced to computerize 30 years completed "B" category files of various Departments, and to return them to the concerned Departments so that they can decide the permanency of records and return them to Archives for their permanent preservation;**

**Making the computerized catalogues and scanned valuable historical documents available to the needy Private Institutions and Individuals through CDs and Floppies;**

**Issuing of authorized and authenticated documents through "web" itself and answering queries and to provide details about the documents through e-mail services;**

**Computerization of most valuable documents available with the Private Archives and hosting them on the 'Web' of the Directorate, and making their CDs available to the publics;**

**To create State Wide Net Working (SWAN) for the Directorate by installing computers both at the identified locations of Government Departments and State Archives, and also at the identified centers of Private Archives;**

**Making it possible for all the needy public to get all the required information, forms and methods that they may have to adopt to obtain the help of the Directorate and also to make payments of fee for obtaining authenticated documents through the 'Web' of the Directorate;**

## **File and Document Maintenance**

**Properly arranging lakhs of files and documents that have been classified under A, B and C for their easy and quick identification;**

**Cataloguing the records and documents so that they are easily accessed;**

**Protecting the records from pests and pestilences by regular fumigation; repairing the damaged records and taking out copies of deteriorating records and preserving them;**

**Adopting required measures, as adopted in the National Archives of India, to control temperature and humidity and also to avoid dust;**

**Taking measures to preserve records through lamination and through scientific methods of binding;**

**Arranging for the training of staff of the Directorate; and to provide training to private people in the preservation of old records of historical importance in their possession;**

## **Limitations and problems**

**Most valuable documents of historical value that are available in the District and Taluk Departments of the Government, private institutions and individuals are at the verge of decay and death due to lack of scientific maintenance; As State Archives is at present located in the highly restricted Vidhana Soudha, unrestricted entrance to Archives by the public, research scholars and students is an Herculean task; Due to lack of space and prevalence of dusty and chemically infected atmosphere, which is hazardous to health, staff, scholars and public find it difficult to examine the documents. Absence of air-conditioning prevents proper protection of the documents; Historically valuable documents that are available with many Private Archives at different places in Karnataka are not easily accessible to Scholars; As there are no descriptive catalogues to many of the documents in the State Archives, it has become very difficult to identify the number of documents on a particular subject and also to locate them with ease; The only solution that lies to all these problems is, as declared by our Hon'ble Chief Minister,**

- 1. Computerization of all the documents; and**
- 2. Digitalization of the documents so computerized.**