

RECORDS MANAGEMENT POLICY

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OFFICE OF THE PREMIER

RECORDS MANAGEMENT POLICY

1. PURPOSE

- 1.1 Section 13 of the National Archives and Record Services of South Africa Act, 1996 requires the Office of the Premier to manage its records in a well-structured record keeping system and to put the necessary policies and procedures in place to ensure that its record keeping and records management practices comply with the requirements of the Act.
- 1.2 Information is a resource of the same importance to good management as other standard resources like people, money and facilities. The information resources of the Office of the Premier must therefore be managed as a valuable asset. Appropriate records management is a vital aspect of maintaining and enhancing the values of this asset. The Office of the Premier considers its records to be a valuable asset to:
 - Enable the Office of the Premier to find the right information easily and comprehensively;
 - Enable the Office of the Premier to perform its functions successfully, efficiently and in an accountable manner;
 - Support the business, legal and accountability requirements of the Office of the Premier;
 - Ensure the conduct of business in an orderly, efficient and accountable measure;
 - Ensure the consistent delivery of services;
 - Support and document policy formation and administrative decision making;
 - Provide continuity in the event of a disaster;
 - Protect the interest of the Office of the Premier and the rights of employees, clients and present and future stakeholders;
 - Support and documents the Office of the Premier's activities, developments and achievements;
 - Provide evidence of business in the context of cultural activity and contribute to the cultural identity and collective memory.
- 1.3 Records management, through control of the content, storage and volume of records, reduces vulnerability to legal challenge or financial loss and promotes best value in terms of human and space resources through greater co-ordination of information and storage systems.

2. POLICY STATEMENT

- 2.1 All records created and received by the Office of the Premier shall be managed in accordance with the Records Management principles contained in Section 13 of the National Archives and Records Service Act, 1996
- 2.2 The corporate memory of any organization hinges on good record keeping. In a democracy where governmental bodies are required to account for each and every action, it is obligatory to have good records systems in place.
- 2.3 The following broad principles apply to the record keeping and records management practices of the Office of the Premier:
- The Office of the Premier follows sound procedures for the creation, maintenance, retention and disposal of all records, including electronic records.
 - The records management procedures of the Office of the Premier comply with the legal requirements, including those for the provision of evidence.
 - The Office of the Premier follows sound procedures of the security, privacy and confidentiality of its records.
 - Electronic records in the name of the Office of the Premier are managed in accordance with the principles of the National Archives and Records Service.
 - The Office of the Premier has performance measures for all records management functions and reviews compliance with these measures.

3. RELATIONSHIP WITH OTHER POLICIES

- 3.1 The Office of the Premier's Records Management Policy consists of this policy as well as additional parts that cover the unique nature of the broad spectrum of records generated by Office of the Premier. These policies, which will be introduced as the need arises, will be managed by the Records Manager, and will consist of the following parts:
- 3.1.1 Electronic Records Management policy;
- 3.1.2 E-mail policy;
- 3.1.3 Document imaging; and
- 3.1.4 Web content management policy
- 3.2 Other policies that are closely related to the Records Management Policy are
- 3.2.1 the Information Security Policy which is managed by the Security Manager;
- 3.2.2 The Internet Usage Policy which is managed by the IT Manager; and the

- 3.2.3 Promotion of Access to Information Policy which is managed by the Chief Information Officer.

4. SCOPE AND INTENDED AUDIENCE

- 4.1 This policy impacts upon the Office of the Premier's work practices for all those who
- Create records including electronic records;
 - Have access to records;
 - Have any other responsibilities for records, for example storage and maintenance responsibilities;
 - Have management responsibility for staff engaged in any of these activities; or manage, or have input into, information technology infrastructure.
- 4.2 The policy therefore applies to all staff members of the Office of the Premier and covers all records regardless of format, medium or age.

