

Access to Records – Research Room Practices

Access to public Records

- All applications seeking to conduct research at the Assam State Archives should be made to the Director of Assam State Archives as per prescribed format.
- Foreign nationals intending to consult the public records may be permitted only on production of letters of introduction from their sponsoring Institution and/or diplomatic missions.
- Entry of scholars is **prohibited in the Stack Area and the Library.**

Timings:

Research Room remains open from 10.30 AM. To 4.15 PM.(winter time) / 5.00 PM. (summer time) on all working days of the year excepting Sundays, second & fourth Saturdays of the month and other holidays notified by the Government.

Supply of Records:

- Records/Documents/Books/Maps shall be delivered to a scholar only on submission of a duly signed Requisition Slip prescribed for the purpose to the Staff Counter.
- Requisitions can be made thrice daily at 10.30, 12.30 and 2.30 hours on all working days.
- Any scholar intending to photocopy pages should submit a requisition slip (as per prescribed format) mentioning the page numbers clearly. The prescribed fee is Rs. 1/- per page for Indians and Rs. 2/- per page for foreign nationals.
- Scholars desiring to take photographs of pages must obtain prior permission from the office staff (as per prescribed format). The prescribed fee for photography is Rs. 1/- per page for Indians and RS. 2/- per page for foreign nationals.
- No scholar shall be permitted to carry their bags to the Research Room.

General Rules to be followed: Any person desirous of consulting the public records shall not:

- write and put any marks on public records.
- fold, tear, cut or otherwise tear or mutilate the public records.
- Take any eatable or beverages while consulting public records,

Acknowledgements:

Any scholar who uses the records in the Assam State Archives in his / her published works may duly acknowledge the same and submit a copy of the publication free of charge to the Archives.

Director
Assam State Archives