

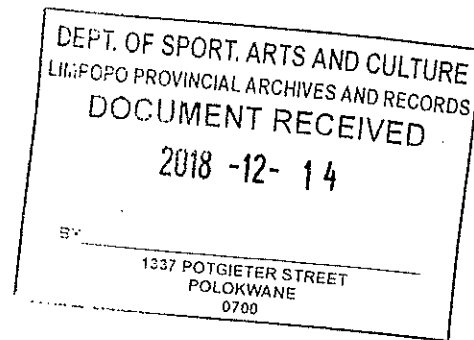


LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
SPORT, ARTS & CULTURE
HEAD OFFICE

Ref : 9/2/6/1/1
Enq : Manganye M.S
Date : 13 December 2018



To : The Municipal Manager
Elias Motsoaledi Local Municipality
P.O. Box 48
GROBLERSDAL
0470

Att: Records Management Section

RE: APPROVAL OF RECORDS MANAGEMENT POLICY: ELIAS MOTSOALEDI
LOCAL MUNICIPALITY

1. The above matter refers
2. It is with great pleasure to inform you that the Provincial Archivist has approved your Records Management Policy.
3. Your co-operation in ensuring responsible records management practice is highly appreciated.
4. Attached herewith, please find a copy.

Regards

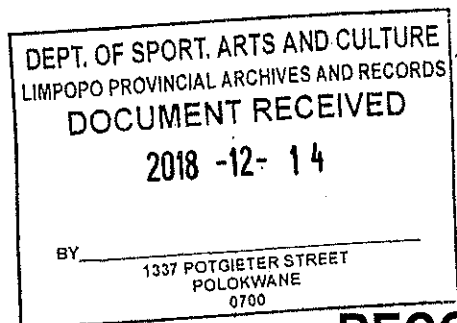
.....
Provincial Archivist

2018/12/14
Date

21 BICCARD ST, POLOKWANE, 0699. Private Bag X9549, POLOKWANE, 0700
Tel: (015) 284-4000 • Fax: (015) 284-4508
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ELIAS MOTSOLEDI LOCAL MUNICIPALITY-MASEPALA WA SELEGAE



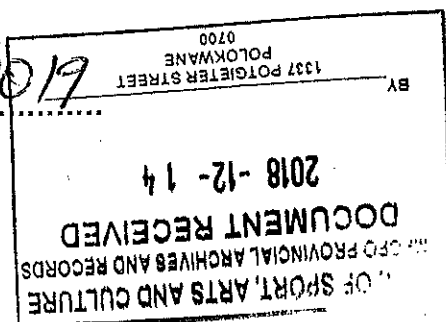
RECORDS MANAGEMENT POLICY VERSION 1

MUNICIPAL COUNCIL RESOLUTION NUMBER

C 18/19 - 55

DATE APPROVED BY MUNICIPAL COUNCIL

25th FEBRUARY 2019



ELIAS MOTSOLEDI LOCAL MUNICIPALITY-MASEPALA WA SELEGAE



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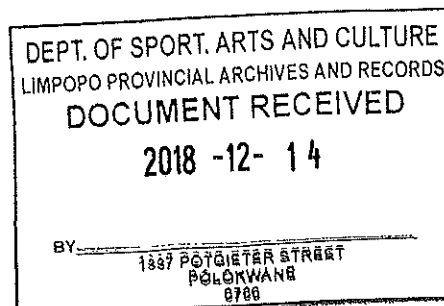
DATE APPROVED BY MUNICIPAL COUNCIL