5. REGULATORY FRAMEWORK

- 5.1 The records of Office of the Premier will comply with the rules of evidence. This entails, inter alia, that they are managed throughout their life cycle by corporate-wide systems and procedures, that this can be proven, and that they are managed corporately (and NOT in terms of personalized "information management systems").
- 5.2 Within the legislative framework of South Africa, there are certain acts and regulations which impact the way in which government manages its recorded information resources. This legislation is applicable to all public bodies irrespective of size or activity:

5.2.1 Constitution of the Republic of South Africa, Act no. 1/1996

Section 32(1) (a) states that everyone has the right to access any information held by the State or held by another person and that is required for the exercise or protection of any rights.

Section 41(1) (c) states that all spheres of government and all organs of state within each sphere must provide effective, transparent, accountable and coherent government for the Republic as a whole.

5.2.2 National Archives and Record service Act of 1996 as amended

The purpose of the act is to provide for the proper management and care of the records of governmental bodies.

5.2.3 Public Finance Management Act, Act No. 1 of 1999

This act seeks to ensure that public finances are expended in a manner that is transparent and accountable and hinges on the availability of sound, properly managed financial and related records.

5.2.4 Promotion of Access to Information Act, Act No. 2/2000

This act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any right.

5.2.5 Promotion of Administrative Justice Act, Act No. 3 of 2000

This act gives effect to the constitutional right to justice in any action performed by or decision taken by a government body. The Act hinges on the availability of properly managed empowering provisions.

5.2.6 Electronic Communications and Transactions Act, Act No. 25 of 2002

This act seeks to ensure the legitimacy, accuracy, verifiability and functionality of electronic records.

6. ROLES AND RESPONSIBILITIES

6.1.1 The Director-General is ultimately accountable for the record keeping and Records Management practices of the Office of the Premier. **THE DIRECTOR-GENERAL** in the **OFFICE OF THE PREMIER** will also be the **CHIEF INFORMATION OFFICER**.

6.1.2 The Chief Information Officer is responsible for approval of requests for information in terms of the Promotion of Access to Information Act.

6.1.3 The Chief Information Officer shall inform the Records Manager if a request for information necessitates a disposal hold to be placed on records that are due for disposal.

6.1.4 The Director-General of the Premier is committed to enhance accountability, transparency and improvement of service delivery by ensuring that sound Records Management practices are implemented and maintained.

6.1.5 The Director-General of the Premier supports the implementation of this policy and requires each staff member to support the values underlying in this policy.

- 6.1.6 The Director-General of the Premier shall designate a manager to be the Records Manager of the Office of the Premier and shall mandate the Records Manager to perform such duties as are necessary to enhance the record keeping and Records Management practices of the Office of the Premier to enable compliance with legislative and regulatory requirements.

6.2 SENIOR MANAGERS

- 6.2.1 Senior managers are responsible for the implementation of this policy in their respective units.
- 6.2.2 Senior managers shall lead by example and shall themselves maintain good record keeping and Records Management practices by signing only records with a reference number.
- 6.2.3 Senior shall ensure that all staff is made aware of their record keeping and Records Management responsibilities and obligations.
- 6.2.4 Senior managers shall ensure that the management of records including e-mail is a key responsibility in the performance agreements of all the staff in their units.

6.3 SECURITY MANAGER

- 6.3.1 The Security Manager is responsible for the physical security of all records.
- 6.3.2 Details regarding the specific responsibilities of the Security Manager are contained in the Security Policy.

6.4 IT MANAGER

- 6.4.1 The IT manager is responsible for the day-to-day maintenance of electronic systems that store records.
- 6.4.2 The IT manager shall work in conjunction with the Records Manager to ensure that public records are properly managed, protected and appropriately preserved for as long as they are required for business, legal and long-term preservation purposes.
- 6.4.3 The IT manager shall ensure that appropriate *systems technical manuals* and *systems procedures manuals* are designed for each electronic system that manages and stores records.

