

Dated Quetta, the \_\_\_\_\_ 2022

## **NOTIFICATION**

No. \_\_\_\_\_ / \_\_\_\_\_ In exercise of the powers conferred by section 16 of the Balochistan Archives Act, 2014 (**Act No. XXII of 2014**), the Government of Balochistan is pleased to make the following rules, namely: –

**1. Short title and commencement** – (1) These rules may be called the Balochistan Archives Rules, 2022.

(2) They shall come into force at once.

**2. Definitions** – (1) in these rules, unless there is anything repugnant in the subject or context,-

- (a) "Act" means the Archives Act 2014 (Act No. XXII of 2014);
- (b) "Arrangement" means the entire process of professionally analysing the organization of sets of non-current public records, whereby their proof and original order are understood and the archives are set into groups, series and items in an order that preserves and reflects that understanding;
- (c) "Advisory Board" means the Board established under section 4 of the Act;
- (d) "appraisal" means the professional evaluation of public records by professional staff of Directorate of Balochistan Archives or any other professional consultant/expert engaged by Archives department.
- (e) "classified records" means the files relating to the public records classified as top-secret, confidential and restricted.
- (f) "custody" means the possession of public and private records of historical importance in proper classification lock and key with designated official or authorized possession of such documents or Books;
- (g) "defunct body" means a Public institution, organization, corporate or non-corporate body which has been closed down with no successor to carry on its functions;
- (h) "Declassification" means the process of downgrading the security and classification of public records after a professional evaluation;
- (i) "Description" means the process of professional capturing, analysing, organizing, and recording of information that serves to identify, manage, locate and explain archives and the contexts and record systems, that produced them;
- (j) "Director" Means the Director of Archives.
- (k) "Document of Archival Importance" Means any book, map, scripture or carving that denotes a memory or social agreement of a civilization, its culture, Heritage and intrastate or interstate relations.
- (l) "file" means a collection of papers relating to a specified subject, with a unique File Number, assigned to it, by an authorized official of Archives department and maintained in a public record

with all its correspondence, notes, maps and other relevant appendices thereto and assigned with a file number;

- (m) "Form" means the professionally designed forms appended to these rules for management of Archival material;
- (n) "Government" means the Government of Balochistan;
- (o) "private records" means records lying in the possession of a private individual or with any non-governmental organization;
- (p) "Recording" means the process of closing a file after action on all issues considered thereon has been completed as specified in rule 211 (Chapter xvii) of the Manual of Balochistan Secretariat Instructions 2013 or any other law and rule enforced in Balochistan;
- (q) "Records of permanent nature" means Category A public records and other records of significance, being maintained after recording for a period specified by the records creating agency in accordance with the procedure laid down in rule 219 (Chapter XVII) of the Manual of Balochistan Secretariat Instructions 2013 or any other applicable law or rules, of a records creating agency;
- (r) "Record Creating Agency" Means All Government departments, Authorities, Corporate bodies that undertake correspondence, produce research and studies reports for public purposes, sign public binding agreements, issue public policy documents or notify legislative documents on behalf of government of Balochistan.
- (s) "Retention Schedule of Records" means a schedule which provides the period of retention of public records, specifies the length of time, a series of records will be retained as an active record, due to administrative, legal, fiscal, historical reasons with an elaborated manner of its disposal provided under these rules or in any other standard operating procedure of the Government.
- (t) "Review" means professional evaluation of recorded files periodically by the authorised officials/experts of Director Archives, on the expiry of the period of retention for determining their further retention or destruction as the case may be;
- (u) "Section" means a section of the Balochistan Archives Act 2014 (Act No. XXII of 2014) Act;

(2) Words and expressions used but not defined herein above sub-rule (1), unless the context otherwise requires all have the same meaning as assigned to them in the Act;

**3. Nomination of Records Officer** – (1) The records creating agencies shall, by an office order issued by the executive Head of such department/institution/corporate body, in pursuance of the provision of sub-section (1) of section 5 of the Act, nominate one of its relevant officers, not below the rank of a Section Officer, as the Records Officer. A copy of such office order shall be forwarded to the Director Archives.

**4. Preservation of Public Records of Permanent nature** – (1) The Director Archives shall take appropriate action by depositing all public documents of Archival importance from Record Creating Agencies in Archives section; he may issue a License to a private custodian for preservation of historical records of permanent nature inherited by a private citizen before August 14, 1947, after recording a brief order/notification to that effect.

