



OFFICE OF THE DIRECTOR: FACILITIES, SECURITY & KNOWLEDGE MANAGEMENT
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Enquiries: Ms S. Nieuwenhuys

MEMORANDUM

TO : ALL STAFF IN DISTRICTS

FROM : DIRECTOR: FACILITY SECURITY & KNOWLEDGE MANAGEMENT

SUBJECT : PROCEDURE FOR CLASSIFYING RECORDS & DISPOSAL THEREOF

DATE : 22 MAY 2025

This memo serves as a reminder that Knowledge and Records Management office have a mandate to furnish the departmental officials with the procedure of classifying departmental documents and what constitutes archival and non-archival documents and legal frameworks that regulates the proper management care of departmental records.

Classification between Archival and Non-archival records.

- a) Archival records are records that are still needed in future for example precedence, minutes of meeting, policies, circulars, documents still under investigation, payment vouchers, photos of previous Member of Executive Councils, Heads of Departments, important events and these records must be safeguarded from deteriorating by following proper procedures of preservation and conversation. These records also include other records which are maps, journals, ledgers, journals, photos, records, and plans.
- b) Nonarchival records are records that are no longer needed that need to be disposed of. It is the duty of officials to classify records because they are the end user of these records, and they are the one who can determine if records have archival value or needs disposal. The material needs to be arranged and described and packed in boxes need to be numbered and labelled outside the box so that if the directorate needs to retrieve the material from our repository in can be easy for us to retrieve the material.

As Knowledge and Record Management our vision it to create an environment that is conducive and user friendly. Therefore, officials in Districts are requested to attach a *retention schedule* which covers

- ✓ subject,
- ✓ period covered and



✓ nature of documents

for attention to Director: Facility, Security & Knowledge Management requesting to keep the records in our repository because they still have archival value and will be needed in future. This request made must be signed by the Director of the office requesting this process.

Disposal

In terms of the National Archives and Record Service Act no 43 of 1996 it states that, "the Records Manager must be responsible to see to it that his/her organization complies with the requirements of the Act. Office accommodation is expensive and to use valuable office space to store old records that are no longer needed for functional and administrative purposes is not a sound financial expense for the department." This function and responsibility for the disposal of departmental documentation resides within KRM office (Head Office)


Noting that disposal simply means transferring records to an archival repository or destroying them. Section 13(2) of the Provincial Archives and Records Service Act States that no public records under the control of any governmental body may be disposed of without a written authority from the Provincial Archivist. No governmental body use a disposal authority issued to other organisation. Each disposal authority is applicable only to a specific group of records and is not transferrable.

The Departmental Records Management Policy which guides Department officials on the management of records should be consulted on a daily basis following proper procedures to be followed.

All staff must comply with the provision stated in the departmental policy when disposing non archival records. When classification of records and identification of non-archival records has been conducted, request is to be send to KRM (HO) officials to collect their records for disposal. KRM office urge officials to write a letter and attach destruction list of documents that needs to be disposed of the list must consist of the nature of records, period covered and subject and they can be packed in old boxes and the letter requesting disposal of non-archival records must please be signed by the director of the relevant section.

In the light of the above KRM office request transparency and accountability when conducting this process and adhere to legal regulatory frameworks. Should assistance be required please contact Ms VA Pango: 073 668 2924 email: vuyo.pango@ecdoe.gov.za and Ms L. Seboni: 060 530 4296 emails: lesedi.seboni@ecdoe.gov.za

Your cooperation will be highly appreciated.


Ms S. NEUWENHUIS
A/DIRECTOR: FS&KM

22 May 2025

DATE