



OFFICE OF DIRECTOR: FACILITY, SECURITY, KNOWLEDGE AND RECORD MANAGEMENT

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INTERNAL MEMORANDUM

**TO: ALL HEAD OFFICE PROGRAMME MANAGERS
ALL DISTRICT DIRECTORS
ALL DISTRICT HR DEPUTY DIRECTORS**

**FROM: ACTING DIRECTOR: FACILITY, SECURITY, KNOWLEDGE &
RECORD MANAGEMENT**

DATE: 09 JULY 2024

**SUBJECT: ARCHIVAL/NON-ARCHIVAL/DISPOSAL OF DEPARTMENTAL
DOCUMENTS**

As a custodian the Department, through a pilot project of disposal in collaboration with Provincial Archives was granted a distraction certificate to disposal documents following all required procedures.

Knowledge and Records Management office which is the custodian of Departmental records being regulated by the National Archives and Records Service Act 43 of 1996 clearly stipulate that proper management and care of records in governmental bodies should be kept. Furthermore this office wish to draw your attention that records need to be identified if having archival value or nonarchival value.

In 2022 and 2023, the Head Office and District officials were trained on Records Management and informed about the disposal. The Head Office and Districts were requested to submit the Departmental documents that need to be disposed and or archived. The request was responded to by some Districts but not all.

It is therefore requested by District to identify and conduct appraisal to determine the eventual disposal of records and the decision regarding the preservation requirements of each document or series of documents. The material that will be transferred and archived in our repository needs to be arranged and described for easy retrieval of the material.

Finally a transfer letter which contains the list of records for the retention or destruction of records must be sent to KRM office for the creation of a records management system that is user friendly.



For any assistance/guidance on the above please liaise with Ms V Pango, email vuyo.pango@ecdoe.gov.za or Ms Lesedi Seboni email lesedi.seboni@ecdoe.gov.za.

Yours in quality Education

MS S NIEUWENHUYS

A/D: FACILITY, SECURITY, KNOWLEDGE AND RECORD MANAGEMENT