(2) Records Officer of any Record Creating Agency shall intimate to Director Archives each year after July 1<sup>st</sup> and before 31<sup>st</sup> day of August (within 30 days), in Form-1, the particulars of all public

records of permanent nature either in public or private possession which are due for appraisal during the year.

(3) On receipt of intimation, under sub-rule (2), the Director Archives, through his officers, shall assist the Records Officer of Record Creating Agency in conducting the appraisal of public records. When the appraisal is over, the Records Officer/expert shall prepare, in triplicate, a transfer list in Form-2 of all public records and deposit the same for preservation with the Director Archives, who shall after his satisfaction, return one copy of the transfer list to the Records Officer as a receipt of the public records taken into custody for Archival purposes.

(4) If the Records Officer of a Record Creating Agency after appraisal deems it necessary to retain any record or file of permanent nature beyond the period of 20 years, he may do so for reasons to be recorded in writing and under intimation to the Director Archives as the case may be.

**5. Withdrawal of public records** – (1) if public records deposited and preserved with the Director Archives are required by the Records Creating Agency for any official purpose, then the Records Officer shall send a duly signed and stamped requisition slip in Form-3 to the Director Archives.

(2) The public records requisitioned under sub-rule (1) may be returned as soon as the purpose is achieved but shall not be retained beyond the period of six months by the records creating agency.

**6. Down-grading of classified records** – (1) The Record Officer in consultation with Directorate of Archives may, evaluate after every five years, and either downgrade or upgrade the classified records being maintained by any Record Creating Agency and copy of such concurrence shall be forwarded to the Secretary to Government, Archives Department.

(2) After evaluation and professional appraisal if any Record Officer declares in consultation with the designated officer of Archives department, any record as of permanent nature the same shall be deposited and preserved with the Director Archives. The officer shall also send a list of all the declassified records to the Director Archives in Form-4.

(3) The records deposited under this rule can be requisitioned for any official purpose and returned to the Director Archives, in the manner provided under rule 6.

1. **Provided**, that all such records shall electronically be preserved for future consideration or reclassification.

**7. Arrangement and Description of Records** – (1) The Record Officer of a Record Creating Agency or Director Archives in their respective Jurisdiction shall be responsible for the arrangement and description of public and private records in their possession or transferred to them as custodian of public rights and properties. The processes of arrangement and description will be carried out in accordance with set standards operating procedures under these rules or any other law enforced or procedure laid down by the government.

(2) Arrangement of records shall be carried out into collections, series, sub-series, files, and items that reflect the original order in which the materials had been arranged by the Record Officer of a Record Creating Agency. They shall follow the arrangement scheme provided in Form-6 for this purpose until such time when a new scheme of arrangement of records is developed and approved by the Government. In case precise information concerning the original order of the materials is not readily available, the Record Officer of the Record Creating Agency shall endeavour to arrange them in an intellectual order that facilitates, understanding of such arrangements by prospective users.

(3) The Director Archives, through his subordinate officers and staff, shall endeavour to produce descriptive lists, guides, and finding aids to the archives to facilitate the Record Officers and consumers, in utilizing records for research and other learning purposes.

**8. Submission of Annual Reports** – (1) The Records Officers of all Record Creating Agencies shall furnish to the Director Archives an Annual Performance Report in Form-5 every year in the month of July of the following year, which shall be presented before the “Advisory Board” in the first week of August.

(2) In pursuance of sub-section 1 of section 15 of the Act, the Director Archives shall prepare and submit an Annual Report to the Advisory Board of Balochistan Archives. This report shall contain details of the activities undertaken by Record Officers of all Record Creating Agencies, the Licensed Agents/firms and Directorate of Archives for acquisition, preservation, and promotion of archives. The Advisory Board shall place this report, along with its own annual performance report, before the Provincial Assembly as per section 15(2) of the Act.

**9. Destruction of Public Records** – (1) In pursuance of sub-section 1 of section 7 of the Act, no public records shall be destroyed by any Records Creating Agency without the consent of the Director Archives and without first being professionally evaluated and reviewed. In the month of January every year the Record Officer with prior approval of Administrative Secretary or Executive Head of Records Creating Agency shall issue the list of files on which action has been completed, after consulting the Records Retention Schedule as notified by Archives department. In the absence of a Records Retention Schedule, instructions contained in Chapter XVII of the Manual of Balochistan Secretariat Instructions 2013 concerning the retention of records shall guide the actions described in this rule.

(2) No public record which is more than twenty years old shall be destroyed by any Records Creating Agency unless it is appraised by a designated officer of not less than B-18 rank of Director Archives.