- 6.4.4 The IT manager shall ensure that all electronic systems capture appropriate systems generated metadata and audit trail data for all electronic records to ensure that authentic reliable records are created.
- 6.4.5 The IT manager shall ensure that electronic records in all electronic systems remains accessible by migrating them to new hardware and software platforms when there is a danger of technology obsolescence including media and format obsolescence.
- 6.4.6 The IT manager shall ensure that all data, metadata, audit trail data, operating systems and application software are backed up in a daily, weekly and monthly basis to enable the recovery of authentic, reliable and accessible records should a disaster occur.
- 6.4.7 The IT manager shall ensure that back-ups are stored in a secure off-site environment.
- 6.4.8 The IT manager shall ensure that systems that manage and store records are virus free.

6.5 RECORDS MANAGER

- 6.5.1 The official appointed as the Records Manager in the Office of the Premier is Ms N.F. Filander.
- 6.5.2 No revisions or additions can be made to the approved plans without the Records Manager's approval, and subject to the overall approval of the Provincial Archivist.
- 6.5.3 Management of the approved plans is assigned to the Records Manager and is a non-delegable function.
- 6.5.4 The Records Manager is responsible for instituting a Records Management program that will provide for economy and efficiency of operation by:
 - 3.5.4.1 the establishment of controls in respect of the quantity and quality of records
 - 3.5.4.2 the organization of files and other records
 - 3.5.4.3 the maintenance of files and other records and;

3.5.4.4 the disposition of records

6.5.5 The specific duties of the Records Manager are contained in the Records Manager's job description which is filed on her/his SP file.

6.5.6 The Records Manager is mandated to make such training and other interventions as are necessary to ensure that the Office of the Premier's record keeping and Records Management practices comply with the Records Management principles contained in the National Archives and Records Service Act as amended; and

6.5.7 The Records Manager may from time to time issue circulars and instructions regarding the record keeping and Records Management practices of the Office of the Premier.

6.6 REGISTRY STAFF

6.6.1 The Registry staff is responsible for the physical management of the records in their care.

6.6.2 Detailed responsibilities regarding the day-to-day management of the records in the Registry are contained in the *Registry Procedure Manual*.

6.7 OFFICE OF THE PREMIER STAFF

6.7.1 Any staff member may create records of transactions while conducting official business.

6.7.2 Every staff member creating such records shall manage those records efficiently and effectively by:

6.7.2.1 allocating reference numbers and subjects to paper-based and electronic records according to the file plan;

6.7.2.2 sending paper-based records to the Registry for filing;

6.7.2.3 ensuring that records are destroyed/deleted only in accordance with the written disposal authority issued by the National Archivist.

6.8 CHIEF INFORMATION OFFICER

6.8.1 The Chief Information Officer is responsible for approval of requests for information in terms of the Promotion of Access to Information Act.

- 6.8.2 The Chief Information Officer shall inform the Records Manager if a request for information necessitates a disposal hold to be placed on records that are due for disposal.

6.9 LEGAL SERVICES MANAGER

- 6.9.1 The legal services manager is responsible for keeping the Records Manager updated about developments in the legal and statutory environment that may impact on the record keeping and records management practices of the Office of the Premier.

7. CLASSIFICATION SYSTEMS AND PROCEDURES

7.1 CORRESPONDENCE RECORDS

- 7.1.1 There are three file plans in use in the Office of the Premier namely the Line Functions file plan and the two uniform file plans, that is the Support and Personnel, file plans.
- 7.1.2 No correspondence, whether paper-based or electronic/digital, shall leave the Office of the Premier without an approved reference number. This specifically includes facsimiles and items destined to be delivered by hand. **ALL** outgoing and incoming correspondence, (whether via hand, Post Office or facsimile), is to be handled via the Registry only.
- 7.1.3 No incoming correspondence (whether via hand, Post Office or facsimile) shall be distributed to the officials for whom it is intended, except on the correct subject file as prescribed by the approved file plans.
- 7.1.4 Neither the Director-General, the Premier or the MEC will accept or sign any submissions/letters/memoranda that do not contain approved reference numbers until such time as the Office of the Premier has an Archives-approved electronic Records Management system in place:
- 7.1.4.1 ALL incoming and outgoing e-mail messages shall be printed out and filed on the appropriate file in the Registry. This directive from the Provincial Archives is to be monitored by the Records Manager, and random, but regular checks of the hard-drives of individual officials are to be made to ensure compliance with this directive.
- 7.1.4.2 ALL other electronic records (including Websites and electronic Management Information Systems) are managed as follows: the storage medium of records must conform to archival standards and backups that do not overwrite previous versions are to be made weekly.
Such backups are to be stored as follows:

