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

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Records Management Inspections
National Archives and Records Service of S.A
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
What is records management?

A process of ensuring proper creation, maintenance, use and disposal of records to achieve efficient, transparent and accountable governance.
Examples of form
Examples of medium
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
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)
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

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

National Archives Repository

Client offices
- 1. National State Departments
- 2. National Statutory Bodies
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.
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
Is records management a priority in your office?
If not, how are you able to retrieve the right information at right time when making decisions?
How informed and accurate are your decisions as a manager of your office?
Is this picture a reflection of the records management in your office?
How should the records management in your office be?
Why does an office need records management?

- Quick and comprehensive retrieval of relevant information
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)
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)
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)
How will an office achieve proper records management?

- Records manager
- Records management policy
- Training sessions
- Keep records in safe custody
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)
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
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
Who is responsible for records management?

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

- Training
- Interaction with the Records Management Division
- Records management publications
- Website:
  http://www.national.archives.gov.za