

MANUAL FOR ARCHIVING IN THE NEPAL COURTS

The purpose of a standardized archiving activity is to facilitate case management and record keeping in the courts. This will be accomplished in three ways; first, by optimizing use of court space, second, by improving the ability to track cases, and third to allow for easier retrieval of archived cases.

- A. Archiving should be conducted at least once a year. Courts may find it advantageous to archive more often, or on a continuous basis due to size of the court or space constraints.

- B. A register log should:
 - 1. Be maintained of all cases that have been archived. This register should be maintained on a continuing basis. If a case is removed from the archives, the log must be annotated.
 - 2. A register sheet should be in each storage box listing the files contained inside.

- C. The storage boxes should:
 - 1. Have a lid that fits securely.
 - 2. Be constructed of sufficiently strong material.
 - 3. Be resistant to bugs, dirt, and moisture.

- D. Closed should be kept on open shelf until one year after closing of the case:
 - 1. Keep the case easily available if it goes to appeals court.

2. Destruction of one-year documents can be performed before archiving. This will save space and eliminate the need to go back and purge the one-year documents.
3. Ease filing of any documents the court might receive after closing, but before archiving.

E. The boxes used for archiving should:

1. Exterior of storage boxes should clearly marked for identification. The markings should: 1) identify the range of cases stored and 2) sequential number of the boxes.
2. The boxes should be stored in numerical order or in other logical sequence to facilitate retrieval.
3. Archived cases should be stored in boxes off the floor for protection from moisture and other environmental elements.
4. Archived cases should be kept in same numbering system they had as open cases.
4. Upon initial archiving, boxes should only be filled about 90%.

F. The archived case files should:

1. Filed in numerical order within the storage box.
2. Stored vertically to make it easier to find the case.