

**No.B.13011/5/2012-AC**  
**GOVERNMENT OF MIZORAM**  
**ART & CULTURE DEPARTMENT**

.....

**ORDER**

Dated the 27<sup>th</sup> October, 2022

In exercise of the power conferred by sub-section (2) of section 3 of The Mizoram Public Records Act, 2011 (Act No.15 of 2011), the Competent Authority is pleased to authorize the Archivist/Head of the Archives, Mizoram State Archives, Art & Culture Department, Government of Mizoram to carry out the following functions. This order shall be effective from the date of issue and shall remain effective until further orders:

- a) Supervision, Management and control of the Archives,
- b) Acceptance for deposit of public records of permanent nature after such period as may be prescribed;
- c) Custody, use and withdrawal of public records;
- d) Arrangement, preservation and exhibition of public records;
- e) Preparation of inventories, indices, catalogues and other reference media of public records;
- f) Analyzing, developing, promoting and coordinating the standards, procedures and the techniques for improvement of the records management system;
- g) Ensuring the maintenance, arrangement and security of public records in the Archives and in the offices of the records creating agency;
- h) Promoting utilization of available space and maintenance of equipments for preserving public records;
- i) Tendering advice to records creating agencies on the compilation, classification and disposal of records and application of standards, procedures and techniques of records management;
- j) Survey and inspection of public records;
- k) Organizing training programmes in various disciplines of Archives administration and records management;
- l) Accepting records from any private source;
- m) Regulating access to public records;
- n) Receiving records from defunct bodies and making arrangement for securing public records in the event of national emergency;
- o) Receiving reports on records management and disposal practices from the records officer;
- p) Providing authenticated copies of, or extracts from public records;
- q) Destroying or disposal of public records;
- r) Obtaining on lease or purchasing or accepting as gift any document of historical or national importance.

Mizoram State Archives  
Received No. 533  
Date 2/11/2022  
File No F.23014/2/22-msa

**Sd/-LALTHANSANGA**  
Secretary to the Govt. of Mizoram  
Art & Culture Department

Memo No.B.13011/5/2017-AC

Dated the 27<sup>th</sup> October, 2022

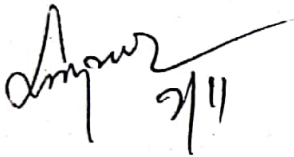
Copy to :-

1. P.S. to Chief Minister, Mizoram.
2. P.S. to Minister, Art & Culture Department.
3. P.S. to All Secretaries, Govt. of Mizoram.
4. All Heads of Department, Govt. of Mizoram.
5. Director, Art & Culture Department.
6. Archivist, Mizoram State Archives, Art & Culture Deptt.
7. Guard file.



( B.ZAMKHAWNANGA )

Under Secretary to the Govt. of Mizoram  
Art & Culture Department



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