



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

RECORDS MANAGEMENT POLICY

2018

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Date of Approval	
Date For Next Review	
Related Policies	Recruitment & Selection, Transfer Policy


SIGN OFF

I. Head of Department

The Policy on Records Management has been recommended by **G. Gumbi-Masilela** in her capacity as Head of Department for the Department of Cooperative Governance and Traditional Affairs.

I am satisfied and concur with the contents of this Policy.

The development of the policy on Records Management will ensure the department is able to exercise its powers in compliance with the law and guide decision-making in the department.

Recommended	
Designation	Head of Department
Date	7/3/19

II. Executive Authority

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the lives of the staff by effectively rendering services that it is expected to provide. We have envisaged a Department that has the required capacity to respond adequately to challenges of its staff.

I therefore trust that the guidance from this Policy will contribute to the effective Records Management Practices in the department.

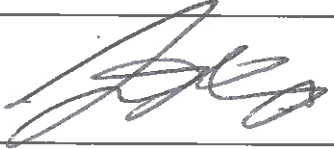
Signed	
Designation	MEC: Honourable F. D. Xasa Cooperative Governance & Traditional Affairs
Date	12/3/2019

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1. PREAMBLE

The Department of Cooperative Governance and Traditional Affairs seeks to ensure that all official records of the department are managed according to the National Archives and Records Service of South Africa Act (Act No. 43 of 1996).

Section 13 of the National Archives and Records Service of South Africa Act requires the Department of Cooperative Governance and Traditional Affairs (COGTA) 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.

2. PURPOSE OF THE POLICY

- 2.1 To establish the departmental standards and requirements for the management of all official records.
- 2.2 To promote a systematic approach to records management for the Department of Cooperative Governance and Traditional Affairs.
- 2.3 To strive to enforce consistency with regard to management of all official records of the department.
- 2.4 To serve as a guideline for the staff members and Traditional Leaders of the entire department on Records Management.
- 2.5 To ensure that Information is a resource of the same importance to good management as other resources like people, money and facilities.
- 2.6 To ensure that information resources of Cooperative Governance and Traditional Affairs are managed as a valuable asset.
- 2.7 To ensure that records management is a vital aspect of maintaining and enhancing the value of this asset.
- 2.8 Provide evidence of business in the context of cultural activity and contribute to the cultural identity and collective memory.
- 2.9 To reduce vulnerability to legal challenge or financial loss and promote best value in terms of human and space resources through greater co-ordination of information and storage systems.

3. DEFINITIONS

Terms listed below have the corresponding meaning in this policy

Word/Term	Definition
<i>Department</i>	Department of Cooperative Governance and Traditional Affairs
<i>Disposal</i>	The action of either destroying/deleting a record or transferring it into archival custody
<i>Disposal authority</i>	A written authority issued by the National Archivist specifying which records should be transferred into archival custody or specifying which records should be destroyed/deleted or otherwise disposed of
<i>Disposal authority number</i>	A unique number identifying each disposal authority issued to a specific office.
<i>Electronic Records</i>	All components of an electronic information system, electronic media as well as all connected items such as source

Word/Term	Definition
	documents, output information, software applications, programmes and meta data (background and technical information in respect of the information stored electronically) and in hard copy.
Electronic records system	All components of an electronic information system, electronic media as well as all connected items such as source documents, output information, software applications, programmes and meta data (background and technical information in respect of. the information stored electronically) and in hard copy.
Filing system / File	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
Head of Department	Head of Department of Cooperative Governance and Traditional Affairs
Record	Recorded information regardless of form or medium and evidence of a transaction, preserved for the evidential information it contains.
Record keeping	Making and maintaining complete, accurate and reliable evidence of official business in the form of recorded information.
Recording	Anything on which sounds or images or both are fixed or from which sounds or images or both are capable of being reproduced, regardless of form.
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.
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.
Records other than correspondence system	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.
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	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 including: 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.

Word/Term	Definition
<i>System procedures manual</i>	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.
<i>System technical manual</i>	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.

4. APPLICATION AND SCOPE

The policy is applicable to all the records of the Department relating to its business, its employees, prospective employees and clients.

