

Date: 30 June 2023

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PROPER MANAGEMENT AND CARE OF GOVT RECORDS A COMPLIANCE ISSUE

- The department does not comply with critical elements of Records Management (RM). Non-compliance with the legislation results in, poor record keeping, loss of valuable information, bad audit outcomes, loss of legal litigations.
- RM is a process of ensuring the proper creation, maintenance, use and disposal of (official) records throughout their life cycle to achieve efficient, effective, transparent and accountable governance.
- A record means recorded information regardless of form or medium to support an organization to make decisions based on evidence, meet operational, legal and regulatory requirements, be open and accountable, enhance operational efficiency, effectiveness and maintain organization or collective memory.
- Section 13(i) of the Provincial Archives and Records Services Act no. 7 of 2003, provides for the proper management and care of public records in the custody of governmental bodies. The Act, 7 of 2003 requires that Public and Private institutions comply with this piece of legislation that governs the operation of Registry Office and RM.

For more information on the proper RM process, kindly contact Ms Yolisa Melani on Yolisa.melani@eccogta.gov.za or on 072 6700 665 during office hours.

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