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**LEARNING MATERIAL AND ASSIGNMENT 2021-22**

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**CHAPTER NAME : - HOW , WHEN AND where**

**Topic : --- administration produces records .**

**~ how do we know about the last 250 years of Indian history ?**

- **Official records of the British administration.**

**Below**

- **Every instruction plan, policy, decision, agreement investigation had to be clearly written up.**
- **All important documents and letters were carefully preserved.**
- **Record room where attached to all administrative institutions , a specialised institution like Archives and museums where also established to preserve important records.**
- **Letters and memos of various branches were also preserve ( report and instruction )**
- **These documents where carefully copied out and beautifully written by calligraphist ---- with the speared of printing multiple copies of these records were printed.**

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