5. LEGISLATIVE FRAMEWORK

This Policy is informed by the following pieces of legislation and regulatory documents:

- 5.1 The Constitution of the Republic of South Africa;
- 5.2 Public Service Act 104 of 1994 as amended;
- 5.3 National Archives and Records Service of South Africa Act (Act No 43 of 1996 as amended);
- 5.4 National Archives and Records Service of South Africa Regulations;
- 5.5 Provincial Archives and Records Service Act (Act No 7 of 2003)
- 5.6 Public Finance Management Act (Act No 1 of 1999);
- 5.7 Promotion of Access to Information Act (Act No 2 of 2000);
- 5.8 Promotion of Administrative Justice Act (Act No 3 of 2000);
- 5.9 Protection of Personal Information Act (Act No 4 of 2013)
- 5.10 Electronic Communications and Transactions Act (Act No 25 of 2002).
- 5.11 Minimum Information Security Standards (1996)

6. POLICY STATEMENT

The Department of Governance and Traditional Affairs considers its records to be a valuable asset to enable the Department to effectively and efficiently keep its information with the purpose of supporting the business of the Department within the regulatory framework and also to protect the interests of the State, the employees and the clients.

7. POLICY PRINCIPLES

This policy is guided by the following main principles:

- 7.1 Consistency
- 7.2 Fairness
- 7.3 Reasonableness
- 7.4 Transparency
- 7.5 Accountability

- 7.6 Security
- 7.7 Privacy
- 7.8 Confidentiality
- 7.9 Legal compliance

8. RELATIONSHIP WITH OTHER POLICIES

Policies that are closely related to the Records Management Policy are:

- 8.1 The Information Security Policy which is managed by the Director: Security Management.
- 8.2 The Internet Usage Policy which is managed by the Director: Departmental Government Information Technology Office (DGITO).
- 8.3 Promotion of Access to Information Policy which is managed by the Chief Information Officer (CIO).

9. ROLES AND RESPONSIBILITIES

9.1 Head of Department

- 9.1.1 To be ultimately accountable for the record-keeping and records management practices of the Department.
- 9.1.2 To ensure transparency and improvement of records management.
- 9.1.3 To ensure that sound records management practices are implemented and maintained.
- 9.1.4 To designate an official of the Department to be a Chief Information Officer responsible for controlling access to information in the Department.

9.2 Senior Management Services (SMS) members

All SMS members are responsible for:

- 9.2.1 The implementation of this policy in their respective units.
- 9.2.2 Ensuring that all staff members are made aware of their record keeping and records management responsibilities and obligations.
- 9.2.3 Ensuring that all staff in their components comply with this policy
- 9.2.4 Provide leadership in good records keeping and records management practices.

9.3 Records Manager

The Records Manager shall:

- 9.3.1 Be responsible for all registries in the Department
- 9.3.2 Provide support and professional guidance in the records management in the Provincial and Local Houses of Traditional Leaders.
- 9.3.3 Ensure that all records created and received by the Department are classified according to the approved file plan
- 9.3.4 Facilitate the disposal of records when necessary
- 9.3.5 Promote staff awareness regarding records management

- 9.3.6 Manage all records according to the records management principles contained in the Provincial Archives and Records Services Act (Act No 7 of 2003)
- 9.3.7 Determine the records 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.
- 9.3.8 Prepare circulars and instructions and also provide guidance regarding the record keeping and records management practices
- 9.3.9 Make such trainings and other interventions as are necessary to ensure that the Department records keeping and records management practices comply with the records management principles contained in the Provincial Archives and Records Services Act (Act No 7 of 2003)

9.4 Deputy Information Officer

- 9.4.1 Approve the requests for information in terms of the Promotion of Access to Information Act.
- 9.4.2 Report in terms of section 32 of PAIA
- 9.4.3 Inform the Records Manager if a request for information necessitates a disposal hold to be placed on records that are due for disposal.

9.5 Head: Departmental Government Information Technology Office (DGTO)

- 9.5.1 To maintain day-to-day electronic systems that stores records.
- 9.5.2 To work in conjunction with the records manager to ensure that public records are properly managed, protected and appropriately preserved for as long as they are required for business, legal and long-term perseverance
- 9.5.3 To ensure that appropriate systems technical manuals and systems procedures manuals are designed for each electronic system that manages and stores records.
- 9.5.4 To ensure that all electronic systems capture appropriate systems generated metadata and audit trail data for all electronic records to ensure that authentic and reliable records are created.
- 9.5.5 To 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.
- 9.5.6 To ensure that all data, metadata, audit trail data, operating systems and application software are backed up on a daily, basis to enable the recovery of authentic, reliable and accessible records should a disaster occurs.
- 9.5.7 To ensure that back-ups are stored in a secure off-site environment.
- 9.5.8 To ensure that systems that manage and store records are virus free.