(3) A list of all such public records which are proposed to be destroyed shall be prepared by the record creating agency in Form-7. One copy of the list in Form-7 shall be sent to the Director Archives who shall retain such lists permanently in hard as well as soft Data base, for future reference. After examining the notified list of records and recommendations of Record Officer and designated officer of Archives department, the Director Archives if satisfied shall convey his approval within 30 days to the Records Officer. Any indecision on the part of any officer/official shall tantamount to misconduct by such official/officer.

(4) Records shall be destroyed either by burning or shredding in a safe manner in the presence of Records Officer and a gazetted officer of the Balochistan Archives authorized by the Director Archives.

**10. Examination and Inspection of Public Records** – (1) In pursuance of clause (g) of sub-section 2 of section 3 of the Act, the Director Archives, with prior notice to the Head of the Records Creating Agency, may visit any government office to examine the condition of public records and advise in writing, such office concerning the proper care and custody of records. This advice may relate to the arrangement, handling, shelving, storage environment, security, and prevention of accidental damage to the records.

(2) The Director shall send a detailed report of the results of any examination or inspection carried out under sub-rule 1 and sub-rule 2, along with his recommendations, to the Administrative Secretary, Divisional Head, or the District Head of the respective office, as the case may be.

**11. Acquisition of Private Records of Enduring Value** – (1) In pursuance of section 10 of the Act, the Director Archives is authorized to acquire archival materials of enduring value through donation, gift, loan, or purchase with the prior approval of the Administrative Secretary.

Provided, In case of purchase the approval of Government shall be mandatory.

(2) The Director Archives may, with the approval of an Acquisition Committee comprising the Director Archives, one Departmental Representative not below the rank of Deputy Secretary, and one academic historian of national repute, purchase archival materials of enduring value such as manuscripts, photographs, maps, and genealogical documents. The Committee shall assess the significance and monetary value of the archival materials to be acquired and submit a report of its assessment in writing to the Administrative Secretary. The Director Archives, on the basis of the Committee's assessment and after satisfying himself to the necessity of acquiring the archival

materials, shall endeavour to make necessary funds available from the regular budget, or through a request for an additional grant if sufficient funds are not available in the regular budget, for the purchase of archival materials.

**12. Access to Private Records** – (1) Records acquired from private sources by way of donation, gift, loan, or purchase shall be made available for bona fide research and consultation subject to the conditions laid down by the Government.

(2) Research scholars shall submit an application in Form-9 (Application Form for Permission to Consult Records) to the Director Archives. The Director Archives may refuse such permission in public interest for reasons to be recorded on the said application.

(3) Wherever digital surrogates or microfilm copies of the original records may be available the original records shall not be supplied for consultation to research scholars or visitors. No copy of any records shall be made by anyone without the prior permission of the Director Archives.

**13. Access to Public Records** – (1) The public records accepted for deposit and preservation under sub-rule (1) of rule 5 shall be made available for bona fide consultation and research purposes and the following conditions apply.

(2) A person who intends to consult the public records shall apply to Director Archives in Form-9 (Application Form for Permission to Consult Records). Director Archives may refuse such permission in public interest for reasons to be recorded on the said application.

(3) Foreign nationals intending to consult the public records may be permitted only on the production of letters of introduction from their sponsoring institution and diplomatic mission.

(4) Archival maps and cartographic records relating to international borders and areas of National Security, declared sensitive by the Ministry of Interior, Government of Pakistan, and Home and Tribal Affairs Department may be made available for consultation after approval of Home department of Balochistan.

(5) Wherever digital surrogates or microfilm copies are available the original documents shall not be provided to the scholars and students for consultation.

(6) Reprographic and transcription facilities may be made available on submission of an application in Form-10 and for such services the applicant shall have to make payment for such services as provided in schedule I of these rules.

(7) Copies of public records made available by Balochistan Archives under rule 12 shall not be admissible as legal evidence in a court of law. Request for archival records in connection with litigation shall be routed through the Record Creating Agency, or its successor organization, which bear the responsibility of the accuracy, truth, or falsity of the contents of such records.

(8) A person consulting public records for the purpose of research and who publishes the work which is based upon the material taken from the said records may acknowledge the same.

(9) A person intending to consult the public records shall not :-

- (a) Write and put any marks or indications on public records;
- (b) Fold, tear, cut, crease, or otherwise damage or mutilate public records;
- (c) Remove any public records from its assigned place, without obtaining written permission from the Director Archives;
- (d) Be allowed to take any eatable or drinking products or smoking while consulting public records;
- (e) Place anything or object on any public records with a view to make out any copy of the said records;
- (f) Disturb or interrupt any other person while consulting the public records; and

(g) Behave in a manner which in the opinion of the Director Archives is detrimental to the maintenance and preservation of public records.