- 7.1.4.2.1 Working copies – dedicated server
- 7.1.4.2.2 Security copies – magnetic cassette
- 7.1.4.2.3 Master copies – DVD-Worm (off-site storage – Frances Baard District office is an option)
- 7.1.5 All officials conducting correspondence shall have a copy of the approved plans.
- 7.1.6 No file plans, other than those approved by the Provincial Archivist as prescribed by the Act, are to be used in the Office of the Premier. In cases where difficulty allocating reference numbers arises, the Head of the Registry must be contacted.
- 7.1.7 All public records MUST be managed in accordance with determined policy guidelines. More information is available with regard to the handling of e-mails, faxes and hand deliveries in the Registry Manual of the Office.
- 7.1.8 All public records must be classified and stored in cabinets appropriate for steel shelving, so that they are easily accessible to duly authorized officials, thereby facilitating transparency, accountability and efficiency.
- 7.1.9 ALL correspondence records are kept in the Registry only. No correspondence records whatsoever are kept in the offices of individual officials of the Office of the Premier.

8. SCHEDULE FOR RECORDS OTHER THAN CORRESPONDENCE SYSTEMS

- 8.1 The Records Manager maintains a schedule of records other than the correspondence system. The schedule contains a description of each set of records other than the correspondence system and indicates the storage location and retention periods of these records regardless of format. The schedule is available on file in the registry.
- 8.2 Should records be created/received that are not listed in the schedule, the Records Manager should be contacted to add the records to the schedule.

9. DISPOSAL

- 9.1 No public record may be destroyed, erased or otherwise disposed of without written authorization from the National/Provincial Archivist.
- 9.2 Retention periods for all non-archival (i.e. non-A20) records will be determined by the Records manager in consultation with the Director-General

of the office of the Premier and a legal advisor. The following factors shall be taken into consideration when determining retention periods for non-archival records:

- 9.2.1 transparency
 - 9.2.2 accountability
 - 9.2.3 the requirements for democracy
 - 9.2.4 any other legal obligations
 - 9.2.5 the office's own functional and administrative needs
- 9.3 The Office of the Premier is to destroy records identified for destruction in terms of a written authority issued by the National/Provincial Archivist at least once a year. Once records have been destroyed, the Records Manager must complete a Destruction Certificate and it must be sent to the Provincial Archivist for record and registration purpose.
- 9.4 All identified archival records shall be kept for a period of 20 years before they are transferred to the Provincial Archives Repository.
- 9.5 All electronic records shall only be disposed of with clear guidelines and written authorization from the Provincial Archivist.

10. STORING AND CUSTODY

- 10.1 It shall be the responsibility of the Office of the Premier to ensure that a disposal agreement is in place with the Provincial Archives in order to ensure special arrangements regarding the custody of records.
- 10.2 In the absence of an Office of the Premier library, ALL non-records information resources as well as media resources shall reside within the Library Services sub-programme, under the direct control of the Unit Manager.
- 10.3 The appropriate physical care of information resources is subjected to fire regulations and by-laws of the Sol Plaatje Municipality. Fire extinguishers shall be easily available and in good working condition. All staff members shall be in a position to know how to utilize the fire extinguishers when required to do so.
- 10.4 All records shall be kept in storage areas that are appropriate for this type of medium. The National Archives and Records Services' guidelines contained in the Records Management Policy Manual shall be applied.