25th FEBRUARY 2019

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TABLE OF CONTENTS

1. PURPOSE.....	P.3
2. POLICY STATEMENT.....	P.4
3. RELATIONSHIP WITH OTHER POLICIES.....	P.4
4. SCOPE AND APPLICATION.....	P.5
5. LEGAL FRAMEWORK.....	P.5
6. ROLES AND RESPONSIBILITIES.....	P.5-8
7. RECORD CLASSIFICATION SYSTEMS AND RELATED RECORDS STORAGE AREAS.....	P.9
7.1. CORRESPONDENCE SYSTEMS.....	P.9
7.1.1 FILE PLAN.....	P.9
7.1.2 STORAGE AREAS.....	P.9
7.1.2.1 PAPER BASED CORRESPONDENCE FILES.....	P.9
7.1.2.1.1 THE CENTRAL REGISTRY.....	P.9
7.1.2.1.2 THE HUMAN RESOURCES REGISTRY.....	P.10
7.1.2.2. ELECTRONIC CORRESPONDENCE SYSTEM.....	P.10
7.2. RECORDS AND OTHER THAN CORRESPONDENCE SYSTEMS.....	P.10-11
7.2.1 SCHEDULE FOR RECORDS OTHER THAN CORRESPONDENCE SYSTEMS.....	P.10-11
7.2.2. STORAGE AREAS.....	P.11
7.2.2.1. PAPER-BASED.....	P.11
7.2.2.2. AUDIO-VISUAL.....	P.11-12
7.2.2.3. ELECTRONIC SYSTEMS AND OTHER THAN THE CORRESPONDENCE SYSTEMS.....	P.12
8. DISPOSAL OF RECORDS.....	P.12-13
9. STORAGE AND CUSTODY.....	P.13
10. ACCESS AND SECURITY.....	P.13-14
11. LEGAL ADMISSIBILITY AND EVIDENTIAL WEIGHT.....	P.14-15
12. TRAINING.....	P.15
13. MONITORING.....	P.15
14. POLICY REVIEW.....	P.16
15. NON-COMPLIANCE.....	P.16
16. EFFECTIVE DATE.....	P.16
17. DEFINITION OF SPECIALIST TERMS.....	P.16-18
18. REFERENCES.....	P.18
19. SIGNATORIES.....	P.19



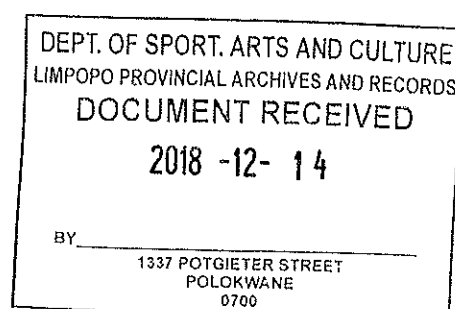
1. PURPOSE

1.1 The Limpopo Province Archives Act 5 of 2001 requires the Elias Motsoaledi Local Municipality to manage its records in a well- structured record keeping system, and to put the necessary policies and procedures in place to ensure that its record keeping and records management practices comply with the requirements of the Act.

1.2 Information is a resource of the same importance to good management as other standard resources like people, money and facilities. The information resources of Elias Motsoaledi Local Municipality must therefore be managed as a valuable asset. Appropriate records management is a vital aspect of maintaining and enhancing the value of this asset. Elias Motsoaledi Local Municipality considers its records to be a valuable asset to:

- Enable Elias Motsoaledi Local Municipality to find the right information easily and comprehensively;
- enable Elias Motsoaledi Local Municipality to perform its functions successfully and efficiently and in an accountable manner;
- support the business, legal and accountability requirements of Elias Motsoaledi Local Municipality;
- ensure the conduct of business in an orderly, efficient and accountable manner;
- ensure the consistent delivery of services;
- support and document policy formation and administrative decision-making;
- provide continuity in the event of a disaster;
- protect the interests of Elias Motsoaledi Local Municipality and the rights of employees, clients and present and future stakeholders;
- support and document the Elias Motsoaledi Local Municipality 's activities, development and achievements;
- Provide evidence of business in the context of cultural activity and contribute to the cultural identity and collective memory.

1.3 Records management, through the proper control of the content, storage and volume of records, reduces vulnerability to legal challenge or financial loss and promotes best value in terms of human and space resources through greater co-ordination of information and storage systems.

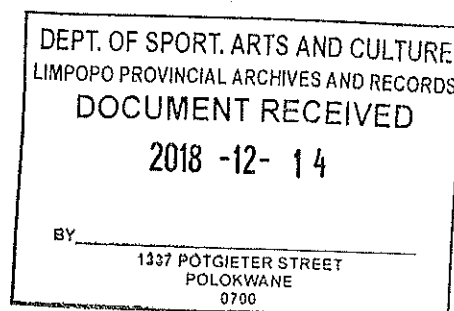


2. POLICY STATEMENT

- 2.1 All records created and received by Elias Motsoaledi Local Municipality shall be managed in accordance with the records management principles as required by The Limpopo Province Archives Act 5 of 2001.
- 2.2 The following broad principles apply to the record keeping and records management practices of the Elias Motsoaledi Local Municipality:
- The Elias Motsoaledi Local Municipality follows sound procedures for the creation, maintenance, retention and disposal of all records, including electronic records.
 - The records management procedures of Elias Motsoaledi Local Municipality comply with legal requirements, including those for the provision of evidence
 - The Elias Motsoaledi Local Municipality follows sound procedures for the security, privacy and confidentiality of its records.
 - Electronic records in the Elias Motsoaledi Local Municipality are managed according to the principles promoted by the Limpopo Province Archives Act of 2001.
 - The Elias Motsoaledi Local Municipality has performance measures for all records management functions and reviews compliance with these measures.