(10) An exposition of the instructions contained in this rule and additional precautions, provided in Form-11, shall be displayed prominently in the offices of the Balochistan Archives and provided to visitors and researchers when they apply for consulting records.

**14. Loan of Archival Materials for Exhibitions and Public Events** – (1) The Director Archives may loan out copies of a small number of archival materials to government and non-profit organizations for the promotion of the history and culture of Balochistan under certain limited conditions and with the prior approval of the Administrative Secretary. The loan of archival materials shall be made for a limited time not exceeding one month and for the purpose of exhibition and public display only. Stringent measures shall be taken for the security and maintaining the physical integrity of the materials that are loaned out to any department or organization. After satisfying himself regarding the necessity of loaning the archival materials and obtaining the approval of the Administrative Secretary, the Director shall sign an agreement with the organization requesting the loan as specified in Form-12. Archival materials shall not be loaned to individuals for private study or display under this rule under any circumstances.

**BY ORDER OF  
GOVERNOR BALOCHISTAN**

**SECRETARY  
CULTURE TOURISM & ARCHIVES  
DEPARTMENT**

The Chief Controller,  
Printing & Stationery Department,  
Balochistan, Quetta for publication and provision  
of two thousand copies of the Balochistan Gazetteer

**No. \_\_\_\_\_ Even \_\_\_\_\_ Dated \_\_\_\_\_ Even \_\_\_\_\_**

## Schedule-1

[See rule 13(6)]

### Service Charges on verified copies of unclassified Archival Record.

#### A. Service charges for Reprographic Documents:

Size	Cost
12/16	1500/- per Photograph
16/9	1200/- per Photograph

#### B. Service Charges for transcriptase Audio, Video and Documents:

Size	Cost
Per minute	300/-

#### C. Service Charges for verified photocopies on standard paper per page:

Size	Cost
A-4	7/-
Legal	7/-

#### D. Service Charges for verified Scanning in JPEG, Tiff format per page:

Format	Cost
JPEG	20/-
TIFF	30/-

**Form-1**

[See sub-rule (2) of rule 4]

Particulars of records of permanent nature due for appraisal during the year.....

<b>S.No.</b>	<b>Title of Files in Category 'A' lying in the record rooms of Record Creating Agencies</b>	<b>Title of files in category 'B' lying in the records rooms of the Records Creating Agencies</b>	<b>Total numbers of files of 'A' &amp; 'B' categories transferred to records rooms by the Sections during the period under report</b>	<b>Total No. of files referred to under column 1 and 2</b>	<b>Total no. Of files due for appraisal and evaluation</b>	<b>Remarks if any</b>

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**Form-2**  
(See sub-rule (3) of rule 4)  
**Transfer List**

Name of the records creating agency i.e.  
Department/ Office/ Public Undertakings, etc.:  
Name and particulars of the Records Officer:  
Name of the Branch/ Section:  
Year:

S. No.	File No.	Subject matter of the file	Remarks, if any

Signature and seal of the records officer.....

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**Form-3**  
(See sub-rule (1) of rule 5)  
**Requisition Slip**

Name of the records creating agency (i.e. Ministry/  
Department/ Office):

Name and particulars of the records Officer:

Particulars of records or File No. requisitioned:

Purpose for which required:

Undertaking by the records officer --- I

I.....(Name and Designation)..... hereby declare that the records/ file requisitioned shall be returned to the Director Archives before the expiry of six months as required under sub-rule (2) of rule 6.

Date

Signature and seal of the Records  
Officer

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**Form-4**

[See sub-rule (2) of rule 6]

**Statement on periodical review of classified records**

Total No. of classified records lying at present in the organization	No. of classified records due for reviewing	No. of files reviewed, and downgraded or upgraded during the period under report	Remarks

**Form - 5**

(See sub-rule (1) of rule 8)

