

## STATE ARCHIVES

### PROCEDURES/MEANINGS & WORKS OF ARCHIVES

The English term 'Archives' derives from the French word 'les archives,' which in Greek is 'Archeion,' and 'Archivum' in Latin. The term has three significance/meanings 'Record, a place to keep in (record-rooms), and an office that preserves it.'

The Archives preserves old records more than 20 years which are taken hold of from the Secretariat and its subordinate offices, besides receiving records from the Churches, private, companies and village committees.

The greatest achievement of the Archives comes from the creating agencies such as the various associations and organisations, the Church within the state and from personal records. The various Departments of the Mizoram are expected to keep their respective Record Rooms, for which the Secretariat Administrative Department is responsible to ensure that they do keep them. The various departments are to hand over the successive records to the State Archives. All old records are be handed over to the Head of the Department which will inturn be handed over to the Archives for preservation after a period of 20 years. The State Archives shall take every precaution to preserve the records, doing the needful. It shall preserve each department records to be made use of both by the government and research scholars as and when necessary. Research Scholars may avail the records as and when necessary, though lending out the records is not permitted, while the various Government Departments may avail and borrow their respective records for a period of not more than 3(three) months. It is regretted that the State Archives has insufficient record-rooms for the various Departments it tends.

The various importance of records are -

- i) It gives clear information of the past.
- ii) It helps discover new things/situations/ideas.
- iii) It helps manage and organise the set up of the Church and the Associations
- iv) It provides legal evidence in Judicial cases.
- v) It helps develop the administration of the state.
- vi) It helps develop the various Government Departments.

The records are to be carefully tended as they are meant to be preserved for a long period of time. Preserving records is not simply a matter of 'proper stacking,' it is more than that. The important ways of preserving these records are -

- i) Ensuring that the records are clean and dry, free from mildew or mould.
- ii) Proper and sequent stacking of records.
- iii) Classifying the quality of the ink used in a manuscript, if there be any, testing its solubility or dissolubility.
- iv) Testing and measuring the quality of the recording papers.
- v) De-acidifying the records to be preserved.

- vi) Classifying the quality of each page of the records and repairing the needful.
- vii) Fastening or clipping the papers for easy handling.
- viii) Keeping the records in carton boxes for safe keeping.

## **STACK AREA**

This is where the records are preserved, accessible only to the office workers. Carton boxes containing various records to be properly stacked in upright positions to avoid pressure on the rest. The area is to be kept free from dust particles and dirt in the desired (atmospheric) temperature of 15<sup>o</sup> - 35<sup>o</sup>C, and humidity of 70%. Mizoram State Archives needs to take precaution during the Monsoon season as humidity tends to rise and may prove irksome to the workers.

## **MIZORAM STATE ARCHIVES**

Initially, the state Archives was under the supervision of the Mizoram State Museum, Directorate of Education, having a Superintendent and a lone LDC in 1979 (No.ESS.199/78(P)/2 dt.6.3.'79). A Chemist-II post was created in 1982 (A.11013/3/82-EDN/1 dt.23.10.'82), after which the State Government created 7 (seven) other posts - Archivist, Assistant Superintendent, UDC, Binder, Record Attendant, Record Lifter, Chowkidar in 1983 to bring it to a full fledged State Archives (No.A.11313/9/82-EDN/27 dt.12.8.'83).

The Archives was named/entitled 'Mizoram State Archvies' on 1.10.'85, the day it becomes independent from its supervisor, the Mizoram State Museum. Having no place to call its own, the State Archives served the Government in rented Offices at various localities such as Dawrpui Veng and Upper Khatla. The state Archives ever since collected records from the Record Room of Deputy Commissioner, Aizawl District; Assam State Archives, Guwahati; West Bengal State Archives, Kolkata; National Archives of India, New Delhi. Most of the materials from outside the state were Xerox copied. The Archives has a new classified, department-wise records collected from the D.C., Aizawl District, and has done the needful in repairing the old papers. The records from the D.C., Aizawl District are 3,176 bundles in total, and these have been given Indexes. Record Indexes are being printed at the Press, to enable easy location of desired material. Ever since the Directorate of Education has been parted to three new Directorates, viz. School Education, Higher & Technical and Art & Culture in 1988 (No.A.11013/81/87-EDN dt.3.5.'88), the State Archives remains under the Art & Culture Department with its 15-member staff.

The State Government purchased a building/Office for the State Archives from the Government 'Capital Project' in 1996 (No.D.28012/1/93-EDN(AC) dt.29.3.'96) and tended the old building for 2(two) years before the State Archives could finally move in on 26.5.'98. The building at present is still incomplete and needs repairing. As records received have been increasing, the Archives hopes and pray that both individuals and the Government come to realise the significance/importance of record and its preservation.

## **ABOUT THE HOLDINGS OF ARCHIVES**

### **RECORDS**

The records holdings in the Mizoram State Archives begins with 1870 containing the records of the British period various departments throughout the District Council, Union territory and Statehood. Records of the erstwhile British Residency, miscellaneous papers records including in Mizo language are also preserved in the Mizoram State Archives.

### **PUBLIC RECORDS**

The School Education Department records accessioned during the year 2004-2005 were 724 files.

The following public records (not in series) accessioned to the Mizoram State Archives were 3297 volumes of General Department (1884-1978); Political Department (1870-1972); Military Department (1890-1978); Police Department (1893-1967); Public Works Department (1888-1983); Municipal Department (1893-1920), Agriculture Department (1891-1920); Education Department (1888-1990); Treasury Department (1891-1959); Census Department (1900-1973); Transaction of Business Rules, 1987 and Allocation of Business Rules, 1987.

### **ARRANGEMENT**

3297 volumes of records are kept and arranged in proper sequence in 273 Carton Boxes.

### **REFERENCE MEDIA**

Finding aids and subject lists have been prepared to the 3297 volumes of records.

### **RESEARCH SERVICES**

Research Room - The Research Room of the Mizoram State Archives is open to the research scholars and other bonafide users on all working days from 10:00 A.M. to 4:00 P.M.. The Research Room remains closed on all Public Holidays.

As the existing building falls ways short of the requirement for separate Research Room, the congested room of the stack area is utilised as Research Room. It has a Conference Hall on the top floor of the building which is very appropriate for seminar and other functions with 200 seating capacity.

### **LIBRARY**

The Library collection of Mizoram State Archives was 1,486 and enriched with the addition of 78 nos. of printed books during January to July,2005.

**STAFF OF MIZORAM STATE ARCHIVES :**

The number of staff in Mizoram State Archives headed by the Archivist are as follows:

1.	Archivist	-	1
2.	Superintendent of archives	-	1
3.	Asst.Suptd. of Archives	-	1
4.	Chemist-II	-	1
5.	U.D.C.	-	1
6.	L.D.C.	-	2
7.	Store Keeper	-	1
8.	Binder	-	1
9.	Record Attendant	-	1
10.	Peon	-	1
11.	Guard	-	1
12.	Chowkidar	-	1
13.	Driver (Muster Roll)	-	1

The Mizoram state Archives is like a District Office having a small Budget as under during 2005-2006.

Plan	-	3.30
Non-Plan	-	20.40
<b>TOTAL</b>	-	<b>23.70</b>