



2018

லாபீகை காரீட காதை லாபீகால

வருடாந்த செயலாற்றுகை அறிக்கை

Annual Performance Report



தூகிக லேலகாரக்கக டேதாரகலேன்குல

தேசிய சுவடிகூடத் துணைக்களம

Department of National Archives

Ministry of Housing, Construction and Cultural Affairs

Department of National Archives

Annual Performance Report

2018

Department of National Archives

Vision

Systematic Management and Conservation of Public Records as a part of Cultural Heritage.

Mission

Implementation of the National Archives Law and rules and regulations thereof; accrual of public records for permanent keeping, management and preservation of traditional and non-traditional government records, receive newspapers and publications for legal deposit in terms of the relevant laws, making facilities to retrieve information from its holdings for use by the government in its administration processes and for public research.

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Annual Performance Report 2018

Department of National Archives

1. Objectives

The main objectives of the department are to provide advice in respect of the management and conservation of government records, to survey government records for permanent preservation, to accrue, conserve, conduct research, publish, to prepare the deposited records for the use of the public, to act as permanent repository to deposit legal copies of all the publications and newspapers printed in Sri Lanka and to accrue important records and their copies for the permanent deposit.

2. Laws and regulations

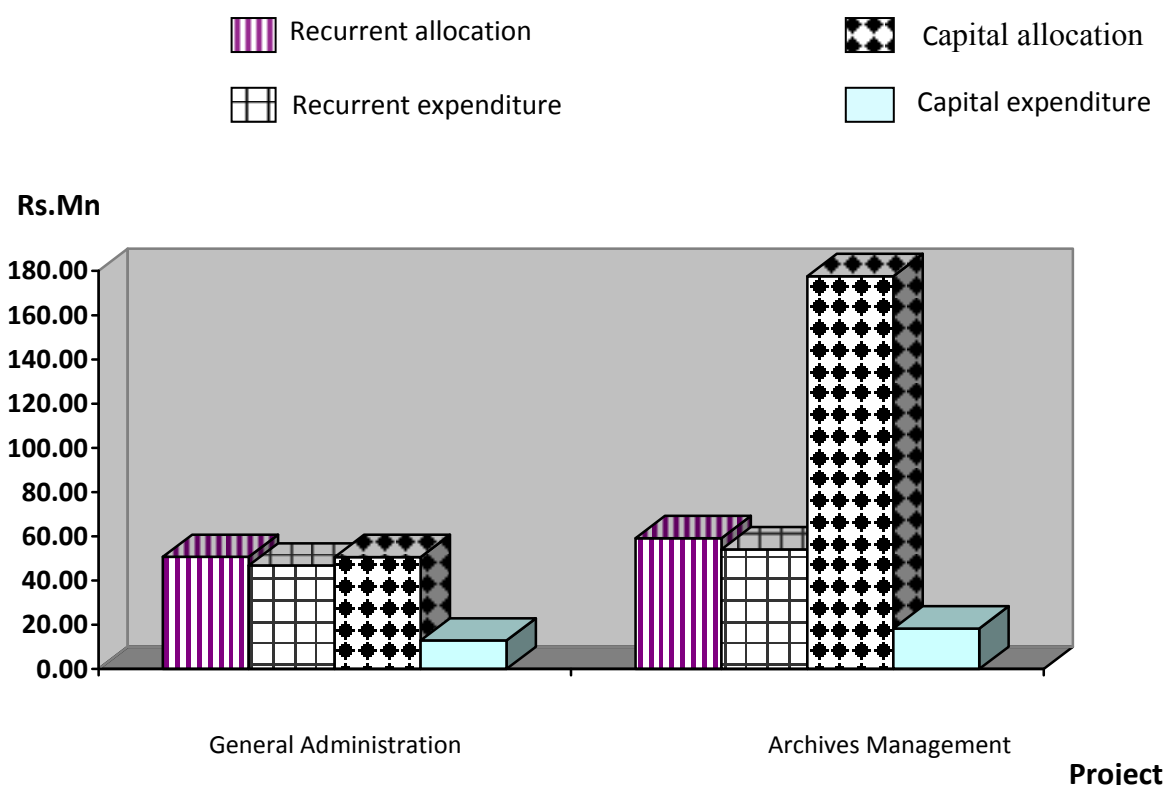
In order to fulfil the above-mentioned objectives, this department acts under the mandate of the following laws and regulations: the National Archives Law No 48 of 1973 which was amended by the National Archives (Amendment) Act No 30 of 1981 and the rules of procedure thereunder; the Printing Press Ordinance (Chapter 178) and the rules of procedure thereunder; the Printers and Publishers Act (Chapter 179) and the rules of procedure thereunder, the Newspapers Ordinance (Chapter 180) and the rules of procedure thereunder.

3. Accounts Division

3.1 Provisions allocated and expenditure

In the year under review the provisions allocated and expenditure of the department were under Programme 01 for General Administration under the Head 209 and Programme 02 for Archives Management under the Head 209. The provisions allocated for Recurrent and Capital Expenditure for projects and expenditure in the year is given below.

Vote	Programme	Project	Type of expenditure	Provisions Rs.	Expenditure Rs.
209	1	General Administration	Recurrent	50,660,000.00	46,746,424.00
			Capital	50,639,000.00	12,858,373.00
	2	Archives Management	Recurrent	59,130,000.00	54,037,304.00
			Capital	177,621,000.00	18,347,223.00
Total				338,070,000.00	131,989,325.00



The reason for the remaining capital balance of Rs. 186,000,000.00 (one hundred and eighty-six million) in the year 2018 was that the imprest was not received for the renovation of the main building.

Vote of advance	Type of advance	Number of applicants	Number of payments	Value
20901	Festival	43	43	430,000.00
	Special	30	30	120,000.00
	Distress	63	53	4,516,157.50
	Cycle loan	16	16	96,000.00
Total				5,162,157.50

Rs 4,045,288.00 (Four million, forty-five thousand two hundred eighty-eight rupees) was provided to the government as income received for the services provided by the department during the year 2018.

3.2 Purchases

During the procurement process of the department during this year, 17 computers, 07 laptops, 04 computer printers and acid-free and lignin-free archival boxes of an international standard were purchased. Accordingly, 1226 archival boxes and 1000 Document Storage Blocks were purchased.

4. Administration Division



Administration Division of the Department

4.1 Number of employees

For the year 2018 the approved cadre was 291. The number of employees in employment were Senior – 04, Tertiary – 11, Secondary – 58 and Primary – 46, in total 119. Accordingly, there were 172 vacancies. Information about the employees in detail are as follows:

Designation	Approved cadre	No. of employees in service
<u>Senior Level</u>		
Director General National Archives	01	01
Director (Administration) National Archives	01	--
National Archives Director**	03	--
National Archives Deputy/Assistant Director (Administration)	01	01
Deputy/Assistant Director National Archives	05	01 (AtD)
National Archives Deputy / Assistant Director (Films & Audio Visual)	01	--

Designation	Approved cadre	No. of employees in service
National Archives Deputy/Assistant Director (Digital Records & Digitization)	01	--
National Archives Deputy/Assistant Director (Technical)	01	--
Internal Auditor	01	--
Accountant	01	01
Total	16	04
<u>Tertiary Level</u>		
Administrative Officer	01	01
Senior Archivist	10	--
Chief Conservation Officer (Films)	01	--
Chief Conservation Officer (Audio Visual)	01	--
Chief Conservation Officer (Archives)	01	01 (contract)
Chief Archival Reprography Officer	01	-
Assistant Archivist*	07	07
Information and Communication Technology Officer	02	02
Translator	02	--
Total	26	11
<u>Secondary Level</u>		
Archival Officer	53	08
Development Officer	20	17
Archival Conservation Supervising Officer	01	--
Archival Conservator	27	06
Archival Reprographer	06	01
Audio Visual Records Conservator	07	--
Film Conservator	04	--
Building Maintenance Officer (Civil)	01	--
Building Maintenance Officer (Mechanical)	01	--
Cataloguing Officer	09	--
Electrical Technician*	01	01
Audio Visual Technician*	01	02(01-contract)
Public Management Assistant	22	21
Printing Press Inspector	09	01
Cataloguing Assistant*	01	01
Total	163	58
<u>Primary level</u>		
Electrician	01	--
Driver	06	06
Plumber	01	--

Designation	Approved cadre	No. of employees in service
Carpenter	01	01
Gold Guilder	02	01
Archival & Book Binder	15	--
Archival Reprography Assistant	02	01
Archival Assistant	10	--
Office Employees Service	48	37
Total	86	48
Full total	291	119

* The post has been approved as personal to the postholder on the condition of being abolished thereafter.

