

# NATIONAL HIGHWAY AUTHORITY Establishment

07 Jan 2021

Dir (Estab)/NHA/

## SUB: PROFORMA FOR ARCHIVING OF EXISTING/OLD RECORD

The committee on archiving/digitalization of entire records including old files/record of NHA has decided in the meeting that information regarding old, closed record will be collected from all the offices of NHA.

2. In this regard a proforma is enclosed here with. You are requested to provide the required information on the attached proforma within one week.

Mariam Mumtaz Butt)
Director (Establishment)

#### **Distribution:**

- All Members/HQ/Zone/Regions
- Member (South-Motorways) NHA, Lahore
- Member (North-Motorways) NHA, Burhan
- All GM (HQ/Zone/Region)
- SO to Member (Admn), HQ

#### **Copy for Information:**

- SPSto Chairman, NHA, HQ
- DD(MIS) for uploading on NHA Website

## **NATIONAL HIGHWAY AUTHORITY**

# PROFORMA FOR ARCHIVING OF EXISTING/OLD RECORD

DOC#ESTB/MIS/001

Nume of the Section.	Name of the Section:	Date:
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SR.#	DESCRIPTION OF	CONTENTS:	NO. OF PAGES:		CONFIDENTIALITY Dublic classified	RETENTION	STATE OF RECORD	REMARKS
	Narrative description of the records explaining why the records were created and what their purpose is.	List the specific types ofdocuments/record e.g. files, reports, contracts, agreements, minutes of meeting,map, pictures, legal doc, land record, registers, payment vouchers, bank statementetcor	Correspondence	Note portion Paras/pages	Public, classified, non-classified:	PERIOD The retention period is the minimum length of time that the records must be kept.	e.g. In-order, properly arranged/managed etc	
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