3. RELATIONSHIP WITH OTHER POLICIES

- 3.1 The Elias Motsoaledi Local Municipality's Records Management Policy consist of this policy as well as additional parts that cover the unique nature of the broad spectrum of records generated by Elias Motsoaledi Local Municipality. These policies are within the Corporate Services Department's custodianship. The following parts exist:
- Information Communication Technology (ICT) related policies:
 - Internet and Email Policy;
 - Information Security Policy;
 - User Access Control Policy;
 - Data and Information Back-Up Policy;
 - Cellular Allowance Policy; and
 - ICT Asset Management Policy.
- 3.2 Other policies that are closely related to the Records Management Policy are:
- The Information Security Policy which is managed by the ICT Manager



4. SCOPE AND APPLICATION

4.1 This policy applies to Elias Motsoaledi Local Municipality. It impacts upon work practices for all those who:

- create records including electronic records;
- have access to records;
- have any other responsibilities for records, for example storage and maintenance responsibilities;
- have management responsibility for staff engaged in any of these activities; or manage, or have design input into, information technology infrastructure.

4.2 The policy therefore applies to all staff members of the Elias Motsoaledi Local Municipality and covers all records regardless of format, medium or age.

5. LEGAL FRAMEWORK

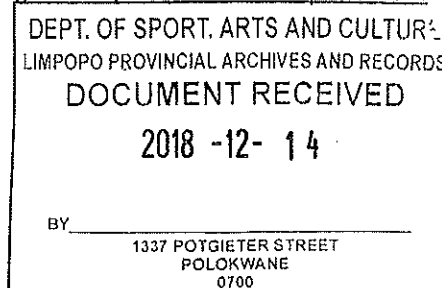
5.1 By managing its paper-based records effectively and efficiently the Elias Motsoaledi Local Municipality strives to give effect to the accountability, transparency and service delivery values established in the legal framework, viz:

- Constitution of the Republic of South Africa, 1996;
- National Archives and Records Service of South Africa Act 43 of 1996;
- National Archives and Records Service of South Africa Regulations;
- The Limpopo Province Archives Act 5 of 2001
- Local Government: Municipal Finance Management Act 56 of 2003;
- Public Finance Management Act 1 of 1999;
- Promotion of Access to Information Act 2 of 2000;
- Promotion of Administrative Justice Act 3 of 2000;
- Electronic Communications and Transactions Act 25 of 2002; and
- Protection of Personal Information Act (POPIA) 4 of 2013.

6. ROLES AND RESPONSIBILITIES

6.1 Head of Administration and Accounting Officer – designated Chief Information Officer

- 6.1.1 The Municipal Manager is the head of the administration, the accounting officer, the designated Chief Information Officer and ultimately accountable for the record keeping and records management practices of Elias Motsoaledi Local Municipality.
- 6.1.2 The Municipal Manager is responsible for approval of requests for electronic information in terms of the Promotion of Access to Information Act 2 of 2000.
- 6.1.3 The Municipal Manager is committed to enhance accountability, transparency and improvement of service delivery by ensuring that sound records management practices are implemented and maintained.



6.1.4 The Municipal Manager supports the implementation of this policy and requires each staff member to support the values underlying this policy.

- The Municipal Manager shall designate the Records Manager of the Elias Motsoaledi Local Municipality, that is the Manager Administration and Records Management, and shall mandate the Records Manager to perform such duties as are necessary to enhance the record keeping and records management practices of the Elias Motsoaledi Local Municipality to enable compliance with legislative and regulatory requirements. In the performance of his/her duties, in this regard, the Records Manager shall be assisted by senior managers whose roles and responsibilities are below outlined.

6.2 Senior Managers

- 6.2.1 All Senior Managers are responsible for the implementation of this policy in their respective Departments.
- 6.2.2 Senior managers shall lead by example and shall themselves maintain good record keeping and records management practices.
- 6.2.3 Senior management shall ensure that all staff is made aware of their record keeping and records management responsibilities and obligations.
- 6.2.4 Senior managers shall ensure that the management of records including e-mail is a key responsibility in the performance agreements of all the staff in their units.