** Promotion from the post of Deputy Director / Assistant Director of National Archives.

4.2 The Staff

Information about employees who joined the department through transfers, those who left the department, new recruitments, retirements, vacation of posts and resignations during the year under review are as follows:

4.2.1 Internal transfers

Serial no	Name	Designation	Arrived on	Transfer from / to
i.	Miss U. Lasika Ariyaratne	Archival Officer	01.06.2018	Kandy branch to Main Office
ii.	Mrs. R. A. Sriyani Ranasinghe	Archival Officer	04.06.2018	Main office to Kandy branch

4.2.2 Employees transferred to the department

Serial no	Name	Designation	Arrived on	From
i.	Mrs. K. D. Upuli Nilanthi	Public Management Assistant I	02.03.2018	Sri Lanka Customs
ii.	Mrs. W. N. Priyajayasinghe	Public Management Assistant I	02.03.2018	Sri Lanka Customs
iii.	Miss K. R. P Perera	Public Management Assistant II	02.03.2018	Ministry of Finance and Planning
iv.	Miss S. A. Jayasinghe	Public Management Assistant II	02.03.2018	Ministry of Women and Child Affairs

Serial no	Name	Designation	Arrived on	From
v.	Mrs. D. M. L. U. Disanayake	Public Management Assistant III	12.06.2018	Labour department
vi.	Mr. A. A. J. K. Chandrarathne	Office Employees Service (Special Grade)	13.03.2018	Inland Revenue Department
vii.	Mr. A. J. Weerasinghe	Office Employees Service (Special Grade)	03.09.2018	Prime Minister's Office
viii.	Mr. B. Partheepan	Office Employees Service III	03.09.2018	Ministry of Upcountry, New Villages, Infrastructure and Community Development
ix.	Mr. R. W. Jayalal	Office Employees Service III	30.10.2018	Prime Minister's Office
x.	Mrs. T. H. Gayani De Silva	Office Employees Service III	30.10.2018	Prime Minister's Office
xi.	Mrs. R. M. S. M Bandara	Office Employees Service III	21.12.2018	Prime Minister's Office
xii.	Mrs. S. M. C. M. Samarakoon	Office Employees Service III	21.12.2018	Prime Minister's Office

4.2.3 Employees transferred out of the department

Serial no	Name	Designation	Date of transfer	Transfer Location
i.	Miss L. M. L. Perera	Public Management Assistant III	02.03.2018	Department of Census and Statistics
ii.	Miss N. P. M. W. Neluwapatirana	Public Management Assistant III	02.03.2018	Department of Census and Statistics
iii.	Miss D. K. A. Rasikangani	Public Management Assistant III	02.03.2018	Divisional Secretariat-Kaduwela
iv.	Miss A. A. M. N. Ranasinghe	Public Management Assistant III	02.03.2018	Department of Examinations, Sri Lanka
v.	Mr. N. L. R. H. Thilakarathna	Public Management Assistant III	02.03.2018	Rubber Development Department
vi.	Mrs. D, S, D Edirisinghe	Public Management Assistant II	15.05.2018	Ministry of Ports and Shipping

Serial no	Name	Designation	Date of transfer	Transfer Location
vii.	Mrs. T. S. A Fernando	Public Management Assistant II	15.05.2018	Divisional Secretariat-Wattala
viii.	Mr. L. R. P. Kumara	Office Employees Service II	02.03.2018	Auditor General's Department
ix.	Mrs. M. N. Madhuwanthi	Office Employees Service III	02.03.2018	Ministry of Public Administration and Management
x.	Mr. I. S. R. S. Perera	Office Employees Service III	02.03.2018	Department of Civil Security
xi.	Mr. W. P. N. Niroshan	Office Employees Service III	02.03.2018	Survey Department of Sri Lanka
xii.	Miss B. J. V Karunaratna	Office Employees Service III	30.08.2018	National College of Education - Maharagama
xiii.	Mr.K. H. A. R Pushpakumara	Office Employees Service III	03.09.2018	Department of Emigration and Immigration
xiv.	Mr. T. R. J Gunawardhana	Office Employees Service III	10.09.2018	Ministry of Foreign Employment
xv.	Mrs. T. H. Gayani de Silva	Office Employees Service III	17.10.2018	Prime Minister's Office

4.2.4 New recruitment

Serial no.	Name	Designation	Date of assuming duties
i.	Miss D. S. D. M. Buddhileka	Public Management Assistant III	15.05.2018
ii.	Miss H. A. S. P Imasha	Public Management Assistant III	15.05.2018
iii.	Miss J. K. D. W Lakmali	Public Management Assistant III	15.05.2018
iv.	Miss H. G. N. K Wijesinghe	Public Management Assistant III	15.05.2018
v.	Miss B. A. W. W Abenayake	Public Management Assistant III	15.05.2018
vi.	Miss S. H. M. S de Silva	Public Management Assistant III	15.05.2018

4.2.5 Resignations

Serial No.	Name	Designation	Date of resignation
i.	Miss D. S. D. M. Buddhileka	Public Management Assistant III	07.06.2018

4.2.6 Promotions

Serial No.	Name	Designation	Date of promotion
i.	Mrs. K. H Ashoka	Chief Conservation Officer	03.11.2018
ii.	Mr. D. S. B. Egodawatta	Chief Archival Reprography Officer	03.11.2018

4.2.7 Retirements

Serial no.	Name	Designation	Date of retirement
i.	Mr. A. D. S. P Ariyasinghe	Office Employees Service II	23.01.2018
ii.	Mr. H. A. Gnanasiri	Office Employees Service I	04.02.2018
iii.	Mr. H. J. P. Peris	Assistant Archivist	10.08.2018
iv.	Mrs. K. H Ashoka	Archival Conservator	08.11.2018

4.3 Human resource development

This unit directs departmental officers to local and foreign training that is necessary for their professional activities. Accordingly, 46 officers participated in 26 courses, the details of which are given below.

4.3.1 Training of department officers (local)

Serial No	Training course	Participants	Training Institute	Duration
i.	Diploma in Office Management	Miss R. P. N. R. K Rajapaksha Administrative Officer	SLIDA	2017/2018
ii.	Public Procurement Procedures	Mr. A. P. Jayasinghe Public Management Assistant III	SDF	2018.01.26 -27
iii.	Preparation of Accounts and Appropriation Accounts in Fiscal Management	Mrs. N. H. Kohomban Accountant	SLFI	2018.02.01 -02
iv.	Procurement of IT Services & Green Procurement	Miss R. P. N. R. K Rajapaksha Administrative Officer Mr. M. A. D. R Samaraweera IT Officer	Distance Learning Center Ltd	2018.02.27 -28

Serial No	Training course	Participants	Training Institute	Duration
v.	Certificate in Office Administration & Record Management	Mrs. G. A. C. Samanmali Development Officer Mrs. Y. S Damayanthi Development Officer	MILODA	2018.03.19 -23
vi.	Right to Information Act	Mrs. Dilini Liyanage Assistant Archivist	NILS	2018.03.26
vii.	Database Management in MS Access	Miss A. D. S. Gunawardhana Archival Officer Mr. K. A. J. Kaluarachchi Development Officer Mrs. G. A. C Samanmali Development Officer Mrs. Y. S Damayanthi Development Officer Miss E. M. D. Jayawardhana Public Management Assistant III	SLIDA	2018.05.23 -25
viii.	Advanced Excel	Miss U. Lasika Ariyaratne Archival Officer Mr. Mahinda Dharmasiri Archival Officer Mr. Uraine Atukorala Development Officer Mrs. K. R. S. Laktheekshani Development Officer Mr. A. D. B. Adikaram Development Officer Miss J. Vjendran Development Officer	SLIDA	2018.05.30 -06.01

Serial No	Training course	Participants	Training Institute	Duration
ix.	Payroll System (GPS)	Mrs. Priyanka Dharmawardhana Public Management Assistant I Mrs. W. N. Priyajayasinghe Public Management Assistant I	MILODA	2018.06.06 -07
x.	Two-day workshop on project proposal preparation	Miss K. R. P. Perera Public Management Assistant II	SLFI	2018.06.18 -19
xi.	English for Office Use	Miss K. H. M. S. Jayawardhana Development Officer Mr. A. D. B. Adikaram Development Officer Miss J. Vjendran Development Officer	MILODA	2018.06.19 -21
xii.	Workshop on the application of rules and procedures of the Establishments Code	Mr. P. D. C. Perera Public Management Assistant III Miss K. P. I. Sumathipala Public Management Assistant III Miss T. T. M. Premachandra Public Management Assistant III Miss H. G. N. K. Wijesinghe Public Management Assistant III	SDF	2018.06.23 -24
xiii	Maintain a personal file system efficiently	Miss S. H. M. S. De Silva Public Management Assistant III	NILS	2018.08.07
xiv	Skill Development of Drivers	Mr. Rasika Lasantha Jayathilaka - Driver Mr. K. A. W. Duminda Buddhika – Driver	NILS	2018.08.28 -29

Serial No	Training course	Participants	Training Institute	Duration
xv.	Workshop on Establishments Code and Financial Regulations	Miss J.K.D.W. Lakmali Public Management Assistant III Miss B.A.W.W. Abeynayake Public Management Assistant III Miss H.A.S.P. Imasha Public Management Assistant III Miss S.H.M.S. De Silva Public Management Assistant III	SDF	2018.08.30
xvi.	Disciplinary procedure	Mrs. B. M. Nisansala Balasuriya Assistant Director (Administration) Mr. Mahinda Dharmasiri Archival Officer	NILS	2018.09.12 -14
xvii	National Information Technology Conference	Mrs. B. M. Nissansala Balasuriya Assistant Director (Administration) Mrs. N. H. Kohomban Accountant Miss R. P. N. R. K. Rajapaksa Administrative Officer Mr. S. M. P.T. B. Samarakoon IT Officer Mr. M. A. D. R. Samaraweera - IT Officer Mr. S. M. S. Semasinghe Public Management Assistant II Mr. A. P. Jayasinghe Public Management Assistant III	The Computer Society of Sri Lanka	2018.10.03

