



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
ROADS AND TRANSPORT**

**RECORDS MANAGEMENT
POLICY**

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DEFINITION OF TERMS

A20	Valuable records that should be transferred to an appropriate archives repository for permanent preservation 20 years after the end of the year in which the record was closed
Appraisal	The decision regarding the preservation requirements of each document
Archives	A record already in the custody of an archives repository or records centre
Archival Value	This refers to the long term used records may have for purposes other than functional use. Also known as A20
File Plan	This is the plan according to which an institution arranges correspondence so as to serve the office's requirements for information retrieval optimally.
Public Records	A record created or received by government body in pursuance of its activity
Records	Records are recorded information regardless of form or medium.
Records Control Schedule	This is an instrument to Control Records other than correspondence files according to which such items are identified and disposed.

1. PREAMBLE

Department of Roads and Transport acknowledges its responsibilities to keep its information resources in order to support its operations, as well as to fulfill its legal and other obligations through sound records management practices.

2. PURPOSE

- 2.1 To promote effectiveness and efficiency in the creation, maintenance, storage retrieval and disposal of records for the Department of Roads and Transport.
- 2.2 To ensure preservation of records of permanent value.
- 2.3 To support both protection of privacy and freedom of information services throughout the Department.
- 2.4 To ensure accessibility, accountability and good governance in the Public Service.

3. LEGAL AND PROCEDURAL FRAMEWORK

CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996 (ACT 108 OF 1996)

Section 41(1) (c) provide that all spheres of government and all organs of state within each sphere must provide effective, transparent, accountable and coherent government for the Republic as a whole.

NATIONAL ARCHIVES OF SOUTH AFRICA, ACT 1996 (ACT 43 OF 1996)

Section 13(1), (2) and (5) (1) stipulates that the National Archives shall be charged with the proper management and care of public records in the custody of the Department (2) (b)

- (i) The National Archivist shall be the one which determines records classifications systems to be applied by the Department.
 - (ii) Determine conditions subject to which records may be microfilmed or electronically reproduced
 - (iii) Determine the conditions subject to which electronic records system Should be managed
- (5) (a) The Head of the Department shall subject to any law governing the

employment of personnel of the Department of Roads and Transport designate an official to be the Records Manager who will lead this component.

NATIONAL ARCHIVES REGULATION (R126 OF 97.01.24)

Part IV provides that the Head of Department shall be responsible for ensuring that all records are protected and managed in terms of standing orders and shall use a records classification system approved by the National Archivist.

PROVINCIAL ARCHIVES ACT

States that the Provincial Archivist shall be appointed and shall therefore be contacted by the Records Manager in terms of disagreements regarding the disposal authority and the Provincial Archivist shall liaise with the National Archivist.

PROMOTION OF ACCESS TO INFORMATION ACT 2000 (ACT 2 OF 2000) (CHAPTER 3)

Section 17(1-7) Refers to designation of an officer by the Head of Department as the Deputy Information Officer of the Department who will handle requests in terms of the Act.

PUBLIC FINANCE MANAGEMENT ACT, 1999 (ACT 1 OF 1999) AS AMENDED

Section 58 (1) (b) states that External Auditors have the right to access at All reasonable times to the accounting records including all books, vouchers, documents and other property of the public entity and the Auditor may require from the accounting authority for that public entity such information and explanation as necessary for the purpose of audit.

4. RECORDS MANAGER

The Head of Department shall appoint or designate an official occupying a position of at least Manager as a Records Manager to head a component sub-divided into two, namely Human Resource and General Records.

5. IDENTIFICATION OF A RECORD

All records that are created or received by the Department of Roads and Transport in pursuance of its activities shall be managed in accordance with the provision of this policy.

6. CLASSIFICATION

The Department of Roads and Transport shall use records classification systems approved by the National Archives in line with legislation. This provision shall affect both electronic and paper based records. No one shall make revision or addition to an approved classification system without the prior approval by the Head of Department on the recommendation of Records Manager.

7. DISPOSAL OF RECORDS

The Records Manager shall timeously identify records whose operational needs, legal requirements and audit requirements have been met and dispose them off after obtaining approval of the National Archives through the Head of the Department. No records of the Department of Roads and Transport shall be destroyed erased or disposed without the prior approval from the National Archivist.

Archival records will be kept in the Department for a period of 20 years and thereafter transferred to archives repository for permanent preservation and storage. Factors such as transparency, accountability and legal obligation shall be taken into consideration when determining retention period for the non-archival records.

8. CUSTODY OF RECORDS

- 8.1 The Records Manager of the Department of Roads and Transport shall ensure proper custody of all records including records with archival value prior to submission to archives.
- 8.2 The Records Manager must ensure the existence of Registry Office for keeping of records and that off site storage must be approved by the National Archives.
- 8.3 The Records Manager must ensure that Registry Procedure Manual is in place as a guide on Registry Procedures.
- 8.4 The Records Manager must ensure that a reliable back up system for records is in place.

9. TRANSFER OF RECORDS FROM THE DEPARTMENT TO ANOTHER DEPARTMENT

When functions of the Department are transferred to another Department and such functions are transferred permanently, the Records Manager must inform the National Archivist and a complete list of relevant records sent to

the receiving office should also be submitted to the National Archives.

10. SECURITY

The Records Administrators on the instruction by the Records Manager must Put systems and procedures in place to ensure security of records and take the necessary steps to prevent unauthorized access, removal, destruction or damage.

11. TRAINING

11.1 Records Managers, Heads of Registry and Registry Officers should attend the Records Management Course offered by the National Archivist.

11.2 The Records Manager should supervise overall control and training of all staff members regarding records management practices.

11.3 The Records Manager should ensure that all staff members are conversant with proper registry procedures.

11.4 Where deemed necessary the Services of the National Archives/ Provincial Archives or other experts on records management will be used.

12. INSPECTIONS

12.1 The National Archivist is entitled to full and free access, to all Departmental records. Records Managers should conduct regular inspections to individual components to ensure that records management practices conform to the standards promulgated in legislations.

12.2 The Records Manager must set aside a specific time each year or more frequently to check if transfers or disposal of records is done properly.

13. PROMOTION OF ACCESS TO INFORMATION

The Records Manager shall interact with the Deputy Information Officer designated by the Head of Department in terms of Section 17 of the Promotion of Access to Information Act in all matters related to requests, approval, providing, refusal and appeals in terms of the said Act.

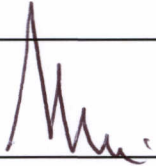
14. EVALUATION

The Records Manager shall at least once every year conduct surveys with all the stakeholders to determine responsive service levels and degree of satisfaction.

15. POLICY REVIEW

This policy shall be reviewed annually.

ENDORSED



HEAD OF DEPARTMENT

18/02/09
DATE

Note: This policy document is a blue print of the original policy that was approved by MEC Justice Piitso on 12.03.07.