- 10.5 Brief records shall be protected against fire, water, dust, unauthorized access and removal, harsh light, pests, and extremes in temperature and humidity.
- 10.6 All shelving and cabinets shall be constructed from non-flammable materials to provide additional protection and security to records.

11. ACCESS AND SECURITY

- 11.1 General physical security shall be effective and appropriate security systems and measures shall be implemented to secure information.
- 11.2 Access to information by personnel of the Office of the Premier will be limited as relevant registers shall be in place as a mechanism to control access to information/records. ALL staff members who receive or conduct correspondence are to have the appropriate security clearance to view the documents they need for their work. The Records Manager, in conjunction with the Security Manager, is to ensure that the prescripts of the Minimum Information Security Standard (MISS) document are implemented in this regard. Officials with a clearance to view classified records may only be authorised to so once the need to principle is applied.
- 11.3 Records shall at all times be protected against unauthorized access and tempering to protect their authenticity and reliability as evidence of the business of the Office of the Premier.
- 11.4 Security classified records shall be managed in terms of the Information Security Policy which is available from the Security Manager.
- 11.5 No staff member shall remove a record that is not available in the public domain from the premises of the Office of the Premier without explicit written permission of the Records Manager in consultation with the Information Security Manager.
- 11.6 No staff member shall provide information and records that are not in the public domain to the public without consulting the Chief Information Officer. Specific guidelines regarding requests for information are contained in the Promotion of Access to Information Policy which is maintained by the Chief Information Officer. Personal information shall be managed in terms of the Promotion of Access to Information Act until such time that specific protection of privacy legislation is enacted.
- 11.7 No staff member shall disclose personal information of any member of staff or client of the Office of the Premier to any member of the public without consulting the Chief Information Officer first. An audit trail shall be logged

and reported in writing to the Provincial Archivist of all attempts to alter/edit electronic records and their metadata.

11.8 Records storage areas shall at all times be protected against unauthorized access. The following shall apply:

11.8.1.1.1 Registry and other records storage areas shall be locked when not in use.

11.8.1.1.2 Cleaners must be monitored by Registry staff when they clean the Registry.

11.8.1.2 Access to server rooms and storage areas for electronic records media shall be managed with key card access.

11.9 The Office of the Premier shall have back-ups and off-site storage pertaining to electronic as well as paper-based records. This aspect shall be included in the Office of the Premier contingency plan.

11.10 When loss of records is discovered, it shall be immediately reported to the Records Manager who will then report it to the Provincial Archivist and the Security Manager.

11.11 The Records Manager shall determine the conditions which warrant a public record to be duplicated. No public record may be duplicated without approval of the Records Manager.

11.12 The Records Manager shall conduct inspections of District offices, and offices of individual officials, to ensure compliance with this policy document and with the prescriptions of any other related directives and legislation.

11.13 No record may be transferred to another Office of the Premier or building without the written approval from the Provincial Archivist.

11.14 The only persons who have an automatic right of access to the Registry are:

11.14.1 the Minister of the DPSA,

11.14.2 personnel from the Provincial Archives, when conducting an inspection/training intervention; and

11.14.3 and the Records Manager and Registry staff.

- 11.15 No records shall be removed from paper-based files without the explicit permission of the Records Manager.
- 11.16 Records that were placed on files shall not be altered in any way.

11.17 No alterations of any kind shall be made to any records without the explicit permission of the Records Manager.

11.18 Should evidence be obtained of tampering with records, the staff member involved shall be subject to disciplinary action.

12. PROMOTION OF ACCESS TO INFORMATION ACT

12.1 Procedure to follow when receiving a request for access to a record

12.1.1 A public body which receives a request for access to a record and which contains the information provided for in form C, which is annexed to the template contained in Part 2 of this work, should respond by issuing a written notice which can take the form of a letter, requiring the requester to pay the request fee prescribed in the regulations, unless the information asked for is limited to information which is personal to the requester. If the head of the public body is of the opinion that more than 6 hours will be taken up in giving effect to the request, he or she may estimate the amount of the access fees which will become due and require the requester to pay a deposit of not more than one third of the estimated amount.