Serial No	Training course	Participants	Training Institute	Duration
xviii	English	<p>Mrs. N. H. Kohomban Accountant</p> <p>Miss R. P. N. R. K. Rajapaksa - Administrative Officer</p> <p>Mrs. Sumana Amarasinghe Assistant Archivist</p> <p>Mrs. Shirani Patabendi Assistant Archivist</p> <p>Mrs. Saumya Senarath Assistant Archivist</p> <p>Mrs. Suneetha Guruge Assistant Archivist</p> <p>Mr. S. M. P.T. B. Samarakoon - IT Officer</p> <p>Mr. M. A. D. R. Samaraweera IT Officer</p> <p>Mr. Sampath Bimal Abeysekera - Archival Officer</p> <p>Mrs. R.A. Sriyani Ranasinghe Archival Officer</p> <p>Miss A.D. Samanthi Gunawardena Archival Officer</p> <p>Miss U.S. Lasika Ariyaratne Archival Officer</p> <p>Miss H.M. Deepani Archival Officer</p> <p>Mr. Mahinda Dharmasiri Archival Officer</p>	British Council	2018.10.07 -12.18

Serial No	Training course	Participants	Training Institute	Duration
xix	Spoken English	Mr. M. S. Chaminda Mihindukulasooriya Archival Officer	British Council	2018.10.07 -12.18
xx	Seminar on E-Government, Cyber Security and Social Media	Dr. Nadeera Rupesinghe Director General National Archives Mr. S. M. P.T. B. Samarakoon - IT Officer	National Library and Documentation Services Board	2018.10.16
xxi	Advance B Account	Mrs. N. H. Kohomban Accountant Miss D. T. Weerasekara Public Management Assistant III	Skills Development Fund	2018.11.27
xxii	One day workshop to educate the officers of government institutions on compiling official letters in Sinhala language	Miss R. P. N. R. K. Rajapaksa Administrative Officer Mr. S. M. S. Semasinghe Public Management Assistant II	Department of Official Languages	2018.11.27
xxiii	Two-day workshop on Public Officers' Leave and Document Management (Personal Files)	Miss K. R. P. Perera Public Management Assistant II Miss S. H. M. S. de Silva Public Management Assistant III Miss H. A. S. P. Imasha Public Management Assistant III	Professional Development Institute	2018.12.03 - 04
xxiv	Basic Investigative Training	Miss R. P. N. R. K. Rajapaksa Administrative Officer	Skills Development Fund	2018.12.06

4.3.2 Training of department officers (foreign)

Officers (Name and Designation)	Course	Country	Duration
Mrs. B. M. Nissansala Balasuriya Assistant Director (Administration) Miss R. P. N. R. K. Rajapaksa Administrative Officer	Leadership Skills Development Training Programme	HELP University - Malaysia	21 st to 27 th April 2018
Mrs. Dilini Liyanage Assistant Archivist Mr. S. M. P. T. B. Samarakoon IT Officer Mr. M. A. D. R. Samaraweera IT Officer Mr. D. S. B. Egodawatte Archival Reprographer	Capacity Building on Documentary Heritage Preservation and Management Programme	Korea	14 th June to 04 th July 2018
Mrs. C. C. K. Weliana Archival Officer Mr. K. Ratnasiri Fernando Archival Conservator Mrs. R. M. Samapalika Vijayanama Archival Conservator	Film Conservation and Restoration Workshop	Kolkata - India	15 th to 22 nd November 2018

4.3.3 Seminars, workshops and lectures (local)

Ms. B. M. Nissansala Balasuriya Assistant Director (Administration), Mrs. N. H. Kohomban Accountant, Ms. R. P. N. R. K. Rajapaksa Administrative Officer, Mr. M. A. D. R. Samaraweera and Mr. S. M. P. T. B. Samarakoon Information Technology Officers, Mr. S. M. S. Semasinghe, Public Management Assistant II, Mr. A. P. Jayasinghe Public Management Assistant III attended the International Technology and Information Conference organised by The Computer Society of Sri Lanka at Colombo on 03rd October 2018.

4.3.4 Seminars, workshops and lectures (foreign)

- From 13th to 20th January 2018, Assistant Director (AtD) Mrs. R. P. R. Chamila Priyangani attended a study visit on archives management in Nuremberg and Berlin in Germany.
- Mrs. Shirani Patabendi, Assistant Archivist participated in the Annual Session of the International Archives Council - 2018 in Cameroon from 24th to 30th November 2018.

4.4 Physical Development

Under this various repairs and maintenance of the buildings were carried out in order to carry out the tasks of the department without hindrance and various components were newly introduced.

The contract for the renovation and provision of consultation services of the main building of the department and establishment of central air conditioning, fire and advanced security systems was awarded to the semi-government institute the Central Engineering Consultancy Bureau (CECB) and the Central Engineering Services (Pvt) Ltd (CESL) which is a fully-owned subsidiary of CECB. The renovations are ongoing.

In view of the renovation, a special duty system was established for the staff of the department for all activities related to the systematic transfer of documents in the repositories of the main building of the department to the new extension building such as the preparation of checklists of documents, preparation of document categories, identification of documents to be transferred permanently to other repositories, and transferring of documents.

Serial No	Nature of the task	Quantity
i.	Replacing keypads in cupboards and repairing them	31
ii.	Painting the chairs and tables of the canteen	Chairs 100 Tables 20
iii.	Maintaining the central air conditioning system of the new building using chemicals	01
iv.	Repairing the central air conditioning system	01
v.	Servicing the central air conditioning system	06
vi.	Preparing new wire cables	06
vii.	Renovating the roof of the Kandy Branch	01
viii.	Telephone renovations	07
ix.	Checking the telephone system	12
x.	Renovations of telephone lines	12
xi.	Colour-wash of the main building	02
xii.	Plastering the cracks in the walls	01
xiii.	Repairing air conditioning machines	11

Serial No	Nature of the task	Quantity
xiv.	Servicing the air conditioning machines	14
xv.	Maintaining and filling the fuel into the generator	02
xvi.	Servicing the generator	05
xvii.	Fulfilling emergency requirements in many sections	05
xviii.	Preparing a new electrical system	03
xix.	Repairing electrical lamps	34
xx.	Repairing electrical plug points	09
xxi.	Replacing new bulbs	32
xxii.	Servicing the building management system	07
xxiii.	Servicing the electrical lifts	21
xxiv.	Constructing a table board for the board cutter in the Technical Division	01
xxv.	Fixing padlocks for windows used for access to the main building	06
xxvi.	Fixing padlocks for the iron gates at the staircases	18
xxvii.	Fixing the handles to the door of the Registration of Books and Newspapers Division	01
xxviii.	Fixing the carpets on the floor and tinting the window glasses in the Confidential Records Division.	01
xxix.	Fixing the padlocks and bolts for the doors in the stores building.	01
xxx.	Preparation of a notice board for the Administrative Officer's room	01
xxxi.	Tinted window glasses (Accessions Division, Audio-visual Division)	02
xxxii.	Mounting aids for steel racks	03
xxxiii.	Renovation of water pipes	16
xxxiv.	Painting the floor of the main building	01
xxxv.	Renovation of water motor	07
xxxvi.	Repairs of drawers	08
xxxvii.	Construction of the wooden floor of the Kandy Branch	01
xxxviii.	Fixing the locks	02
xxxix.	Auditorium duties	14
xl.	Servicing the central air conditioning system (Chemical application for one year)	48
xli.	Wiring of the digitisation room in the Kandy Branch	01
xlii.	Repairing the cupboards with new doors of the Kandy branch	01
xliii.	Fixing of new steel racks for the Legal Deposit (Old Search Room)	
xliv.	Renovation of doors and windows in the main building	04
xlv.	Renovation of door handles in the main building and new building.	05
xlvi.	Renovation of door locks in the main building and the new building	08
xlvii.	Removal of the racks upstairs in the 1st repository	---
xlviii.	Removal of partitions from the Planning Branch in the Administration Division	---
xlix.	Preparation benches for the nipping press machines in the book binding training section	02
l.	Preparation of wooden racks for the fumigation chamber	04
li.	Setting up door closer	02



Concrete fins on the main building collapsing in April 2018

5. Records Acquisition and Survey Division

5.1 Records Acquisition

During the year under review public documents under the sections 9.2 and 11, private documents under section No. 12, publications under section 13.1, and electoral literature under article No 13.1 (c) of the National Archives Law have been accrued.