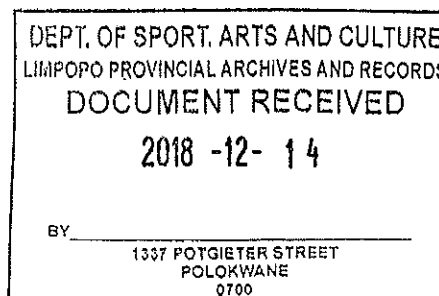
6.3 Senior Manager Corporate Services – designated Deputy Chief Information Officer

- 6.3.1 The Senior Manager Corporate Services is the designated Deputy Chief Information Officer and responsible for:
- implementation of and carrying out the instructions of the Chief Information Officer as and when instructed;
 - general management of the records management unit;
 - staff awareness regarding this policy;
 - updating of records related policies;
 - making or facilitating such training and other interventions as are necessary to ensure that the Elias Motsoaledi Local Municipality's record keeping and records management practices comply with the records management principles contained in the Limpopo Province Archives Act 5 of 2001; and
 - issuance, from time to time, of circulars or instructions regarding the record keeping and records management practices of Elias Motsoaledi Local Municipality.

6.4 Manager Administration & Records Management designated-Records Manager

6.4.1. The Manager Administration and Records Management shall be responsible for:

- 6.4.1.1. Management of all records according to the records management principles contained in the Limpopo Province Archives Act 5 to 2001;
- 6.4.1.2. Determination of retention periods in consultation with the users and taking into account the functional, legal and historical need of the body to maintain records of transactions.



6.4.1.3. Ensuring that records are gathered, maintained and produced for audit and/or reference purposes.

6.4.1.4. Ensuring that all records created and received by Elias Motsoaledi Local Municipality are classified according to the approved file plan and that a written disposal authority is obtained for them from the Provincial Archives and Records Services.

6.4.1.5. General implementation of this policy;

- The Manager Administration is the records manager for the whole Elias Motsoaledi local Municipality

6.5. Manager Information and Communication Technology (ICT)

6.5.1. The Manager ICT shall inform the Manager Records if a request for electronic Information necessitates a disposal hold to be placed on records that are due for disposal.

6.5.2. The Manager ICT is responsible for the day-to-day maintenance of electronic systems that stores records.

6.5.3. The Manager ICT shall work in conjunction with the Manager Records to ensure that electronic public records are properly managed, protected and appropriately preserved for as long as they are required for business, legal and long-term preservation purposes.

6.5.4. The Manager ICT to ensure that appropriate systems, technical manuals and systems procedures manuals are available designed for each electronic system that manager and stores records as and when required.

6.5.5. The Manager ICT manager shall ensure that all electronic systems captured appropriate systems generated metadata and audit trail data for all electronic records to ensure that authentic and reliable records are created.

6.5.6. The Manager ICT manager shall ensure that electronic records in all electronic systems remains accessible by migrating them to new hardware and software platforms when there is a danger of technology obsolescence including media and format obsolescence.

6.5.7. The Manager ICT Manager shall ensure that all data, metadata, audit trail data, operating systems and application software are backed up on a daily, weekly and monthly basis to enable the recovery of authentic, reliable and accessible records should a disaster occur.

6.5.8. The Manager ICT shall ensure that back-ups are stored in a secure off-site environment.

6.5.9. The Manager ICT shall ensure that systems that manage and store records are virus free.

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6.5.10. The Information Security Policy contains all the details regarding the specific responsibilities of the ICT Manager.

6.6. Legal Advisor

6.6.1. The Legal Officer is responsible for keeping the Records Manager updated about developments in the legal and statutory environment that may have impact on the record keeping and records management practices of Elias Motsoaledi Local Municipality.

6.7. Registry staff

6.7.1. The registry staff is responsible for the physical management of the records in their care.

6.7.2. Detailed responsibilities regarding the day-to-day management of the records in the registry are contained in the Records Management Procedure Manual

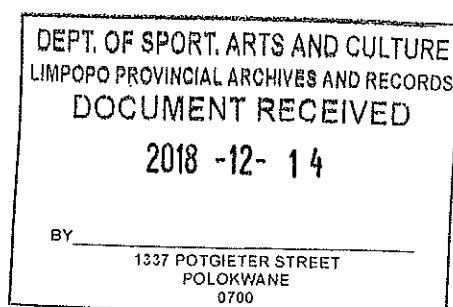
6.8. Staff

6.8.1. Every staff member shall create records of transactions while conducting official business.

6.8.2. Every staff member shall manage those records efficiently and effectively by:

- allocating reference numbers and subjects to paper-based and electronic records according to the file plan;
- sending paper-based records to the registry for filing;
- ensuring that records are destroyed/deleted only in accordance with the written disposal authority issued by the Provincial Archivist.