**Form for the submission of Annual Report to Director Archives**

1. A. Setting up organised Departmental Records Room --- Whether your organisation has set up an organised Records Room, and if so; is the space sufficient?
  - B. Establishment of Record Room and Nomination of Records Officers. --- Whether your organisation has
    - (i) established a record room and
    - (ii) nominated an officer as Departmental Records Officer, and if not, give reasons?  
(Starting with date and number of letter/proposal by your office) -----  
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  - C. Training of Records Officer and Staff :
    - (i) Whether Departmental Records Officer has received training in Records Management?
    - (ii) Whether the junior staffs working in the Departmental Record Rooms are trained in various aspects of Records Management?
    - (iii) If not, are you willing to avail training facilities existing at Balochistan Archives?
  - D. I Sharing of space for housing semi-current records at Balochistan Archives:-
    - (i) Whether your organisation is willing to share space with Balochistan Archives, Quetta and its Records Centres at divisional and district levels?
    - (ii) If yes, please furnish complete list (title and number) of records proposed to be transferred.
2. Periodical recording, reviewing and weeding out of semi-current records :
    - (i) Whether your organisation has taken steps for recording, reviewing and weeding out of ephemeral records?
    - (ii) Indicate the total number of records recorded, reviewed and weeded out during the period under report.
  3. Appraisal of Non-Current Records :-
    - (i) Whether your organisation has initiated action to get non-current records appraised in consultation with Balochistan Archives?
    - (ii) State the total bulk of records awaiting appraisal.
  4. Compilation/ Revision of Retention Schedule of Records :

(i) Whether your organisation has compiled Record Retention Schedule of substantive functions in consultation with Balochistan Archives and if not what action do you propose to take?

(ii) Has your organisation taken steps to revise the above schedule after five years?

5. Periodical review of classified records :-

(i) Whether your organisation has de-classified the classified records during the period under report?

(ii) If not, state reasons?

6. Compilation of Annual Indices to Records:

(i) Whether your organisation has compiled annual indices?

(ii) State inclusive years with the name of the series?

7. Compilation of organisational history:

Has your organisation compiled organisational history, reflecting various functions along with the date of their creation and if so furnish a copy to Balochistan Archives?

8. Records of Defunct Bodies :--

(i) Whether your organisation has got records of defunct bodies, give details?

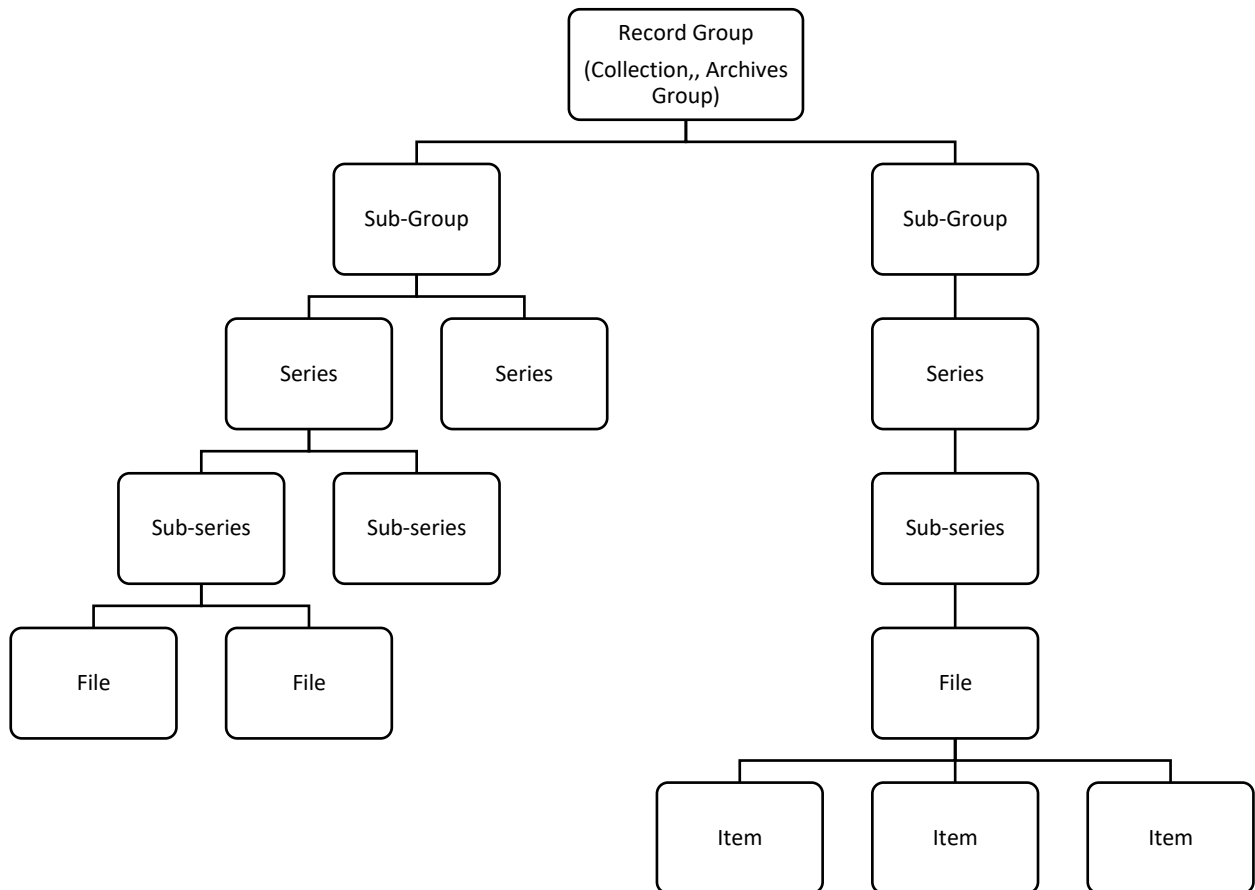
(ii) If yes, what action have you initiated for their transfer to Balochistan Archives?