State Documents (Under section 9.2)

Record group	Institute	No. of documents
57	Badulla Kachcheri (District Secretariat - Badulla)	10
76	Municipal Council Colombo	65
176	Department of Land Settlement	663
	Total	758

Commission and Committee documents (Under section 11)

Record group	Institute	No. of documents
711	Presidential Commission to Investigate Complaints on Missing Persons	53
717	Presidential Commission of Inquiry Appointed to Investigate and Inquire into and Report on the Issuances of Treasury Bonds During the Period from 1st February 2015 to 31st March 2016	341
714	Presidential Commission of Inquiry Appointed to Investigate and Inquire into Serious Acts of Fraud, Corruption and Abuse of Power, State Resources and Privileges.	1329
	Total	1723

* The other documents of this commission were accrued in the year 2017.

Private Documents (Under section 12)

Record group	Institute	No. of documents
25.260	Collection of Wilson Hegoda	214
25.338	Collection of Daas Meeriyagalla	01
25.348	Kandy Charity Association	02
25.349	Collection of Dr. K. D. G. Wimalarathna	261
25.354	Collection of Victor Migel	1085
25.355	Collection of Astrologer S. W. Kasthuriratn	25
25.356	Collection of Ellepola Somarathna	72
25.357	Map collection of P. U. Rathnatunga	20
	Total	1680

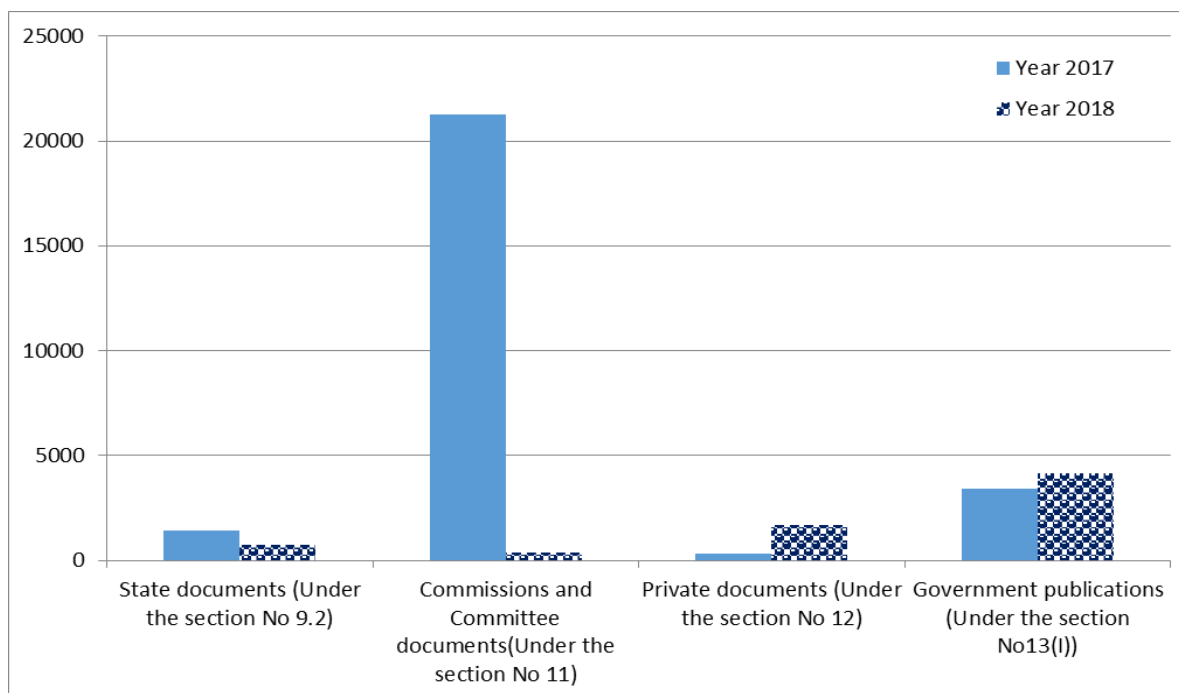
Government Publications (Under Section 13 (I))

Record group	Institute	No. of documents
108	Presidential Secretariat	24

182	Parliament of Sri Lanka	314
<u>Ministries</u>		
82	Ministry of Home Affairs	02
99	Ministry of Education	02
198	Ministry of Public Administration	187
209	Ministry of Science, Technology and Research	02
215	Ministry of Finance	21
253	Ministry of Agriculture	08
257	Ministry of Plantation Industries	01
283	Ministry of Power and Energy	04
382	Ministry of Ports and Shipping	01
539	Ministry of Environment and Natural Resources	01
599	Ministry of Trade and Export Development	01
702	Ministry of Local Government and Provincial Councils	03
<u>Departments</u>		
83	Department of Police	75
91	Department of Co-operative Development	02
101	Department of Census and Statistics	32
107	Survey Department	62
153	Postal Department	01
158	Department of Food Control	01
176	Elections Commission	03
196	Department of Meteorology	01
203	Forest Department	01
247	Department of Official Languages	01
250	Department of Prisons Commissioner	01
271	Department of Import and Export Control	02
275	Department of National Archives	206
352	Department of Government Printing	2799
624	Civil Security Department	02
671	Department of Management Services	01
726	Department of Information Technology Management	01
<u>Secretariats</u>		

586	National Productivity Secretariat	01
<u>Urban Councils</u>		
85	Galle Municipal Council	03
676	Moratuwa Municipal Council	01
<u>Provincial Councils</u>		
351	Provincial Council Western Province	85
376	North Western Province Chief Secretary's Office	41
409	Provincial Council Southern Province	22
530	Western Province Agriculture Department	01
704	Sabaragamuwa Provincial Ministry of Education, Information Technology and Cultural Affairs	02
719	Southern Province Ministry of Agriculture, Agrarian Development and Cooperative	01
<u>Pradeshiya Sabha</u>		
705	Pradeshiya Sabhawa - Matara	01
<u>Divisional Secretariats</u>		
415	Kotapola Divisional Secretariats	01
669	Pitabaddara Divisional Secretariats	01
712	Rambukkana Divisional Secretariats	10
<u>Universities</u>		
89.2	Peradeniya University	15
89.3	Colombo University	06
89.6	Moratuwa University	01
89.13	Sabaragamuwa University	01
89.17	Eastern University	01
668	Kothalawala Defence University	02
<u>Army forces</u>		
273	Sri Lanka Army	08
604	Sri Lanka Navy	01
<u>Authorities</u>		
285	Central Environmental Authority	01
<u>Corporations</u>		
125	Sri Lanka Insurance Corporation	01
Board		

263	UNESCO Board of Sri Lanka	02
<u>Commissions</u>		
252	University Grants Commission	04
608	Tertiary and Vocational Education Commission	02
642	Press Complaints Commission of Sri Lanka	02
657	Public Utilities Commission	10
<u>Banks</u>		
133	Bank of Ceylon	03
<u>Societies</u>		
595	Ceylon Society of Australia	04
607	Colombo YMBA	01
627	Kurunegala YMBA (Ltd)	03
<u>Bureaus</u>		
309	Philatelic Bureau	39
731	Foreign Employment Bureau	01
<u>Institutions and centres</u>		
97	National Science Foundation	03
157	Hector Kobbekaduwa Agrarian Research and Training Institute	16
166	Sri Lanka Tea Research Institute	05
217	Sri Lanka Foundation Institute	01
389	SAARC Cultural Center	01
720	Centre for Poverty Analysis	03
<u>Local Authorities Election - 2018</u>		
56/M1	United People's Freedom Alliance	18
	United National Party	24
	Sri Lanka Podujana Peramuna	23
	Janatha Vimukthi Peramuna	14
	Sri Lanka Freedom Party	06
	Democratic United National Front	05
	Independent groups (05)	09
	Total	4165



Accrual of documents in 2017 and 2018.

5.2 Records Collection

At the end of this year the number of record groups acquired by the department were 740. Among those record groups the oldest belong to the Dutch period. Documents belonging to Dutch administrative rule from 1640 to 1796 A.D., records belonging to the British period from 1796 to 1948, and other records received after independence are included in these record groups. The approximate length of these records are about 23.5 linear kilometres.

5.3 Records Survey

Department officers engaged in records surveys of government offices. In the year 2018, an internal circular and guidelines were issued to the officers of the department in order to streamline the conducting of a records survey on public records management and conservation. The preparation of schedules for destruction of documents, the preparation of schedules for permanent conservation, appointing a coordinating officer for records surveys according to Public Administration Circular No. 25/2008 takes place annually. During the year under review primary and secondary steps have been taken in relation to records surveys in the following institutions.