6.8.3. All employees (temporary or permanent) including interns and municipal stakeholders (consultants, contractors, volunteers, customers) are required to comply with this Policy.



7. RECORDS CLASSIFICATION SYSTEMS AND RELATED STORAGE AREAS

The Elias Motsoaledi Local Municipality has the following systems that organize and store records:

7.1. Correspondence systems

7.1.1. File plan

7.1.1.1. The approved file plan shall be implemented and used for the classification of correspondence records. The file plan shall be used for the classification of paper-based and electronic records (including e-mails).

7.1.1.2. Each staff member shall allocate file reference numbers to all correspondence (paper, electronic, e-mails) according to the approved subjects in the file plan.

7.1.1.3. When correspondence is created/received for which no subject exists in the file plan, the records manager should be contacted to assist with additions to the file plan. Under no circumstances may subjects be added to the file plan if they have not been approved by the records manager.

7.1.2. Storage areas

7.1.2.1. Paper-based correspondence files are kept in the custody of:

7.1.2.1.1. The central registry

7.1.2.1.1.1. All paper-based correspondence system records that are not personnel and traffic related are housed in the central registry. Personnel related paper-based correspondence are kept in the Human Resource Department and Traffic & Licensing related paper-based correspondence are kept in Traffic & Licensing Department & Licensing.

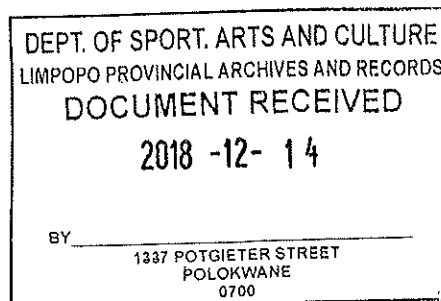
7.1.2.1.1.2. All these records are under the management of the records manager who is mandated to ensure that they are managed properly.

7.1.2.1.1.3. The registry is a secure storage area and only registry staffs are allowed in the records storage area.

7.1.2.1.1.4. Staff members that need access to files in the registry shall place a request for the files by completing the Request for File Register at the counter.

7.1.2.1.1.5. Case files

7.1.2.1.1.5.1 All the case files which are listed in the Series of Separate Case Files are stored in the central registry except the personal files that are kept in the Human Resource Department and individual case files that are kept by the department dealing with the matter.



7.1.2.1.1.5.2. Individual case files which are opened according to notes in the file plan, i.e. for water and electricity, removal of rubbish, etc) and which are not tied to reference numbers in the file plan, should be described in the list of series of separate case files and are kept by the department dealing with the matter.

7.1.2.1.1.5.3. The list of series of separate case files (not individual files) does not form part of the subject classification in practice, it is attached as an integral part of it to centralize control over all correspondence files in care of the registry department.

7.1.2.1.1.5.4. The registry shall be locked when registry is not in operation.

7.1.2.1.2. **The Human Resources registry**

7.1.2.1.2.1. Elias Motsoaledi Local Municipality maintains a set of paper-based case files for each staff member. These files are confidential in nature and are housed in a secure storage area in the Human Resource registry.

7.1.2.1.2.2. The Human Resource case files are under the management of the Manager Human Resources who is mandated to ensure that they are managed properly.

7.1.2.1.2.3. The case files are managed as part of the List of Series of Separate Case Files that is maintained and managed by the Records Manager.

7.1.2.2 **Electronic correspondence records**

7.1.2.2.1. Stored in an electronic repository that is maintained by the IT section

7.1.2.2.2. Access to storage areas where electronic records are stored is limited to the Information Technology staffs that have specific duties regarding the maintenance of the hardware, software and media.

7.1.2.2.3. The details regarding the management of electronic records are addressed in the Information Technology (IT) Related Policies.

7.2 **Records other than correspondence systems**

7.2.1. **Schedule for records other than correspondence systems**

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7.2.1.1. The records manager maintains a schedule of all records other than the correspondence system. The schedule contains a description of each set of records other than the correspondence system and indicates the storage location and retention periods of these records regardless of format.

7.2.1.2. Should records be created/received that are not listed in the schedule, the records manager should be contacted to add the records to the schedule.

