



OFFICE OF THE DIRECTOR: FACILITIES, SECURITY & KNOWLEDGE MANAGEMENT SERVICES

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INTERNAL MEMORANDUM

TO : ALL DEPARTMENTAL STAFF

FROM : A/DIRECTOR: FACILITIES, SECURITY, KNOWLEDGE & MANAGEMENT SERVICES

SUBJECT : DISPOSAL OF NON-ARCHIVAL DEPARTMENTAL RECORDS AND TRANSFERRING OF RECORDS WITH ARCHIVAL VALUE

DATE : 22 AUGUST 2023

1. The objective of this memorandum is to inform the Department of Education (DoE) officials about the initiative taken by Department of Sport Recreation Sports and Culture (DSRAC) Provincial Archives to request the DoE to dispose non-archival records and to transfer records with archival value to the repository at Document Centre. *(See attached correspondence on pg 3 from DSRAC)*
2. The Department of Education keeps records to support its operations as well as to fulfil legal and other obligations. The records should be managed within conformity with the relevant legislation, regulations and rules.
3. An audit of checking the status of records within the Department was conducted by the Knowledge and Records Management (KRM) officials. This included the infrastructure where the records are kept, by whom, for how long, and if the kept records might be used/not used in future.
4. The KRM sub-Directorate have noted with concern that Departmental officials are archiving records in containers and creating own repositories and not following proper procedures of depositing non-archival documents required by Provincial Archives as the KRM office is the custodian of document through the Provincial Archives.
5. In accordance with section 13(2)(a) of the Provincial Archives and Records Act no 7 of 2003, no public records under the control of the governmental body shall be transferred to the Provincial repository, destroyed, erased, or otherwise disposed of without a written authorization from the Provincial Archivist.

**DISPOSAL OF NON-ARCHIVAL DEPARTMENTAL RECORDS AND THE
TRANSFERRING OF RECORDS WITH ARCHIVAL VALUE**



6. The KRM office need to consult Provincial Archives on all the stages of disposing documents and preserving records. The disposal of the non-active records means to procedurally and legally destroy or transfer the records to the repository for safe keeping.
7. The office accommodation is expensive and to use valuable office space to store old records that are no longer needed for functional and administrative purpose is not a sound financial expense for government. The money spent on the care of these records could be used more effectively.
8. The Governmental bodies are encouraged to implement a systematic disposal programme. According to the National Standards and Occupational Health and Safety Regulations, records should be kept away from where people are as the paper is made of acid and old records consist of dusts and insects which is a health hazard to human beings.
9. The ECDoE officials are therefore requested to create inventory lists of documents that will need to be disposed or transferred to repositories and submitted to the KRM office. The Provincial Archives will then authorise the disposal/transfer of the records.
10. For any enquiries regarding retention and disposal of records you can contact:
Ms L. N. Seboni – lesedi.seboni@ecdoe.gov.za , 060 530 4296 and
Ms V.A. Pango – vuvo.mabinya@ecdoe.gov.za . 040 608 4262.

Yours in Quality Education

N. MATIKA
(A)DIRECTOR: FS & KMS

23/08/2023

DATE

Enq: L.Mtiki **Tel:** 043 492 1017 **Fax:**

Email: Lungiswa.mtiki@ecsrac.gov.za

Ref:13/4/1/1/2/1/10

The Head of Department
Department of Education
Steve Vukile Education Complex
Zone 6
Zwelitsha
5600

Dear Dr Nuku

Attention: Records Manager

REQUEST FOR DISPOSAL

The Eastern Cape Provincial Archives and Records Services Act No 7 of 2003, section 5(2)(a) gives power to the Provincial Archivist to preserve and maintain public and non-public records.

Department of Education features promptly in our operational plan on the 4th quarter for the records to be disposed or transferred. We therefore request the office to submit list of documents that need to be disposed.

If the institution is not ready for the disposal, we humbly request that an official correspondence be forwarded to our office citing any reason that could preclude your organisation to disposal, as that will assist us in validating of performance information by our oversight bodies.

The Provincial Archivist is always willing to assist in the business of sound records management.

Thank you for your ongoing co operation


L.Mtiki
Provincial Archivist

01/08/2023
Date