Type of institute	Public authorities at which records surveys were conducted
Ministries	i. Ministry of External Affairs
Departments	i. Department of Meteorology ii. Department of Examinations

Type of institute	Public authorities at which records surveys were conducted
	iii. Department of Valuation iv. Department of Fisheries and Aquatic Resources v. Department of Posts
Courts	i. District Court Kandy ii. District Court Badulla iii. District Court Bandarawela
Other Public Authorities	i. Tea Research Institute, Talawakele ii. Rubber Research Institute, Matugama iii. Kandy Secretariat Office iv. Minipe Pradeshiya Sabha v. Dehiovita Pradeshiya Sabha vi. Nagoda Hospital – Kalutara vii. Ranaviru Seva Authority viii. Sri Lanka Institute of Development Administration ix. Air Force Headquarters x. Sri Lanka Bureau of Foreign Employment xi. Divisional Secretariat - Puttalam xii. Divisional Secretariat - Dehiwala xiii. Divisional Secretariat - Ratmalana xiv. Nivitigala Pradeshiya Sabha xv. Telecommunication Regulatory Commission of Sri Lanka xvi. Water Supply and Drainage Division, Engineering Department, Colombo Municipal Council xvii. Divisional Secretariat of Thimbirigasyaya xviii. Udubaddawa Pradeshiya Sabha xix. Ibbagamuwa Pradeshiya Sabha

6. Archives Management Division

6.1 Arranging Record Groups

Activities such as examining record groups, writing index cards for records that have not been indexed, examining if indexed documents have been deposited properly, gathering records and arranging them are carried out regularly in the repositories of the department.

6.2 Confidential Records Division

In the year 2018, the following activities were carried out by this division

- Obtaining 1295 documents and 34 audio-visual documents under record group 714 of the Presidential Commission to Investigate and Inquire into Serious Fraud, Corruption and Abuse of Power, State Resources and Privileges.

- Obtaining 341 documents under the record group 717 of the Presidential Commission of Inquiry to Investigate, Inquire and Report the Issuance of Treasury Bonds during the period from 01st February 2015 to 31st March 2016.
- Obtaining 85 documents and 01 DVD of the Committee of Experts to Evaluate Sri Lanka-Singapore Free Trade Agreement appointed by President Maithripala Sirisena.
- Sending reply letters to requests for reference of Commission documents: 18
- Boxes and parcels under the following record groups were fumigated and deposited in a repository in the new building.

Record Group	No. of boxes	No. of parcels
51	32	
64	01	
87	54	04
93	01	
96	05	
102	33	
108.01	9	01
108.02	05	
108.03	13	
108.04	14	
108.05	01	
108.06	26	
108.06 (2)	15	
108.07	03	
108.08	03	
108.09	01	
108.09 (A)	01	
108.10	05	
108.11	08	01
108.13	08	
108.14	01	
108.15	03	
108.16	19	

Record Group	No. of boxes	No. of parcels
108.17	05	
108.18	13	
108.19	06	
108.20	02	
108.21	04	
108.22	01	
108.23	01	
108.24	01	
108.25	03	
108.26	26	
108.27	07	
108.28	05	
108.29	04	
108.32	06	02
108.34	05	
108.36	05	04
108.37	04	
108.39	04	
108.40	05	
108.41	03	
108.42	03	
108.43	01	
108.44	02	
108.45	01	
108.46	01	
108.47	01	
169	02	
172.09	01	
177	01	
185	23	06
189	08	01
205	05	
208	02	

6.3 Preparing location guides and other activities

Documents acquired to the department are deposited in repositories and maintained properly as a daily routine. The staff attached to the repositories perform the following duties: issuing records daily to the Research Room on the requests of readers and re-depositing them; issuing records to the officers in the department for their perusal, preparing catalogue cards for record groups, making lists after checking the records and preparing lists of documents with a poor physical condition. Accordingly, the duties carried out by the staff attached to the repositories are as follows.

6.3.1 First Repository

- Number of electoral lists searched: 715
- Number of electoral lists compared for certification: 664
- Number of newspapers compared for certification: 438
- Number of newspapers received from Technical Division and placed in racks: 275
- Number of newspapers issued to the Research Room: 82
- Arranging the newspapers Irida Lankadeepa, Weekly Lankadeepa, and The Sunday Times

6.3.2 Third Repository

- Issued 1,718 newspapers to the Research Room.
- Newspapers which are in a poor physical condition were wrapped.
- Computerisation of the list of newspapers arranged on racks was started.
- Continuous maintenance of the cleaning process in repositories.
- Numbering and indexing paper cutting volumes of the Times Collection.
- Indexing the newspapers which are in poor condition by inspecting the newspapers on rack no. A.

6.3.3 Fourth Repository

- Number of records issued to the Research Room - 689
- Number of records issued for reference by department officials – 395
- Documents sent for conservation – 45/2526, 6/8195, 6/8193 PI, II
- Prepared check list for record group 84

Other -

- Transferring records of record group 41 (Anuradhapura Kachcheri Records) to the Sixth Repository.
- Cleaning, inserting flags and re-depositing in the racks the records of Record Group 81 (Shelf no 915 to 966)
- About 75 documents (in bad physical condition) belonging to RG 45 (Records of the Rathnapura Kachcheri) were re-deposited after inserting flags.
- Started getting check lists of record group no. 45

6.3.4 Fifth Repository

Duty	Record Group No
(i) Cleaning records	02, 03, 25, 26, 43, 55, 68, 70, 73, 85, 94, 95, 97, 102, 105,
(ii) Preparing indices	106, 111, 112, 117, 122, 124, 125, 126, 127, 128, 130, 131,
(iii) Replacing decayed storage boxes with new document storage boxes.	133, 134, 136, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 152, 153, 154, 155, 156, 158, 159, 162, 163, 168, 170, 171, 174, 175, 178, 184, 186, 192, 193, 196, 209, 211, 212, 214, 232, 237, 238, 245, 246, 247, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 262, 263, 264, 268, 270, 276, 277, 278, 279, 280, 281, 282, 283, 285, 288, 289, 290, 291, 292, 293, 297, 301, 303, 310, 311, 312, 313, 314, 315, 316, 317, 319, 321, 322, 325, 329, 329.1, 330, 346, 348, 349, 350, 352, 353, 354, 355, 356, 357, 358, 360, 361, 362, 364, 365, 367, 368, 369, 370, 373, 376, 377, 378, 379, 381, 383, 385, 387, 388, 389, 391, 408, 409, 411, 412, 413, 414, 415, 417, 419, 420, 423, 424, 425, 426, 428, 429, 431, 437, 439, 440, 442, 443, 444, 445, 446, 447, 448, 452, 458, 462, 464, 465, 468, 469, 470, 471, 472, 473, 474, 475, 476, 480, 481, 483, 498, 499, 500, 501, 502, 503, 505, 507, 508, 512, 515, 517, 519, 521, 523, 524, 525, 526, 527, 530, 532, 534, 538, 540, 547, 548, 560, 561, 562, 567, 568, 574, 575, 576, 577, 581, 582, 583, 584, 585, 586, 589, 590, 591, 592, 593, 594, 595, 677, 678, 679, 680, 681, 682, 683, 685, 687, 689, 690, 697, 698

- Prepared check lists for the above 259 record groups.
- Deposited 1685 new acquisitions and kept them in new document storage boxes
- Cleaning of repository and records

- Kept documents in new document storage boxes by removing decayed storage boxes.
- Measuring the lengths of the record groups in the repository.
- Exchanged the following record groups with the Sixth Repository:
17, 20, 22, 30, 33, 34, 35, 36, 37, 38, 47, 49, 53, 57, 63, 66, 71, 72, 76, 78, 82, 91, 107, 113, 119, 151, 160, 165, 199, 220, 248, 265, 275, 287, 382, 436, 177.

6.3.5 Sixth Repository

Duty	Record Group
Cleaning records	47, 41, 36, 71, 42, 22, 20, 57, 63, 187, 151, 49, 32, 113, 287, 224, 216, 92, 91, 76, 69, 82, 382, 31, 37, 78, 10, 90
Checking the records with indices.	41, 47, 36, 71, 42, 57, 63, 151, 187, 49, 32, 113, 287, 224, 216, 49, 92, 91, 76, 382, 82, 31, 37, 78, 10, 90
Identifying the records and adding numbers.	41, 47, 36, 71, 42, 22, 20, 57, 63, 187, 151, 113, 49, 32, 287, 92, 224, 216, 76, 91, 82, 382, 37, 91, 10, 90
Sorting documents	41, 47, 36, 71, 42, 57, 63, 187, 151, 113, 32, 287, 216, 69, 224, 76, 91, 382, 82, 31, 49, 57, 10, 37, 78
Depositing records in boxes and arranging on racks.	41, 47, 36, 71, 42, 20, 57, 63, 187, 22, 151, 113, 287, 32, 216, 224, 76, 69, 91, 382, 82, 49, 31, 37, 10, 90, 78
Writing index cards and computerising them	36, 47, 22, 57, 187, 63, 287, 32, 113, 151, 49, 216, 42, 224, 91, 42, 41, 382, 82, 31, 37, 10, 90, 78
Preparing check lists	31, 47, 53, 63, 71, 10, 216, 224, 287, 382, 41, 90, 91, 199, 82, 76, 92, 32, 78, 187, 151, 113, 24, 30, 28, 69, 59, 37, 36, 34, 49, 33, 35, 42
Transferring records to relevant repository	75, 25.198, 25.34, 25.97, 25.80, 25.6, 234, 99, 70, 55, 106, 101, 77, 56, 257, 365, 352, 161, 98, 370, 267, 182, 62, 85, 43, 45, 01, 68, 26, 62.01, 107, 87, 64
Accepting records from other repositories	47, 49, 38, 37, 36, 35, 34, 33, 30, 22, 20, 17, 53, 57, 63, 71.1, 72, 72.1, 76, 78, 82, 83, 91, 113, 119, 160, 151, 165, 199, 220, 436, 275, 287, 382, 41, 66
Issued 830 records to the Research Room	
Issued 200 records for the perusal of department officials	
All work related to record group no 31, 47, 53, 63, 71, 10, 216, 224, 287, 382, 41, 90, 91, 82, 76, 92, 32, 78, 187, 151, 113, 24, 28, 37, 36 and 49 has been completed.	
05 records were sent for preservation.	
Continuous cleaning of records, racks and repository	



Repository



Repository

6.4 Map Division

Digitising the historical map collection was conducted from January 2018. Some maps are single pages, but some maps have several pages. The number of pages digitised by the map division is given below.