7.2.2. Storage areas

7.2.2.1 Paper-based

7.2.2.1.1 The Elias Motsoaledi Local Municipality has the following sets of paper-based records other than the correspondence systems that are in the custody of the various officials that use them on a daily basis:

- Financial – kept in finance department
- Human Resource – kept in human resource department
- Licences and Road Traffic – kept in the traffic/licensing department or section
- Stores – kept in the stores department

7.2.2.1.2 These records are under the control of the records manager who is mandated to ensure that they are properly managed.

7.2.2.2. Audio visual

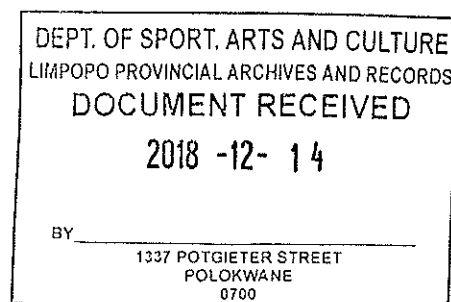
7.2.2.2.1. The Elias Motsoaledi Local Municipality has the following sets of audio-Visual records those are stored in the strong room:

Tape Cassettes:

For Council meetings

For Disciplinary hearings

Miscellaneous



Videos:

Miscellaneous

CDs:

Miscellaneous

- 7.2.2.2. These records are under the control of the records manager who is mandated to ensure that they are managed properly.

7.2.2.3 Electronic systems other than the correspondence systems

- 7.2.2.3.1. The Elias Motsoaledi Local Municipality has a number of electronic records systems in operation which is not part of the correspondence system and that generate and store public records

These are:

SAP Software System

Munsoft

VIP

- 7.2.2.3.2. The IT manager is responsible for the day-to-day maintenance of these systems.
- 7.2.2.3.3. The records maintained in the Collaborator Software System are under the control of the records manager who is mandated to ensure that they are managed properly.
- 7.2.2.3.4. Detailed guidance regarding the management of these systems are contained in the Information Technology (IT) Related Policies.

8. DISPOSAL OF RECORDS

- 8.1 No public records (including e-mail) shall be destroyed, erased or otherwise disposed of without prior written authorization by the Provincial Archivist.
- 8.2. The Standing disposal Authority Number will be requested from the Provincial Archivist
The Records Manager manages the disposal schedule.

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The Standing Disposal authority will also be requested for the schedule of records other than correspondence systems. The Records Manager manages the disposal schedule.

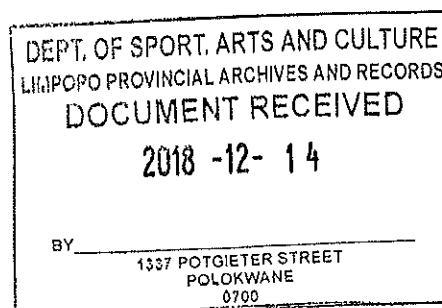
- 8.3. Retention periods indicated on the file plan and schedule were determined by taking Elias Motsoaledi Local Municipality's legal obligations and functional needs into account. Should a staff member disagree with the allocated retention periods, the Records Manager should be contacted to discuss a more appropriate retention period.
- 8.4. Disposal in terms of these disposal authorities will be executed annually during December.
- 8.5. All disposal actions should be authorized by the records manager prior to their execution to ensure that archival records are not destroyed inadvertently.
- 8.6. Non-archival records that are needed for litigation, Promotion of Access to Information requests or Promotion of Administrative Justice actions may not be destroyed until such time that the Manager Legal Services/Legal Advisor has indicated that the destruction hold can be lifted.
- 8.7. Paper-based archival records shall be safely kept in the archive store room on the premises of Elias Motsoaledi Local Municipality until they are due to transfer to the Provincial Archives Repository. Transfer procedures shall be as prescribed by the Provincial Archives in the Records Management Procedure Manual.
- 8.8. Specific guidelines regarding the procedure to dispose of electronic records are contained in the Information Technology (IT) Related Policies.

9. STORAGE AND CUSTODY

- 9.1 See par. 7 for and identification of all record keeping systems and their storage locations.
- 9.2 All records shall be kept in storage areas that are appropriate for the type of medium using the guidelines of the National Archives and Records Services.
- 9.3 Specific policies for the management of electronic storage media are contained in the Information Technology (IT) Related Policies.

