

No. 156(2)/LXXIX -V-1-2025-1-ka-11/2025

Dated Lucknow, August 21, 2025

IN pursuance of the provisions of clause (3) of Article 348 of the Constitution of India, the Governor is pleased to order the publication of the following English translation of the Uttar Pradesh Lok Abhilekh Adhiniyam, 2025 (Uttar Pradesh Adhiniyam Sankhya 11 of 2025) as passed by the Uttar Pradesh Legislature and assented to by the Governor on August 21, 2025. The Sanskriti Vibhag is administratively concerned with the said Adhiniyam.

THE UTTAR PRADESH PUBLIC RECORDS ACT, 2025

(U.P. Act no. 11 of 2025)

[As passed by the Uttar Pradesh Legislature]

AN

ACT

to regulate the management, administration and preservation of Public records of the State Government, statutory bodies and corporations, commissions and committees constituted by the State Government and for matters connected therewith or incidental thereto.

IT IS HEREBY enacted in the Seventy-Sixth Year of the Republic of India as follows:-

1. (1) This Act may be called the Uttar Pradesh Public Records Act, 2025.

Short title and
commencement

(2) It shall come into force on such date as the State Government may, by notification in the *Official Gazette*, appoint.

2. In this Act unless the context otherwise requires :-

Definitions

(a) "Board" means the State Archival Advisory Board constituted under sub-section (1) of Section 13;

(b) "Director" means the Director of Uttar Pradesh State Archives appointed by the State Government and includes any officer authorized by the State Government to perform the duties of the Director;

(c) "Prescribed" means prescribed by rules made under this Act;

(d) "Public Records" includes,-

(i) any document, manuscript and file;

(ii) any microfilm, microfiche and facsimile copy of a document;

(iii) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and

(iv) any other material produced by a computer or by any other device of any record creating agency;

(e) "Records Creating Agency" includes,-

(i) in relation to the State Government, any Department or office of the State Government;

(ii) in relation to any statutory body or corporation wholly or substantially controlled or financed by the State Government or commission or any committee constituted by the State Government, the offices of the said body, corporation, commission or committee ;

(f) "Records Officer" means the officer nominated by the records creating agency under sub-section (1) of Section 5;

(g) "State Government" means the Government of Uttar Pradesh.

Power of the State Government to coordinate, regulate and supervise operations connected with administration, management, etc., of public records

3. (1) The State Government shall have the power to co-ordinate, regulate and supervise the operations connected with the administration, management, preservation, selection, disposal and retirement of public records under this Act.

(2) The State Government in relation to the public records of the records creating agencies may, by order, authorise the Director, subject to such conditions, as the case may be, specified in the order, to carry out all or any of the following functions, namely:—

- (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) analysing, developing, promoting and co-ordinating 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 Department of Archives and in the offices of the records creating agency;
- (h) promoting utilisation 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.

Prohibition against taking of public records out of Uttar Pradesh

4. No person shall take or cause to be taken out of the State any public records without the prior approval of the State Government:

Provided that no such prior approval shall be required if any public records are taken or sent, out of the State for any official purpose.

Records Officer

5. (1) Every Records Creating Agency shall nominate one of its officers as records officer to discharge the functions under this Act.

(2) Every records creating agency may set up such number of record rooms in such places as it deems fit and shall place each record room under the charge of a records officer.

Responsibilities of Records Officer

- (2) The Records Officer shall act under the direction of the Uttar Pradesh State Archives while discharging the responsibilities specified in sub-section (1).

Records officer to take appropriate action in the event of unauthorised removal, destruction, etc., of public records in his custody

destruction, etc.,
of public records
in his custody

Destruction or disposal of public records

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Penalty for contraventions

Public records bearing
security classification

10. No public records bearing security classification shall be transferred to the Uttar Pradesh State Archives.

Receipt of records from
private sources

11. (1) The Uttar Pradesh State Archives may, accept any record of historical or national importance from any private source by way of gift, purchase or otherwise.

(2) The Uttar Pradesh State Archives may, in such manner and subject to such conditions as may be prescribed, make any record referred to in sub-section (1) available to any *bona fide* research scholar.