Historical maps	55	Northern Province maps	20
General maps	50	Nuwara Eliya maps	06
Galle maps	75	Vanni area maps	03
Batticaloa maps	03	Inch maps	70
Kalpitiya maps	05	Section maps	478
Eastern Coastal maps	03	District and Towns maps	80
Electorate maps	03	Resource	01
Forts maps	110	India maps	04
Hanwella maps	02	Aerial photo guide maps	76
Jaffna maps	90	Various	40
Kalutara maps	04	RG 58.5 maps	23
Kandy maps	11	RG 76	107
Kotte maps	02	RG 52	102
Mannar maps	02	RG 391/184	99
Manthota maps	01	RG 25.314	02
Matale maps	01	RG 25.341	10
Matara maps	13	RG 25.357	25
Negombo maps	02		

In addition to maps, the following records of historical significance were also digitised.

The History of Royal College	237
RG 27/638	163
RBN catalogue (1910-1913)	238



i2s super scanner machine

Furthermore, 3080 maps were accrued from the Survey Department and were listed, computerised and deposited in map cabinets.

Historical maps	55	Administrative Division maps	33
Agricultural maps	629	Land Registration Division maps	36
Inch maps	128	General maps	153
1:50,000 maps	208	Aerial maps	189
Electorate maps	87	Maps showing forests	66
City Valuation maps	1499	World maps	02

76 identification maps for aerial photographs previously deposited at the National Archives were obtained from the Survey Department and a digital copy of them were deposited.

Transfer of the maps of the Land Settlement Department which were deposited in the 5th repository to the Map Division commenced after removal of the dust on the maps.

Copies of digitised maps were issued to public researchers.

The service agreement for the i2s Super Scanner purchased in the year 2017 was signed by the Director General National Archives and Sanje (Pvt) Ltd. this year.



Map collection

7. Education, Training, Outreach Division

7.1 Education

7.1.1 Exhibition

Serial No	Date	Name & venue of the exhibition
i.	07 th and 08 th March 2018	Participation at “Science, Technology and Education Exhibition” with a stall at Sirimavo Bandaranaike College
ii.	26 th April to 03 rd May 2018	Participation at “Hela bodu kala asiriya” exhibition with a stall at Bingiriya Devagiri Raja Maha Viharaya.
iii.	29 th April to 02 nd May 2018	Participation with a stall for the exhibition “Buddha Rashmi National Vesak Festival” held at Temple Trees.

Serial No	Date	Name & venue of the exhibition
iv.	01 st and 02 nd October 2018	Participation at “World Children's Day Ranweli Semaruma - 2018” exhibition with a stall at the Ruwanwella Pradeshiya Sabha Public Stadium
v.	02 nd to 04 th November 2018	Participation at “National Literary Arts Festival 2018” exhibition with a stall at the Walasmulla National School Premises

7.2 Trainings

7.2.1 One-day training course on the management of public records and archives legislation

This course targets executive officers in government organisations and provides knowledge about public records management and archives legislation. Three courses were conducted on 20th March 2018, 28th August 2018 and 11th September 2018. Lectures were carried out by the following resource personnel: Director General National Archives Dr. Nadeera Rupesinghe, Assistant Director (AtD) Mrs. R.C.R. Priyangani, Assistant Archivist Mrs. Dilini Liyanage, Assistant Archivist Mrs. Himali Weerakoon, Chief Conservation Officer (Archives) (AtD) Mrs. K. H Asoka and Archival Conservation Officer Mr. Nihal Pideniya. 204 state officials participated in this course.

7.2.2 Five-day course on Records Management and Conservation

The five-day course on records management and conservation targets management assistant service and other non-staff grade officers in ministries, departments, corporations, statutory boards and other government institutions. During the year 2018 the five-day records management course was conducted four times. Accordingly, courses were conducted from 05th March 2018 to 09th March 2018, from 14th May 2018 to 18th May 2018, 13th August 2018 to 17th August 2018 and 15th October 2018 to 19th October 2018. Lectures on records management and conservation were delivered by the Director General National Archives Dr. Nadeera Rupesinghe, Asst. Director (AtD) Mrs. R.C.R. Priyangani, Assistant Archivist Mrs. Dilini Liyanage, Assistant Archivist Mrs. Himali Weerakoon, Retired Assistant Archivist Mr. Joseph Patrick Peris, Assistant Archivist Mrs. Sumana Amarasinghe, Assistant Archivist Mrs. Suneetha Guruge, Assistant Archivist Mrs. Shirani Patabandige and Assistant Archivist Ms. Saumya Senarath. The practical sessions were carried out by Chief Conservation Officer (Archives) (AtD) Mrs. K. H. Asoka, Assistant Archival Reprography Officer Mr. Dhanu Egodawatte, Audio-Visual Technician Mr. D. D. Jayantha, and in the year 2018, 285 government officers participated in this course.



Course on Book Binding

7.2.3 Training Course on Book Binding

In 2018, the book binding training course of 30 days was held five times for Office Employees Service personnel attached to government and semi-government institutions such as ministries, departments, corporations, statutory bodies etc.. The course was conducted by department officers in the Technical Section trained locally and abroad and 85 officials took part in this course.

7.2.4 Seminar on Managing Municipal Archives

This year's seminar and inaugural ceremony under the theme "Managing Municipal Archives" was held at the Department on September 06 and 07 with the participation of local government officials. The resource persons for this workshop were Ms. Laura Taylor of the London Metropolitan Archives in the United Kingdom and Dr. Bart Ballaux of the City of Rotterdam in The Netherlands. The International Council on Archives provided part sponsorship for the seminar.

Lectures were given on the following topics –

- Observations on records management in Municipal Councils and Urban Councils in Sri Lanka – Ms. Chamila Rajapathirana, Assistant Director (AtD)
- Management of traditional historical archives – Ms. Laura Taylor

- Implementing an electronic work (and records management) environment: how to make it work – Dr. Bart Ballaux
- Metadata, classification and appraisal in an electronic environment - Dr. Bart Ballaux
- Paper Records Management at London Metropolitan Archives & creating retention schedules - Ms. Laura Taylor
- Records disposal, sensitive records, personal information - Ms. Laura Taylor
- Steps in creating a retention schedule - Dr. Bart Ballaux



Inauguration ceremony of the Seminar on Managing Municipal Archives

The British established Municipal Councils during the nineteenth century under Ordinance No. 17 of 1865, aiming at an efficient local administration and service to the public. It was a landmark in the history of local government in Sri Lanka during the nineteenth century. Accordingly, Municipal Councils were first established in the major cities of Colombo, Kandy and Galle. Through this, urban community services such as constructions and maintenance of roads, street lighting, water supply, public health services, sanitary systems, and market facilities were provided. The records of these councils are deposited in the Department of National Archives.

It is thus opportune to discuss the management of traditional records as well as digital records in local authorities and the participation of two international experts on municipal archives was a great benefit for this programme. Topics in relation to the subject matter of records management such as records appraisal, destruction of unwanted records, accrual of records at the Department of National Archives for permanent preservation under certain rules and regulations and access of information by the public in municipal archives were discussed. In 2016, the National Archives carried out a survey on records and record rooms of local government institutions in Sri Lanka through a questionnaire to gather data with regard to the management of municipal records in cooperation with the Ministry of Provincial Councils and Local Government was the basis for this.



Conference and Inauguration Ceremony

This seminar was an excellent starting point for future endeavours of addressing challenges and problems faced by archivists and officials of local government institutions in the country. The contribution of two international experts on municipal archives was extremely helpful for the two-day seminar focusing on appraisal of records, disposal of records, accrual of valuable records for permanent preservation under certain rules and regulations, and the drawing up of retention schedules. Together with our participants from Sri Lanka, they were able to share their knowledge and experiences. It opened up a platform of discussion among participants on the issues and challenges in managing municipal records. Participants were able to gain knowledge and learn basic skills in managing traditional and electronic records from creation until disposal of records.

7.3 Outreach

This unit provides awareness on the records deposited in the department and the services provided by the department to school children, university students and the general public. It also provides articles to newspapers, carries out television and radio programmes and produces audio visual programmes relating to the work of the National Archives.

