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# Records management requirements in terms of the National Archives and Records Service Act, 1996

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arts and culture

Department:  
Arts and Culture  
REPUBLIC OF SOUTH AFRICA

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# Public records as defined in the National Archives and Records Service Act, 1996

- Recorded information
    - form
    - medium
  - Created or received while performing the functions of the office
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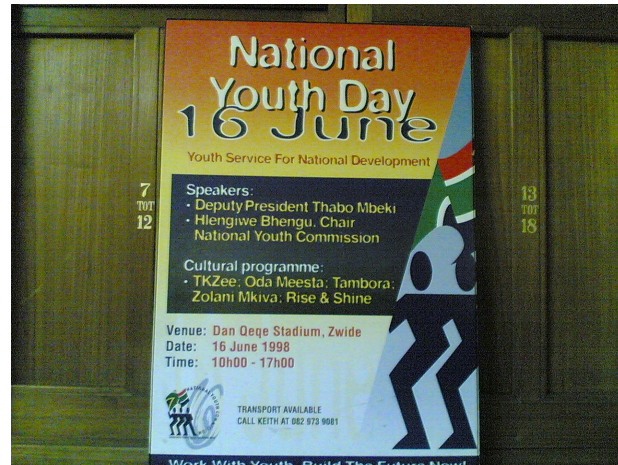
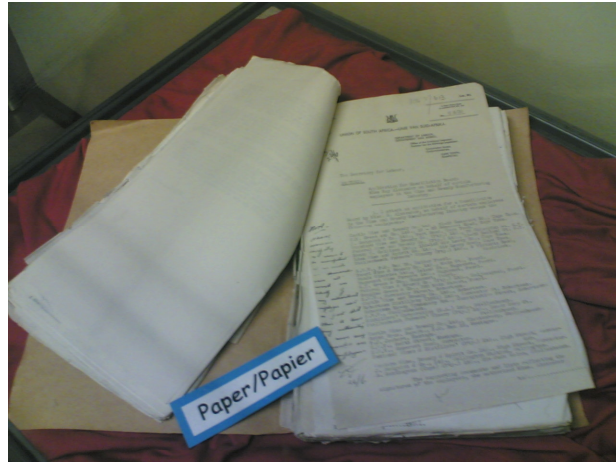
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# What is records management?

A process of ensuring proper creation, maintenance, use and disposal of records to achieve efficient, transparent and accountable governance

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# Examples of form



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# Examples of medium



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## **Section 13(2)(a) of the National Archives and Records Service Act, 1996**

- No public record shall be-
    - transferred
    - destroyed
    - otherwise disposed of
  - without written authorization of the National Archivist
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# Section 13(2)(b) of the National Archives and Records Service Act, 1996

- Records classification systems
  - Conditions
    - microfilmed/electronically reproduced (scanning)
    - Managing electronic records systems (e.g. document management systems, etc)
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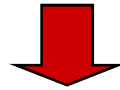
## **Section 13(2)(c) of the National Archives and Records Service Act, 1996**

- Inspect public records
  - routine inspections by records management staff





# The National Archives and Records Service Mandate



National and Records Service Act

National Archives and Records Service of SA

Records Management Division

National Archives Repository

## Functions

1. Appraisal
2. Approval of Classification systems
3. Inspections
4. Training

## Client offices

1. National State Departments
2. National Statutory Bodies

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## **Section 13(5) (a) of the National Archives and Records Service Act, 1996**

Heads of governmental bodies shall:

- Designate a records manager
  - responsible to see to it that the office complies with the National Archives Act.



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# Objective of records management

- Efficient and reliable management of information in records
  - Well managed records support sound decision making
  - Meeting legal, evidential and accountability requirements
  - Documenting significant events and preserving historically and culturally important records
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**Is records management a priority in  
your office?**

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**If not, how are you able to retrieve the right information at right time when making decisions?**



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**How informed and accurate are your decisions as a manager of your office?**



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**Is this picture a reflection of the records management in your office?**



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# How should the records management in your office be?





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# Why does an office need records management?

- Quick and comprehensive retrieval of relevant information



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## Why does an office need records management? (2)

- Effective, transparent, accountable and coherent government as envisaged in the Constitution, 1996
  - To enable effective financial management as required in terms of the Public Finance Management Act (Act No 1 of 1999)
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## Why does an office need records management? (3)

- Access to information as envisaged in the Promotion of Access to Information Act (Act No 2 of 2000)
  - Provide written reasons for administrative action as envisaged in the Promotion of Administrative Justice Act (Act No 3 of 2000)
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## Why does an office need records management? (4)

- Provide for the facilitation and regulation of electronic communications and transactions as envisaged in the Electronic Communications and Transactions Act (Act No 25 of 2002)
  - Protect national archival heritage as envisaged in the National Archives and Records Service of SA Act (Act No 43 of 1996)
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# How will an office achieve proper records management?

- Records manager
  - Records management policy
  - Training sessions
  - Keep records in safe custody
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## How will an office achieve proper records management? (2)

- Interact with the Archives
    - in planning phase of all electronic and micrographical systems/projects
    - to compile approved classification system (s)
  - Maintain approved classification system (s)
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## How will an office achieve proper records management? (3)

- Apply for disposal authority on the approved classification system (s)
  - List all terminated records and apply for disposal authority on them
  - List all records other than correspondence files and obtain disposal authority on them
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## How will an office achieve proper records management? (4)

- Inspect sub-offices to ensure that they comply with Archival Legislation
  - Ensure that registry and other staff are properly trained
  - Training of users to allocate file reference numbers
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# Who is responsible for records management?

- Heads of governmental bodies
  - Records managers
  - Creators of records
  - Collective responsibility
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# What assistance does the National Archives offer?

- Training
- Interaction with the Records Management Division
- Records management publications
- Website:

<http://www.national.archives.gov.za>

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