

## **Activities undertaken by Secretariat Administration Department**

- Acquisition of record from different Departments.
- Preparation of Indices.
- Repair of brittle and damaged records under different processes of lamination.
- Binding of repaired records and maps.
- Computerization of records in 'AIMS' software for easy retrieval.
- Scanning of records and maps.
- Microfilming of records.
- Advancing facilities of creating agencies, government departments, research scholars and for reference & research.
- The reference media of 30,000 numbers of library books, reports, maps has been computerized in 'KOHA' software and all the books have been bar-coded and hence, scholars or visitors can access the indices/titles of books, reports etc. on the internet.
- Around 2(two) lakh files (pre 1874-1979) have been listed and thematically arranged and kept systematically in hard board carton boxes in the shelves.
- The reference media of files/reports (around 1.5 lakh) has been computerized in 'AIMS' software. At present records up to 1957 are now easily retrieved and made available to scholars.
- Files of the Special Branch (Police) from 1935 to 1947 have been digitized and made available in the Archives.
- Better facilities for scholars including air conditioning of research room with suitable furniture, computer for accessing indices of records and library books etc.
- Renovation of library and conference room, conservation room, repographic room and data entry room with all required facilities have been completed.
- Construction of reception room, fumigation room and security room has also been completed.
- Installation of 200 KV transformer has been done.
- Completion of electrification of stack area with modern equipments has been done.
- New fumigation chamber, microfilm equipments and A0 size Flatbed scanner have been installed.
- Around 300 nos. of Research Scholars from India and abroad have enrolled during 2014-2015.
- For easy access of records to the general public, scholars, researchers and administrators, a comprehensive website of the Assam State Archives was launched on 1st September, 2014. The website could be reached at <http://www.assamarchives.gov.in>
- The services which are accessible to officials through online system by logging in to URL at <http://103.8.249.88/secpass>.