According to a decision taken by the International Council on Archives in 1978, it was declared that the National Archives of member countries of the United Nations Educational, Scientific and Cultural Organization (UNESCO) have to hold a National Archives Week. Accordingly, the first National Archives Week of Sri Lanka was held in 1979 and since then, the National Archives of Sri Lanka has held the 'National Archives Week' in the first week of November or in a week close to it.

The entrance to the department's main building had to be closed since September 2017 due to the decaying concrete fins, and in April 2018, several concrete fins suddenly collapsed. Due to its dangers, steps were taken for the immediate removal of the decaying concrete fins, and instead of holding an Archives Week, it was decided to hold the above-mentioned two-day conference and inauguration ceremony on Managing Municipal Archives.

8. Special Projects

8.1 Computerisation of indexes project

Under this project started which on 06th June 2016 to computerise the index cards of the records deposited at the National Archives, by the end of the year 2018 the number of cards computerised were 396,777. The computerisation of these indexes is done by the data entry officers. The data is checked by two retired staff officers of the department who mark corrections and the data entry officers make the corrections. Thereafter, the final checking is carried out by a consultant.

The department lost the advisory services of Retired Director National Archives Dr. K. D. G. Wimalaratne, who was the consultant for the project, due to his illness and his demise in 2018. Retired Deputy Director National Archives Prof. K. D. Paranavitana continued to provide consulting services. Two retired staff officers of the department, Mrs. Maharage and Ms. Wasanthi Egodawatte have been engaged in checking the index cards and the project is ongoing.

9. Computer Division

The Computer Section of the National Archives updates the website of the National Archives and virus software, maintains the computer network and resolves problems of computer-related issues of the department. It also provides ongoing computer support for the Times Collection Digitisation Project, and retrieves data stored on the database as

needed. Among the tasks performed by the computer section in 2017 are the duties of the committee for the purchasing of computer items.

10. Photography and Microfilming Division

This division microfilms records in a physically bad condition and other important archives. In addition, it handles the photography requirements of the department and provides copies of records according to the requests of the public of extracts of records from various documents by using a digital camera. Accordingly, 15,790 exposures were issued to the public. The newspapers microfilmed by this division is as follows:

Name of newspaper	Time period	Exposures
Ceylon Daily News (Old)	1949.10.01 - 1952.12.31	58,200
Daily News (New)	2017.10.01 - 2018.09.30	

11. Audio-Visual Division

Numbering, examining and cleaning magnetic tapes, video cassettes, films, audio cassettes acquired by the department, numbering and depositing microfilms in an orderly way, issuing them to the Research Room for public and research requirements, issuing copies of them for research purposes are among the duties performed by this division. The duties performed by this section in this way are mentioned below.



Audio-Visual Division

11.1 Conservation of Audio-Visual Records

- i. Checking, cleaning and rewinding periodically, following magnetic tapes
 - 25.86/S.M.T/01,03 to 169
 - 73/S.M.T/01-59, 61 to 83, 93, 94, 101 to 123, 139-155, 157-162, 164, 165, 167-193
 - 25.147/S.M.T/01-16
 - 25.286/S.M.T/257-265
 - 108 3/S.M.T/24, 25, 26, 27
- ii. Rewinding and checking the Presidential Commissions Lot No - 405, 433, 405, 454, 456, 457, 460, 77 (Audio Cassette) AC and rewinding, checking and recording details of Lot No - 580, 623, 640, 641, 384, 335, 658, (Audio Cassette) A.C.
- iii. Rewinding of 160 Positive Films and 42 Negative (Picture & Sound) Films by staff of the Film Corporation.
- iv. Depositing all films deposited in the film archives on the racks in a proper manner by numbering and entering names of them
- v. Checking, cleaning and rewinding 50 video tapes (VHS tapes).
- vi. Checking and rewinding 3000 microfilms.
- vii. Checking, cleaning and rewinding audio-visual cassette tapes

11.2 Accrual of audio-visual records

- i. Accepting disks from the acquisition section (CD – 72, DVD – 15, Blu-ray – 190, Pen Drive – 02)
- ii. A nitrate film was accrued from the National Film Corporation (News Reel).
- iii. Welikathra movie of Mr. D. B. Nihalsinghe were accrued as a private acquisition.

11.3 Issue of audio-visual records to the public

- i. Issuing 777 microfilms to Research Room and re-accepting 780 microfilms from the Research Room and depositing them correctly.
- ii. Completing and handing over to the Public Relations Office 13 jobs of copies of microfilms and 75 jobs of CD-R copies
- iii. Providing facilities to school students, university students and scholars to listen to folk music for research and providing copies of folk songs
- iv. 168 researchers visited the department to refer audio visual records and the number of records (reels) issued were 777.

11.4 Film digitisation

Digitising of the film archives started in the month of July 2017 and at the end of 2018, 237 films were digitised. These digitised films are recorded on blu-rays and deposited in the film archives. Of the 237 films approved for digitisation, 104 films were checked in 2017 and the remaining 133 films were checked in 2018.

During this checking the archival number, start of the film, end of the film, sound, smooth continuity of the film etc. was checked. A metadata index for the 237 blu-ray films was created. In this index, the archival number, duration, actors and actresses, production, direction etc. were included. An index was compiled for 378 films deposited at the film archives.



Film Archives

12. Technical Division

12.1 Records restoration and conservation

The preservation and conservation of archives deposited in the archives is carried out by this division. Due to the greatly reduced number of Archival Conservators, namely 06, the tasks accomplished this year have been limited.

Conservation duty	No. of pages conserved
Deacidification	3409
Totally conserved	3409
Semi conservation	----
First aid	----
Cuts	20150
Fixing of supportive tapes	288
Bind to inch	98
Stitched sections	19800
Prepare beginning and last pages	3800
Book binding	1256
Fully completed volumes	2018
Gold plated books	636
Binding gazettes	152
Conservation of gazettes	04
Permanent binding	1500
Making hinge covers	84
Binding newspapers	320
Binding library books	30
Conservation of library books	03
Boxes	125
Index cards	3000
Folders	06
Thymol fumigation	18
Phosphene fumigation	----
File covers	84
Dummy cases	84
Dockets	07
Flags	1300
Ledgers	85
Maps	03
Conservation of ola leaf manuscripts	69860
Ola leaves fixed by threads	1922
Temple duties	10
Trained book binders	84
Various other duties (Conservation of printed books in temples)	14565

12.2 Technical assistance for institutions

This division provides instructions on the protection and preservation of documents to government institutions such as ministries, departments etc., and government affiliated institutions as well as private institutions, while also conserving documents in religious institutions. It provides advise on how to organise a record room according to international standards, on how to prevent the destruction of records in an institution and how to maintain a record room etc. During this year technical assistance was given to the following institutions.

No	Institution	Quantity
i.	Departments	12
ii.	Forces	04
iii.	Urban Councils/ Divisional Secretariats	08
iv.	Statutory bodies	11
v.	Private organisations	06

12.3 Conservation of records in religious institutions

Conservation of ola leaves and manuscripts of ancient temples in Sri Lanka is performed annually by this department. During this year conservation was carried out in 10 religious institutions and 69,860 ola leaves have been conserved.



Technical Division



Archival Conservation

13. Research Room

Research facilities are available at the head office situated in Philip Gunawardena Mawatha, Colombo 07 and a branch office adjacent to the Old Court Complex Kandy. Accordingly, researchers visited the head office 3163 times and 1410 archives, 1547 newspapers, 756 books, 71 maps, 777 microfilms, 39 photographs and paper cutting packets have been issued to them.

In addition, awareness lectures on the Research Room were conducted for the officers participating in training programs on records management and conservation and training programmes on book binding.

In order to streamline the work of the research room, a set of rules and regulations for the use of the research room was issued and the records issuing form was revised to be more systematic. In addition, to ensure the security of the documents, processes such as a placing a security officer in front of the Research Room and obtaining copies of a valid identity card when issuing reader permits were initiated.

Furthermore, access to the digitised Times Collection of photographs and paper cuttings was provided at the Research Room for the first time.

14. Public Relations Office

This section maintains relations between the public and the department at a professional level. It accepts search orders according to public requirements and issues extracts, coordinates judicial matters, guides researchers to the Research Room, and issues extracts of records according to the requirement of researchers etc..

Serial No	Type of Application	No. of applications received	Issued quantity
i.	Sannas and Crown Grants	559	581
ii.	Grain Tax	143	114
iii.	Nila Pangu, Praveni Pangu and Commissioner's notes	107	78
iv.	Vihara and Dewala lands	56	50
v.	Thombos	56	48
vi.	Voters Registers	745	705
vii.	Government Gazettes	1171	1165
viii.	Certifying copies	225	225
ix.	Local inquiries (various)	81	51
x.	Foreign inquiries (various)	06	03
xi.	Computer scans	678	606

14.1 Issuing certified copies of archives

This division issues certified copies of archives according to requests of the public, state institutions and non-government institutes. Translations of Dutch thombos, voters' registers, gazettes, newspapers, crown grants, sannas issued by the king, grain tax registers, etc. were issued as per requests from the public. Furthermore, various certified copies in connection with publications and media requirements are also issued.