10. ACCESS AND SECURITY

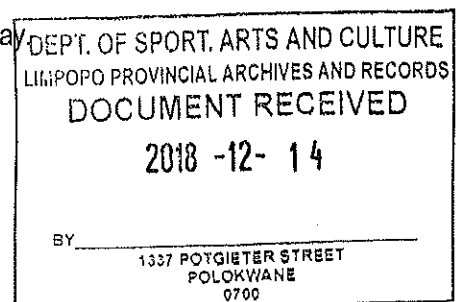
- 10.1 Records shall at all times be protected against unauthorized access and tampering to protect their authenticity and reliability as evidence of the business of Elias Motsoaledi Local Municipality



- 10.2 Security classified records shall be managed in terms of the relevant policy security policy.
- 10.3 No staff member shall remove records that are not available in the public domain from the premises of Elias Motsoaledi Local Municipality without the explicit permission of the records manager.
- 10.4 No staff member shall provide information and records that are not in the public domain to the public without consulting the Municipal Manager/Senior Official appointed as an Information Officer. Specific guidelines regarding requests for information are contained in the Promotion of Access to Information Policy which is maintained by the Records Manager or Information Officer.
- 10.5 Personal information shall be managed in terms of the Promotion of Access to Information Act until such time that specific protection of privacy legislation is enacted.
- 10.6 No staff member shall disclose personal information of any member of staff or client of Elias Motsoaledi Local Municipality to any member of the public without consent of the Municipal Manager as the Chief Information Officer.
- 10.7 An audit trail shall be logged of all attempts to alter/edit electronic records and their metadata.
- 10.8 Records storage areas shall at all times be protected against unauthorized access. The following shall apply:
- 10.8.1. Registry and other records storage areas shall be locked when not in use. Access to server rooms and storage areas for electronic records media shall be managed with a security door lock system. The key issued to the ICT Manager and the spare key locked in the strong room.

11. LEGAL ADMISSIBILITY AND EVIDENTIAL WEIGHT

- 11.1 The records of Elias Motsoaledi Local Municipality shall at all times contain reliable evidence of business operations. The following shall apply:
- 111.1. **Paper-based records**
- 11.1.1.1 No records shall be removed from paper-based files without the explicit permission of the records manager.
- 11.1.1.2 Records that were placed on files shall not be altered in any way



11.1.1.3 No alterations of any kind shall be made to records other than correspondence files without the explicit permission of the records manager.

11.1.1.4 Should evidence be obtained of tampering with records, the staff member involved shall be subject to disciplinary action.

11.1.2. Electronic records

11.1.2.1. The Elias Motsoaledi Local Municipality shall use systems which ensure that its electronic records are:

- authentic
- not altered or tampered with
- auditable, and
- produced in systems which utilize security measures to ensure their integrity

11.1.2.2. The Information Technology (IT) Related Policies contains specific information regarding the metadata and audit trail information that should be captured to ensure that records are authentic.

12. TRAINING

12.1 The records manager shall successfully complete the National Archives and Records Service's Records Management Course, as well as any other records management training that would equip him for his duties.

12.2 The records manager shall identify such training courses that are relevant to the duties of the registry staff and shall ensure that the registry staff is trained appropriately.

12.3 The records manager shall ensure that all staff members are aware of the records management policies and shall conduct or arrange such training as is necessary for the staff to equip them for their records management duties.

13. MONITORING

13.1 The senior management shall monitor the record keeping and records management practices of Elias Motsoaledi Local Municipality on a regular basis and shall adapt them appropriately to ensure that they meet the business and service delivery requirements of

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Elias Motsoaledi Local Municipality. The Manager Administration and Record Management.
shall be of assistance in this regard from a monitoring support perspective.

14. POLICY REVIEW

- 14.1 This policy shall be reviewed and revised as and when required to ensure that it meets the business and service delivery requirements of Elias Motsoaledi Local Municipality

15. NON-COMPLIANCE

- 15.1 Unreasonable non-compliance with any of the stipulations contained in this policy may result in and/or be dealt with in terms of the applicable municipal Disciplinary Code. The Elias Motsoaledi Local Municipality is entitled to invoke any other remedy available in law pursuant to compliance with the provision of this Policy.

16. EFFECTIVE DATE

- 16.1 This Policy shall come into operation with effect 1st March 2019

17. DEFINITION OF SPECIALIST TERMS

TERM	DEFINITION
Archives repository	The building in which records with archival value are preserved permanently.
Authentic records	Authentic records are records that can be proven to be what they purport to be. They Are also records that are considered by the creators to their official record.
Authoritative records	Authoritative records are records that are authentic, reliable, trustworthy and useable and are complete and unaltered.
Correspondence system	A set of paper-based and electronic communications and associated documents, sent received, generated, processed and stored during the conduct of business.
Custody	The control of records based upon their physical possession.
Disposal	The action of either destroying/deleting a record or transferring to into archival custody.
Disposal authority number	A written authority issued by the Provincial Archivist specifying which records should be transferred into archival custody or specifying which records should be destroyed/deleted or otherwise disposed of.
Electronic records	Information which is generated electronically and stored by means of computer technology, electronic records can consist of an electronic correspondence system and electronic record system other than the