9.6 Head: Security Management

- 9.6.1 To monitor security of all departmental records.
- 9.6.2 To eliminate security breaches in managing departmental records.
- 9.6.3 To prepare circulars to all employees about security management of departmental records.
- 9.6.4 To facilitate classification of documents and ensure safe-keeping and management of classified documents.
- 9.6.5 To ensure strict adherence to the Minimum Information Security Standards.

9.7 Head: Legal Advisory Services

- 9.7.1 To advise the department about developments in the legal and statutory environment that may impact on the records keeping and records management practices of the department
- 9.7.2 To advise with legal matters pertaining to records management.

9.8 Head: Risk Manager

Responsible for providing advice to the Records Manager and the Chief Information Officer with any type of risk the document might inherit when disposing off departmental documents.

9.9 Registry staff

- 9.9.1 To protect the Departmental records from abuse and leaking
- 9.9.2 To be responsible for the physical management of the records in their care.
- 9.9.3 To be responsible for the safe keeping of the records
- 9.9.4 To be responsible for the opening files.
- 9.9.5 To be responsible for the issuing of files.
- 9.9.6 To be responsible for the maintenance of record
- 9.9.7 To comply with the provisions of the Departmental Registry Procedure Manual.

9.10 Staff members

Every staff member shall create records of transactions while conducting official business and manage those records efficiently and effectively by:

- 9.10.1 Allocating reference numbers and subjects to paper-based and electronic records according to the file plan;
- 9.10.2 Sending referenced paper-based records to the registry for filing;
- 9.10.3 Ensuring that records are destroyed/deleted only in accordance with disposal authority issued by the Provincial Archivist.
- 9.10.4 Officials are responsible for safekeeping of records that are kept or stored within their units.
- 9.10.5 Protecting the Departmental records from abuse and leaking to third parties

10. RECORDS CLASSIFICATION SYSTEMS AND RELATED STORAGE AREAS

10.1 Correspondence Systems

10.1.1 Filing Systems / File plans

- 10.1.1.1 Only the filing systems / file plans approved by Provincial Archivists shall be used for the classification of correspondence records. The filing systems / file plans shall be used for the classification of paper-based and electronic (including e-mail) records.

- 10.1.1.2 When correspondence is created / received for which no subject exists in the filing systems / file plans, the Records Manager should be contacted to assist with additions to the filing systems / file plans.
- 10.1.1.3 Under no circumstances may subjects be added to the filing systems / file plans if they have not been approved by the Records Manager.

10.1.2 Storage areas

10.1.2.1 The Main registry

- 10.1.2.1.1 All paper-based correspondence system records that are not HR-related are housed in the main registry.
- 10.1.2.1.2 All these records are under the management of the Records Manager who is mandated to ensure that they are managed properly.
- 10.1.2.1.3 The Department of Cooperative Governance and Traditional Affairs maintain a set of paper-based files for general matters related to functions of the department.
- 10.1.2.1.4 These files are confidential in nature and are housed in a secure storage area in the main registry.
- 10.1.2.1.5 The files exist only in paper-based format and the physical tracking of the files are managed with the file tracking system in the Integrated Document and Records Management System.
- 10.1.2.1.6 The registry is a secure storage area and only registry staffs are allowed in the records storage area.
- 10.1.2.1.7 Staff members that need access to files in the registry shall place a request for the files at the counter.
- 10.1.2.1.8 The registry shall be locked when registry is not in operation.
- 10.1.2.1.9 Staff members are not allowed to remove any document on the file without the approval from the Chief Registry Clerk.

10.1.2.2 The Human Resources Registry

- 10.1.2.2.1 All Human Resources related records are housed in the HR Registry.
- 10.1.2.2.2 The general HR subject files as well as HR case files are under the management of the Records Manager who is mandated to ensure that they are managed properly.
- 10.1.2.2.3 The Department of Cooperative Governance and Traditional Affairs maintain 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 HR registry.
- 10.1.2.2.4 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.
- 10.1.2.2.5 The files exist only in paper-based format and the physical tracking of the case files are managed with the file tracking system in the Integrated Document and Records Management System.
- 10.1.2.2.6 Only Human resource staff can request staff files through the counter in the registry.
- 10.1.2.2.7 The registry shall be locked when registry is not in operation.
- 10.1.2.2.8 Staff members are not allowed to remove any document on the file without the approval from the Chief Registry Clerk.