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## Form-6

(See sub-rule 2 of rule 7)

### Archival Arrangement Scheme



#### NOTES AND EXPLANATIONS:

- (1) “Record Group” is the primary division in the arrangement of records and archives at the level of the independent record creating agency. Also known as archives group, *fonds*, record group.
- (2) A “sub-group” is a discrete subdivision in the arrangement of *archives* below the level of the *group*, usually the archives of a subordinate administrative unit with its own *record-keeping system*.
- (3) A “series” is the level of arrangement of the *files* and other *records* of an organisation or individual that brings together those relating to the same function or activity or having a common form or some other relationship arising from their creation, receipt or use. Also known as a file series, records series or class.
- (4) In the context of public records, "file" is a collection of papers relating to the public records on a specific subject-matter consisting of correspondence, notes and appendix thereto and assigned with a file. A “file” is usually the basic unit within a record series.
- (5) An “item” is the basic physical unit of arrangement and description within a series. Also known as a piece.

**Form-7**

(See sub-rule (3) of rule 9)

Particulars of records destroyed during the year.....

S.NO	File NO.	Subject matter of file	Remarks

**Form-8**

(See sub-rule (6) of rule 9)

Annual report on recording, indexing, reviewing and weeding of records during the year ending.....

S. No	Total number of files recorded	Total numbers of files indexed	Total No. of files reviewed	Total number of files weeded out, if any	Remarks
1	2	3	4	5	6

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**Form-9**

(See rule (2) of rule 13)

**Application Form for Permission to Consult Records**

Please complete sections 1 and 2 and present this form to the record room staff together with proof of identity (national identity card, passport, driving license).

*NOTE: Foreign students should also present a letter of recommendation from their place of study, preferably from their Academic Supervisor.*

To

The Director Archives,  
Department of Culture, Tourism, and Archives,  
Balochistan, Quetta.

Sir,

I hereby apply for enrolment as a visitor/research scholar for consulting records in the Record Room of the Balochistan Archives. I agree to comply with the rules and conditions in force and promise to deposit a copy of each of my work based on the materials consulted at the Balochistan Archives immediately after the publication.

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**Section 1** [to be completed by the applicant]

Surname \_\_\_\_\_

Other Names \_\_\_\_\_

Nationality \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

University/Official Address \_\_\_\_\_

Occupation \_\_\_\_\_

Purpose of Research  Academic/Official/Private

Please indicate and give details

\_\_\_\_\_

\_\_\_\_\_

I have read and agree to abide by the Reference Rules of the Balochistan Archives

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Section 2** [to be completed by the Balochistan Archives staff]

Reader's Ticket Number \_\_\_\_\_

[if a renewal please note number of original ticket]

Signature of Issuing Officer: \_\_\_\_\_

Name: [please print] \_\_\_\_\_

Date: \_\_\_\_\_

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**Form-10**

(See clause sub-rule (6) of rule 13)

Application for Photocopying/Reprographic/ Transcription Facilities

To

The Director,  
Balochistan Archives,  
Quetta.

Dated :

Sir,

Kindly supply me Microfilm photocopies of the material(s) indicated in the enclosed list for my research/ publication/ University. The material is from the Department(s) Office(s) of \_\_\_\_\_ . It consists of \_\_\_\_\_ items and covers the period from \_\_\_\_\_ to \_\_\_\_\_ .

