



DIRECTORATE: FACILITIES, SECURITY & KNOWLEDGE MANAGEMENT SERVICES

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MEMORANDUM

**TO : DDG'S
CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTOR**

FROM : DIRECTOR-KNOWLEDGE MANAGEMENT SERVICES

DATE : 22 JULY 2024

**SUBJECT : PRESERVING DEPARTMENTAL KNOWLEDGE THROUGH
EFFECTIVE INFORMATION MANAGEMENT**

1. Knowledge is a vital asset that enables informed decision-making, organizational effectiveness, and continuous improvement in service delivery. However, the Department faces the risk of losing irreplaceable knowledge due to retirement, staff turnover, and inadequate skills transfer.
2. To mitigate this risk, the Knowledge Management unit, in collaboration with ICT, has established a departmental email address to centralize the storage and sharing of critical documents. All directorates are kindly requested to email copies of circulars, submissions, notices, and memoranda to the following address: knowledge.management@ecdoe.gov.za.
3. This initiative aims to promote consistency in information management across the Department of Education, leveraging ICT as a platform to store, locate, and access knowledge efficiently. By doing so, we can ensure that valuable information is preserved and made accessible across the department.
4. We kindly request all Chief Directorates, Directorates, and sub-directorates to adhere to this practice and email relevant documents to the designated address.
5. For further information or clarification, please contact:
 - Ms V.A. Pango: vuyo.pango@ecdoe.gov.za
 - Ms L.N. Seboni: lesedi.seboni@ecdoe.gov.za

Yours in Education Services


MS S. NIEUWENHUY'S
A/DIRECTOR: FS & KMS

2025-07-11

DATE

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**INSPECTION OF THE SARAH BAARTMAN DISTRICT RECORDS BY THE DEPARTMENT OF
SPORT RECREATION ARTS AND CULTURE (DSRAC)**