“Take note that you may lodge an application with a court against the tender or payment of the aforementioned request fee and/or, if applicable, the payment of a deposit in respect of the access fee”.

12.1.2 If the public body is not entitled to claim an extension of time the decision to withhold or supply the information which has been requested must be communicated to the requester within 30 days of the date upon which the request is received.

12.1.3 Should an extension time be needed, the head of the public body may extend the period for a further period of not more than 30 days of the date upon which the request is received.

12.1.3.1 The request is for a large number of records or requires an extensive search and compliance with the original period would unreasonably interfere with the activities of the public body

12.1.3.2 The request requires a search for records located in a different town or city from that which the head is stationed and the search cannot be reasonably completed with the original period.

12.1.3.3 It will be necessary to consult with other divisions of the public body or with another public body in order to decide whether to grant or refuse

the request and this process cannot be reasonably completed within the original 30 day period.

- 12.1.3.4 More than one of the above circumstances exist which make compliance with the original period not reasonably possible; or
- 12.1.3.5 The person making the request has consented in writing to the extension of time.
- 12.1.3.6 If the head of a public fails to respond within the time allowed, the requester is entitled to deem the failure to reply to be a refusal of the request and to apply to Court for an order compelling compliance.

12.2 Records that cannot be found or do not exist

12.2.1 If:

- 12.2.1.1 all reasonable steps have been taken to find a record; and
- 12.2.1.2 there are any reasonable grounds for concluding that the records is either:
 - 12.2.1.2.1 in the public body's possession but cannot be found; or
 - 12.2.1.2.2 does not exist, then
- 12.2.2 The head of the public body must notify the requester that access cannot be given to that record.
- 12.2.3 This notification must be by way of affidavit or affirmation.
- 12.2.4 The affidavit or affirmation must contain a full account of all steps taken to find the record in question or to determine whether the record exists and must include an account of all communication with every person who conducted the search on behalf of the head.
- 12.2.5 The requester is entitled to view this notification as a decision to refuse the request for access to the record concerned.

13. LETTERS

- 13.1 Official letters addressed to persons by name shall be opened by Registry staff and delivered to them in the appropriate manner.
- 13.2 Staff members are advised not to use the official postal address for private business as this can lead to their private correspondence being opened unintentionally. The Registry accepts no responsibility for private post. In order to ensure that public resources are used exclusively for the purposes for which they were intended, the following procedures pertain to private mail:
 - 13.2.1 A staff member newly appointed in the Office of the Premier shall be given the privilege of using the Office of the Premier's Private Bag as his/her postal address for a period not exceeding three months.
 - 13.2.2 After the three month period, it is expected that the official concerned would have secured his/her own postal facilities.
 - 13.2.3 Once the three month period has passed, ALL private mail of the official concerned shall be place in the cardboard box intended for this purpose outside the Registry door. The official concerned is responsible his/herself for going through the box to determine which of its contents belong to him/her.
 - 13.2.4 The above procedure will come into effect for all existing officials in the Office of the Premier on the day that this policy is signed by the HOD and Provincial Archivist. From that date onwards, existing officials will have a three month period in which to make arrangement for their private mail facilities.

14. TRAINING

- 14.1 The Records Manager of the Office of the Premier must be trained in Records Management by the Provincial Archives. The Records Manager in turn must train the Registry Head and all Registry staff. All officials must also be trained in basic records-flow procedures and they should be *au fait* with the three file plans that have been approved for use in the Office of the Premier by the Provincial Archivist.
- 14.2 Training will be on paper based and electronic records keeping.
- 14.3 The Records Manager shall provide the necessary information sessions to all officials in the Office of the Premier when a need is identified or when requested to do so. This shall enable all officials to understand the need to comply with all related legislation, policies and directives.