1. I declare that the above material is for my consultation/research/ publication/ university studies.
2. I undertake to pay the charges as per schedule of rates prevailing at the time of completion of work. I understand and accept that the estimated cost, when supplied is only tentative and the rates are also liable to revision without notice.
3. The photocopies/ transcripts supplied will not be sold/ transferred to any other person without prior permission of the Director Archives.
4. The material, if published, will be suitably acknowledged and provisions of copyright, where applicable, will be complied with.

Yours faithfully,

Permanent  
Address  
(in block letters)

Signature:  
Name (in block  
letters)  
Local Address.

**FOR OFFICE USE**

Services charges have come to Rs.

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Cleared for photocopying transcription subject to following:

(1) \_\_\_\_\_

Signature of Archives Officer

Date :

## Form-11

(See sub-rule 10 of Rule 13)

### Reference Rules for Balochistan Archives



## Balochistan Archives

### Reference Rules

*These instructions are issued in pursuance of the Balochistan Archives Rules 2015.*

The Record Centre and Rare Books and Manuscripts Library (Noori Naseer Khan Cultural Complex) of the Balochistan Archives are open to researchers on normal working days from 9 AM to 4 PM. Holders of Reader's Tickets are welcome to attend during those hours.

It is advisable to contact the Balochistan Archives in advance of your intended visit, indicating the nature of the archives you wish to consult. This will reduce delays and inconvenience. Users will appreciate that archival documents are kept in controlled storage under secure conditions. It therefore takes a little time to produce them. Every effort is made to reduce this delay to a minimum, but users should be aware that it is necessary to allow for it.

Archival documents are produced subject to the following rules.

#### **General**

1. The applicant must have a valid Reader's Ticket.
2. The applicant must sign the attendance register every day you visit the search room, regardless of whether you consult any documents or not.
3. You must maintain silence in the Record Centre and the Library.
4. The applicant must not smoke, drink or eat anything (including sweets) in the Record centre and the Library.
5. No applicant under 16 years of age shall enter the Record Centre and the Library except with the permission of an officer on duty. Educational visits by school parties or individual school students must be arranged in advance.
6. The applicant must leave briefcases and large bags with the officer on duty while in the Record Centre and the Library.

#### **Issue and return of archival documents,**

7. Except by special permission of the officer on duty, no more than three different files/items will be produced at the same time. Items are the standard unit of management within the Balochistan

Archives; they may contain more than one document.

9. When the applicant has finished with the items requested, the applicant must return them immediately to the officer on duty. Until done this, the applicant will be responsible for the items.
10. If the applicant wishes to continue work on items on the following days, the he must complete a 'reservation' form.
11. All archives must be returned to the officer on duty by 4 PM.

### **Handling archives,**

12. The applicant must NOT write on or mark any original archival document in any way or take documents out of the Record Centre and the Library.
13. The applicant must NOT use liquid ink, fountain, ball-point or fibre tip pens, highlight pens, correcting fluid or rubbers in the Record Centre and the Library. To take his own notes, he should use pencils only, and these should be sharpened at the designated location in the search room.
14. The user must be careful NOT to damage documents and must not lean on them, fold them or place them with his own notes and papers.
15. S/he must keep unbound papers in the order in which they are delivered to him. If the papers are disordered, he should report this to the officer on duty immediately.
16. He must report to the officer on duty any defect in or accident to a document.
17. The officer on duty may require that certain fragile or especially valuable documents cannot be examined or must be examined under special conditions.

### **Copying documents**

18. Tracing documents is NOT allowed.
19. The users will NOT photocopy documents themselves. All requests for photocopies must be entered on the photocopying request form, which will be completed by an officer on duty. Requests may be refused if there is a risk of damage to the document.
20. Photographing documents is only permitted with the written permission of the Director.

### **Publication of material from the Balochistan Archives**

23. Requests to publish copies of documents must be referred to the director.
24. When information or text derived from the holdings of the Balochistan Archives is published or cited in publications, users are requested to use the following form of acknowledgement:

*Balochistan Archives / [Group code] / [series numbers] / [item number(s)].*

It is the duty of the staff of the Balochistan Archives to ensure compliance with these rules. Failure to observe the rules may result in the documents you are using being removed or, in extreme cases, the cancellation of your Reader's Ticket. Those found wilfully damaging the documents will be prosecuted.

Signed [*Director Archives*]

Date

**Form-12**  
(See Rule 14)

**Conditions and Agreement for the Loan of Archival Documents for Exhibition**



## Balochistan Archives

### Loan of Archival Documents for Exhibition

Applicants for the loan of documents from the Balochistan Archives must meet the conditions set out below and sign the accompanying Loan Conditions Acceptance Form. These conditions have been established by the Director of the Balochistan Archives under Rule 14 of Balochistan Archives Rules 2021.