Access to public records

12. (1) All unclassified public records as are more than thirty years old and are transferred to the Uttar Pradesh State Archives may be, subject to such exceptions and restrictions as may be prescribed, made available to any *bona fide* research scholar.

Explanation - For the purpose of this sub-section the period of thirty years shall be reckoned from the year of the opening of the public record.

(2) Any Records Creating Agency may, grant to any person access to any public record in its custody in such manner and subject to such conditions as may be prescribed

State Archival Advisory
Board

13. (1) The State Government may by notification in the *Official Gazette*, constitute an Archival Advisory Board for the purpose of this Act.

(2) The Board shall consist of the following members, namely:-

(a) The Additional Chief Secretary/The Principal Secretary/ *Chairman*,
Secretary to Government, Department of Culture, Uttar Pradesh *Ex-officio*:

(b) One officer not below the rank of Special Secretary to *Members*,
Government of Uttar Pradesh, each from Secretariat Administration *Ex-Officio*;
Department, Home Department, Finance Department, Revenue
Department and Planning Department

(c) Four persons to be nominated by the State Government *Members*;
for a period not exceeding three years, two being an Archivists and
two being Professors in the Department of Medieval and Modern
Indian History in any recognised University

(d) The Director, Uttar Pradesh State Archives *Member*
Secretary, Ex-Officio.

(3) The members nominated under clause (c) of sub-section (2) shall be paid such allowances as may be prescribed.

Functions of the Board

14. The Board shall perform the following functions, namely:-

(a) advise the State Government on matters concerning the
administration, management, conservation and use of public records;

(b) lay down guidelines for training of Archivists;

(c) give directions for acquisition of records from private custody;

(d) deal with such other matters as may be prescribed.

15. The Director shall have the powers to lay down norms and standards for courses curricula, assessment and examinations relating to the training in archival science and other ancillary subjects.

Powers of Director to lay down norms and standards for courses in archival science

16. No suit, prosecution or other legal proceedings shall lie against any person in respect of anything which is in good faith done or intended to be done in pursuance of this Act or the rules made there under.

Protection of action taken in good faith

17. (1) The State Government may, by notification in the *Official Gazette*, make rules to carry out the provisions of this Act.

Power to make rules

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:-

(a) the period after which public records of permanent nature may be accepted under clause (b) of sub-section (2) of Section 3;

(b) the manner in which and the conditions subject to which the public records can be destroyed under clause (d) of sub-section (1) of Section 6;

(c) the manner in which periodical review of classified public records for downgrading shall be undertaken under clause (f) of sub-section (1) of Section 6;

(d) the manner in which the Records Officer will report to the Director under clause (k) of sub-section (1) of Section 6;

(e) the manner in which and the conditions subject to which public records may be destroyed or disposed of under sub-section (1) of Section 8;

(f) the manner in which and the conditions subject to which records of historical or national importance may be made available to a research scholar under sub-section (2) of Section 11;

(g) exceptions and restrictions subject to which public records may be made available to a research scholar under sub-section (1) of Section 12;

(h) the manner in which and the conditions subject to which any records creating agency may grant to any person access to public records in its custody under sub-section (2) of Section 12;

(i) the allowances payable to members of the Board under sub-section (3) of Section 13;

(j) the matters with respect to which the Board may perform its functions under clause (d) of Section 14;

(k) any other matter which is required to be, or may be, prescribed.

18. Every rule made under this Act shall be laid, as soon as may be after it is made, before each House of the State Legislature, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

Laying of rules before State Legislature

STATEMENT OF OBJECTS AND REASONS

Archives act as the 'memory' of a country/state/place/institution, which reflects our glorious history. Archives is a place to preserve important documents older than 30 years, public or personal records, manuscripts, maps books and documents having historical, cultural or national importance. (except records bearing security classification).

An efficient records management system is necessary for the preservation of records of the State Government, statutory bodies and corporations, Commissions and committees constituted by the State Government. Hence it has been decided to make a legislation for the 'management, administration and preservation' of 'public records' of the State Government and the departments, legal bodies, corporations, commissions and committees constituted by it.

The 'Uttar Pradesh Public Records Bill, 2025' is introduced accordingly.

By order,
ATUL SRIVASTAVA,
Pramukh Sachiv.