14.2 Judicial matters

Officials of this department submit copies of documents and original documents as evidence and provide oral evidence according to summons received from magistrate courts and district courts island-wide.

14.2.1 Issuing extracts for judicial matters

Subject	Number of times
Voters registers	37
Gazettes	01
Grain tax registers	01
Chena registers	01
Newspapers	04
Sannas	03
Nila Pangu	01
Vihara and Dewala lands	02

14.3 Digitization room

This section issues extract from archives for public requirements, research activities and requirements of state institutions. The section carries out the digitisation of the newspaper extracts and other digitization requirements necessary for exhibitions held by the department.



Research Room



Public Relations Office

15. Library

The National Archives has a library with a valuable collection of books on various subjects. The books deposited cover subjects such as history, political science, sociology, folklore, anthropology, law, foreign affairs, literature, archival science, etc. Although the library is not open to the public it is possible to refer the collection if the books are required as secondary sources for use while reviewing the archives. They can then be brought from the Library to the Research Room. This year the department spent Rs. 59,774/= to purchase 95 books to the library and received 15 books as donations. In addition, 64 periodicals were received.

Books received as donations and purchasing by the department

Subject	No. of books purchased	Donations
Sinhala	35	03
Political Science	09	01
Sociology	11	-
Administration	04	--
Religious	14	05
Biographies	22	06
Total	95	15

16. Registration of Books and Newspapers Division

This division carries out duties such as the registration of printers, registration of publications, periodicals and newspapers printed in registered printers, updating registers on them as well as examining bookshops, printing presses, and filing cases in the court against printers who do not send their monthly statements.

16.1 Registrations of printing presses

The department has received 55 affidavits for the registration of new printing presses for the year 2018, according to paragraph 02 of the Printing Press Ordinance (178 chapter). By 2018, the number of printing presses that were closed was 76. By 31st December 2017 the number of printing presses that existed were 2536. Up to 31st December 2018, the number of registered printing presses were 2515 at district level island-wide. Within the Colombo Municipal Council boundaries there are 415 printing presses and beyond the CMC limits yet within the Colombo district there are 626 printing presses, while there are 1474 printing presses in the other districts.

16.2 Inspection of printers

Department officials checked the printing presses in Colombo, Kalutara, Gampaha, Kurunegala, Puttalam and Ratnapura districts to check whether the Printers Ordinance, the Printers and Publishers Ordinance and Newspapers Ordinance were being properly implemented. We greatly appreciate the assistance provided by the Police Department to obtain basic information for these investigations.

16.3 Publications

The number of publications received for registration during the year 2018 under paragraph 02 of the Printers and Publishers Ordinance (179 charter) were 10,179. All

these publications were registered and the number of books registered is 4046. Registered books are categorised as 3042 Sinhala, 751 Tamil, 157 English and 96 Sinhala /Tamil/ English publications.

16.4 Periodicals

This year, 343 journals have been registered in total and when listed by language there were 174 Sinhala, 97 Tamil, 27 English and 45 Sinhala/Tamil/English periodicals.

16.5 Newspapers

In the year 2017, 325 newspapers were received under paragraph 02 of the Newspapers Ordinance (180). According to their language there were 192 Sinhala, 81 Tamil, 48 English and 04 Sinhala/Tamil/English newspapers.

17. Kandy Branch

The Kandy branch of the Department of National Archives is attached to the old court complex at Hemamali Mawatha.

17.1 Number of employees

In the year under review there was an Assistant Archivist, Archival Officer, three Development Officers and three Office Employees Service persons attached to the Kandy Branch of the Department of National Archives.

- Ms. Lasika Ariyaratne, Archival Officer joined the Head Office with effect from 01st June 2018.
- Ms. Sriyani Ranasinghe, Archival Officer joined the Kandy Branch with effect from 04th June 2018.
- Ms. Anusha Rajapaksa, Development Officer returned to work on 02nd February 2018 after completing her maternity leave.

17.2 Indexing work on records

- Preparation of index for Record Group 18 (District Secretariat Office Kandy) 9712 – 10526

■ Application of final numbers to records

Record group No	Details	Quantity
30	District Secretariat Office	3206 - 3754
34	District Secretariat Office Matale	1891 – 3132

■ Obtaining a checklist of records

Record group no.	Details	Quantity
18	District Secretariat Office Kandy	1 - 10526
30	District Secretariat Office	1 - 3754

■ Preparation of Location Guides

Repository	Record Group	Quantity
01	78	1-5466
	80	1-788
	83	1-3936
	245	1-1464
	276	1-5300
	305	1-1141
02	18	1-6382
		9090-9122
		9344-10256
	20	1-1981
	30	1-3754
	34	1-2563
	38	1607-2991
	69	1-1402
	220	2071-12083

Repository	Record Group	Quantity
	236	1-2224
03	18	6383-8992
		9123-9344
	21	1-175
	23	1-47
	83	3936-6610
	220	1-2070
	253.65	1-37
	Extraordinary Gazette	Year 2007-2011
	Circulars	1959-1970

■ Computerisation of records

Record group no.	Details	Quantity
30	District Secretariat Office	2255 - 2850
18	District Secretariat Office Kandy Finding aids	9345 - 10526
----	Sessional Papers Index	Year 1861 - 1978

17.3 Judicial matters

Records and certified copies were presented to the Kegalle District Court, Matale District Court, Avissawella District Court and the Kandy District Court.

17.4 Records surveys and workshops

Record Surveys were conducted at the City Council Kadugannawa, Municipal Council Kandy, Divisional Secretariat – Gagawata Koralaya and City Council Wattegama. Furthermore, a training programme on Document Management and Preservation - Kandy District Secretariat (Role of the Department of Archives and Rules) was conducted. In addition, a lecture (Role of the Department of Archives) was conducted at the five-day course at the Colombo office.

17.5 Public inquiries

- Quantity of records issued

Applications	No. of applications	No. of copies issued
Shares of nearest inheritance (S.T.R)	97	57
Grain Tax (G.T.R)	12	02
Records of temple lands (T.L.R)	48	17
Commissioner notes (T.L.C.P)	12	04
Sannas	24	11
Gazettes	56	29
Ordinances	23	09
Plans	05	01
Local inquiries	106	95
Overseas inquiries	11	09

- Number of researchers visited - 99
- Readers - 462
- Number of documents issued - 819

17.6 Digitisation of Records

A digitisation room was set up at the Kandy branch for the first time in 2018 and steps have been taken to begin the digitisation of the most valuable documents on a priority basis.

18. Legislation

Work began again in 2018 to amend the Printers and Publishers Ordinance No. 1 of 1885. Initial discussions were held with the National Library. Furthermore, the National Library Advisory Committee appointed a three-person core group consisting of the Director General National Library W. Sunil, Director General National Archives Dr. Nadeera Rupesinghe and former Director General National Library Upali Amarasiri to provide recommendations for the revisions.

19. General Remarks

The Department of National Archives is a public institution that provides information to meet state and public requirements, safeguarding the documentary heritage of the nation.

The main purpose of the National Archives is to preserve important documents of state rulers from the past and deposit them safely to provide information that is required for government administration and public requirements. Accordingly, the National Archives has proved to be a special place for the public in being able to provide research facilities to 3163 researchers this year, giving the public, school children, university students and various professionals as well as foreigners the necessary information. The assistance of the department staff in providing a service to the best of their abilities with the minimum facilities and minimum number of serving staff members has been considerable. It is also commendable that it has been possible to undertake more work in the repositories than in previous years.

We have been able to acquire over 6,997 original documents and publications from government institutions this year, by informing government institutions on records management, preservation, records disposal and the records acquired by the National Archives while carrying out records surveys in 29 government institutions.

The high number of vacancies in the Department poses an obstacle to achieving professional goals. It was also a matter of regret that the recruitment process took some time and the filling of vacancies by retiring officers could not be done expeditiously. It is a cause for pleasure that the effort to complete the restructuring of the staff based on current and future requirements was successful. Furthermore, the invaluable support of the line ministry and the assistance received from the Salaries and Cadre Commission and the Department of Management Services have also to be highly appreciated. Eight schemes of recruitments were approved by the end of 2018 and recruitment for several posts is scheduled for the year 2019.

In one of the most significant achievements this year, the Cabinet of Ministers approved the removal and repair of dilapidated concrete fins in the main building of the Department of National Archives and the installation of Central Air Cooling, Fire Protection and Advanced Security Systems by Cabinet Memorandum No. 17/29/2988/742/050 dated 17th January 2018. While steps were being taken to award the contract, twenty-five concrete fins collapsed in April while work was being carried out on the assignment. Although the dilapidated concrete fins had to be urgently removed and the renovation of the building started soon, the technical evaluation committees set up earlier had to be revised due to several changes of the line ministry. Due to this, the awarding of the contract for the relevant work was delayed and the contract was awarded to the Central Engineering Consultancy Bureau (CECB) and its wholly-owned subsidiary of Central Engineering Services (Pvt) Ltd (CESL) on 26th December 2018.

Accordingly, steps will be taken to provide the services of the Department of National Archives to the maximum extent possible in the future.

Dr Nadeera Rupesinghe
Director General National Archives