	correspondence system.
Electronic records system	This is the collective noun for all components of an electronic information system, namely: electronic media as well as all connected items such as source documents, output information, software applications, programmes and metadata (background and technical information i.r.o the information stored electronically) and in hard copy. All these components are defined as records by the Act. They must therefore be dealt with in accordance with the Act's provisions.
File plan	A pre-determined classification plan by which records are filed and/or Electronically. Indexed to facilitate efficient retrieval and disposal of records.
Filing system	The collective noun for a storage system (like files, boxes, shelves or electronic applications and storage systems) in which records are stored in a systematic manner according to a file plan.
Non-archival records	Records with a short lived interest or usefulness.
Public record	A record created or received by a governmental body in pursuance of its activities, regardless of form or medium.
Records other than correspondence systems	Records that do not form part of a correspondence file, or a case file e.g. registers, maps, plans, electronic records, audio-visual records etc.
Record	<ul style="list-style-type: none"> - Recorded information regardless of form or medium - Evidence of a transaction, preserved for the evidential information it contains.
Records classification system	A Plan for the systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods and procedural rules represented in the classification system.
Recording	Anything on which sounds or images or both are fixed or from which sounds or images both are capable of being reproduced, regardless of form.
Record keeping	Making and maintaining complete, accurate and reliable evidence of official business in the form of recorded information.
Records management	Records management is a process of ensuring the proper creation, maintenance, use and disposal of records throughout their life cycle to achieve efficient, transparent and accountable governance.
Retention period	The length of time that records should be retained in offices before they are either transferred into archival custody or destroyed/deleted.
Schedule for records other than correspondence systems	<p>A control mechanism for records other than correspondence files (other records), which contains a description and the disposal instructions and retention periods of all other records. It consists of the following parts:</p> <ul style="list-style-type: none"> *Schedule for paper-based records other than correspondence files; *Schedule for electronic records systems other than the electronic correspondence system; *Schedule for microfilm records; *Schedule for audio-visual records.

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System technical manual	A manual containing information regarding the hardware, software and network elements that comprise the system and how they interact. Details of all changes to a system should also be documented.
System procedures manual	<p>A manual containing all procedures relating to the operation and use of the electronic system, including input to, operation of and output from the system. A system procedures manual would contain detailed procedures regarding:</p> <ul style="list-style-type: none"> - Document flow; - Document scanning; - Data capture; - Indexing; - Authenticated output procedures; - File transmission; - Information retention; - Information destruction; - Backup and system recovery; - System maintenance; - Security and protection; - Use of contracted services; - Workflow; - Date and time stamps; - Version control; and - Maintenance of documentation. <p>A system procedures manual should be updated when new releases force new procedures.</p>

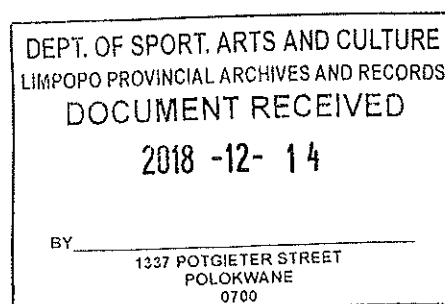
18. REFERENCES

The Limpopo Province Archives Act 5 of 2001.

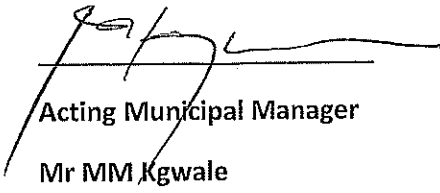
National Archives and Records Service: Records Management Policy Manual, April 2006.

National Archives and Records Service: Managing electronic records in governmental bodies: Policy, principles and requirements, April 2006.

National Archives and Records Service: Performance criteria for records managers in governmental bodies, April 2006.

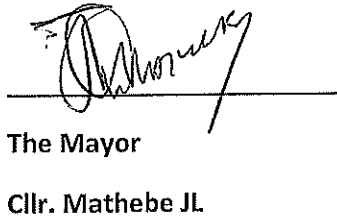


19. SIGNATORIES



Acting Municipal Manager
Mr MM Kgwale

2019/04/12
Date



The Mayor
Cllr. Mathebe JL

2019/04/15
Date