- 14.4 This policy shall be revised on a regular basis and shall be adapted appropriately to ensure that it meets the business and service delivery requirements of the Office of the Premier.

15. INSPECTION BY PROVINCIAL ARCHIVES

- 15.1 The Provincial Archives is required to conduct records inspection in all offices of the Office of the Premier. The purpose of such inspections is to ascertain whether the Office of the Premier complies with the provisions of the National Archives and Records Service Act, act No. 43 of 1996 as amended.
- 15.2 Remedial actions to all records inspection reports must be implemented as soon after the inspections as possible. Follow up inspections will be conducted periodically to ascertain whether the Office of the Premier is making any improvement in record keeping.

16. EVALUATION

- 16.1 Records Management procedures can only succeed if all officials comply with legislation and regulations which govern Records management. The Records manager shall review the record keeping and Records Management practices of the Office of the Premier on a regular basis and shall adapt them appropriately to ensure that they meet the business and service delivery requirements of the Office of the Premier.
- 16.2 This policy shall be reviewed on a regular basis and shall be adapted appropriately to ensure that it meets the business and service delivery requirements of the Office of the Premier

17. DEFINITIONS

Archives Repository	The building in which records with archival value is preserved permanently.
Authentic Records	Are records that can be proven to be what they purport to be. They are also records that are considered by the creators to be their official record.
Authoritative Records	Are records that are authentic, reliable, trustworthy and useable and are complete and unaltered.
Correspondence System	A set of papers based and electronic communications and associated documents, set, received, generated, processed and stores during the conduct of business.
Custody	The control of records based upon their physical possession.
Archives	Means records, with permanent value, already in the custody of an archives repository.
Act	Means the National Archives and Record Service Act 43 of 1996 as amended.
A () records	Mean valuable records that should be transferred to an appropriate archives repository for permanent preservation years () after the end of the year in which the record was created.
Closed volumes of records	Means volumes of records in a current classification plan that have reached a thickness of 3cm or become full, after which a new volume is then opened.
Disposal	Is the action which takes place when a body transfers permanent valuable archival records (A20 value) to an Archives repository, destroys records that are ephemeral (D value) or transfers any records from one institution/facility to another. The National/Provincial Archivist determines the values of records and no records whatsoever may be transferred or destroyed without written authorization from one of these two officials.
Disposal Authority Number	A unique number identifying each disposal authority issued to a specific office.
D records	Means records with little archival value and which may be destroyed after written disposal authority has been obtained from the National/Provincial Archivist.

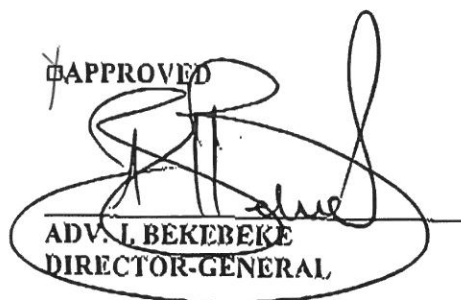
Electronic or E-records	Means records generated electronically and stored by means of computer technology.
File	Means an organized arrangement of records on the same subject matter in chronological order in the same cover/folder.
File plan	Means a classification plan for the identification, arrangement, storage and retrieval of records. It includes the file plan for correspondence, files and classification systems of r electronic records.
Governmental body	Means any legislative, executive, judicial or administrative organ of state (including a statutory body).
Record	Means recorded information, regardless of form or medium, created or received by a governmental body in the execution of its activities.
Records Management	Means the management of recorded information resources in a manner that makes information easily accessible, securely protected, stored and disposed of when no longer required for administrative, legal, executive and operational purposes.

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18. CONCLUSION

- 18.1 For this policy to become effective both the Head of Office of the Premier and the Provincial Archivist have to approve and sign it. A copy has to be submitted to the Provincial Archives for record and registration purposes.

☒ APPROVED



ADV. L. BEKEBEKE
DIRECTOR-GENERAL

☐ NOT APPROVED

DATE: 12/06/2014