#### General conditions

1. Applications for loans must be received not less than fifteen days before the opening date of the proposed exhibition, in order to allow sufficient time for the necessary condition checks, conservation, photography, and mounting.
2. In the case of non-government organizations, the applicant must provide a letter signed by a serving government officer of BPS-18 and above as a referee. The referee will attest to the credentials of the organization and will undertake to assist in the recovery of archival materials in case there is a delay in their return.
3. The items requested will be accompanied to and from the exhibition by a gazetted officer of the Balochistan Archives staff, who is given absolute discretion to withdraw the documents on loan if dissatisfied with the conditions at the place of exhibition.
4. The borrower will be responsible for all expenses incurred by the Balochistan Archives in making a loan.
5. Items are lent for the purpose of public exhibition only and may not be made available for study or other purposes outside their showcases without the written consent of the Director Archives. After they have been mounted in the showcases for exhibition they must be left undisturbed, except in the case of any emergency, until the exhibition is dismantled.
6. No mark in pencil, ink, paint or any other material may be made on any item lent, nor may any such existing mark be obliterated. No adhesives of any kind may be applied to the items. All materials used to hold or display the items must be acid free.
7. Any caption used for display purposes and any description given in a catalogue or notice must state that the item is on loan from the Balochistan Archives.
8. One copy of the exhibition catalogue must be sent to the Balochistan Archives free of charge.
9. Notwithstanding any terms in the loan agreement, the borrowing authority shall return any or all of the items at the written request of the Director Archives.
10. The Director Archives reserves the right at any time not to proceed with the loan.



## **Security**

11. Exhibition premises shall in all respects be safe and secure; adequate safeguards must be available before any items are borrowed.
12. All items must be displayed in secure showcases or displays. Any other method of display, particularly wall-mounted, must be discussed beforehand with Balochistan Archives staff.
13. Items must be placed in their showcases by the accompanying officer of the Balochistan Archives, who will supervise the locking of the cases. After this, the exhibits and their mounts must remain undisturbed. The Balochistan Archives reserves the right to specify that alarms must be fitted to certain showcases.
14. No conservation work will be done other than as agreed with the Balochistan Archives.

## **Environment**

15. The exhibition area should not be subject to extremes of weather, temperature, and humidity.
16. No smoking is to be allowed in the exhibition area.

## **Insurance against damage**

17. If necessary, the Balochistan Archives will determine the insurance coverage required for covering potential damage to archival materials.

## **Packing and display**

18. The Balochistan Archives will pack all items for transport to and from the exhibition.
19. The packaging must be stored safely by the borrower during the exhibition so that it can be used again for the return of the exhibit.
20. The Balochistan Archives staff will carry out any mounting operations as agreed with the exhibitors. No mounts or supports are to be removed or changed during the exhibition.

## **Travel.**

21. Items should travel shortly before the exhibition opens, to minimise risk and to avoid inconvenience to researchers at the Balochistan Archives.
22. The Balochistan Archives will decide the form of transport to be used. The transfer of items must be under the supervision of a member of the archives staff.
23. Items must not be stored anywhere other than the stated place of exhibition.

## **Reproduction**

24. Security copies will be made of all items before they leave the Balochistan Archives.

# Loan Conditions Acceptance Form

*Please return this form after signing; retain a copy for your own records.*

Name and address of the institution where the exhibition is to be held: \_\_\_\_\_

Name, and address if different from above, of the official to whom correspondence should be sent:

\_\_\_\_\_  
\_\_\_\_\_

Title of the exhibition: \_\_\_\_\_

Covering dates of the exhibition: \_\_\_\_\_

Name of Academic Referee: \_\_\_\_\_

Full Balochistan Archives references and descriptions of documents requested, including individual page or item numbers to be displayed (continue on extra pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_

## ***Conservation and security information:***

Are there extreme variations in temperature and humidity in the exhibition area? \_\_\_\_\_

\_\_\_\_\_

Will the exhibits be exposed to very intense natural or artificial light? \_\_\_\_\_

Are the display cases locked or otherwise secure? \_\_\_\_\_

Will there be 24-hour security control over the exhibition? \_\_\_\_\_

Is there an emergency plan in operation in the institution? \_\_\_\_\_

I have read and agree to the accompanying conditions for the loan of original archival material from the Balochistan Archives and accept the financial and curatorial implications of the loan.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Position: \_\_\_\_\_