10.1.2.3 The Traditional Leaders (Non-Public Servants) registry

- 10.1.2.3.1 All Traditional Leaders related records are housed in the Traditional Leaders (Non- Public Servants) Registry.
- 10.1.2.3.2 The general Traditional Leaders subject files as well as Traditional Leaders case files are under the management of the Records Manager who is mandated to ensure that they are managed properly.
- 10.1.2.3.3 The Department of Cooperative Governance and Traditional Affairs maintain a set of paper-based case files for each Traditional Leader. These files are confidential in nature and are housed in a secure storage area in the Traditional Leaders registry.
- 10.1.2.3.4 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.
- 10.1.2.3.5 The files exist only in paper-based format and the physical tracking of the case files are managed with the file tracking system in the Integrated Document and Records Management System.
- 10.1.2.3.6 Only staff working with Traditional Leaders matters can request Traditional Leaders files through the counter in the registry.
- 10.1.2.3.7 Staff working with Traditional Leaders matters must request files only at the counter.
- 10.1.2.3.8 The registry shall be locked when registry is not in operation.
- 10.1.2.3.9 Staff members are not allowed to remove any document on the file without the approval from the Chief Registry Clerk.

10.1.2.4 The MEC's Office Registry

- 10.1.2.4.1 All paper-based correspondence system records that are dealing with MEC's office related correspondence are housed in the MEC's office registry.
- 10.1.2.4.2 All these records are under the management of the Records Manager who is mandated to ensure that they are managed properly.
- 10.1.2.4.3 The Ministry of Governance and Traditional Affairs maintain a set of paper-based files for matters related to functions of the department concerning activities of the MEC's office. These files are confidential in nature and are housed in a secure storage area in the MEC's office registry.
- 10.1.2.4.4 The files exist only in paper-based format and the physical tracking of the files are managed with the file tracking system in the Integrated Document and Records Management System.
- 10.1.2.4.5 The registry is a secure storage area and only registry staffs are allowed in the records storage area
- 10.1.2.4.6 Staff members that need access to files in the registry shall place a request for the files at the counter.
- 10.1.2.4.7 The registry shall be locked when registry is not in operation.
- 10.1.2.4.8 Staff members are not allowed to remove any document on the file without the written approval from the Head of MEC's office

10.1.2.5 House of Traditional Leaders

- 10.1.2.5.1 The Chief Executive Office is the custodian of the records of the House under the Head of Department
- 10.1.2.5.2 The Records Manager of the Department shall provide guidance and professional support
- 10.1.2.5.3 The records of the House business must be stored in the registry of the House

10.1.3 Storage of electronic Correspondence Records

- 10.1.3.1 Electronic correspondence records are stored in an electronic repository that is maintained by the IT section.
- 10.1.3.2 Access to storage areas where electronic records are stored is limited to the IT staffs that have specific duties regarding the maintenance of the hardware, software and media.

10.2 Records other than correspondence systems

10.2.1 Schedule for records other than correspondence systems

- 10.2.1.1 The Records Manager maintains a schedule of all records other than the correspondence system.
- 10.2.1.2 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.
- 10.2.1.3 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.

10.2.2 Storage areas

10.2.2.1 Paper-based

- 10.2.2.1.1 Governance and Traditional Affairs have a set 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.
- 10.2.2.1.2 These records are under the control of the Records Manager who is mandated to ensure that they are managed properly

10.2.2.2 Micrographic records

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

10.2.2.3 Audio-visual records

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

11. DISPOSAL OF RECORDS

- 11.1 No public records shall be destroyed, erased or otherwise disposed of without prior arrangements with the Records Manager and written authorization from the Provincial Archivist.
- 11.2 The Provincial Archivist has issued Standing Disposal Authority for the disposal of records classified against the filing system / file plan. The Records Manager manages the disposal schedule.
- 11.3 The Provincial Archivist has issued Standing Disposal Authority on the schedule of records other than correspondence systems. The Records Manager manages the disposal schedule.
- 11.4 Retention periods indicated on the filing system / file plan and schedule were determined by taking the Department of Cooperative Governance and Traditional Affairs legal obligations and functional needs into account.
- 11.5 The Records Manager should be contacted to discuss a more appropriate retention period with the head of a directorate.
- 11.6 Disposal in terms of these disposal authorities will be executed annually.
- 11.7 All disposal actions should be authorized by the Records Manager prior to their execution to ensure that archival records are not destroyed inadvertently.
- 11.8 Non-archival records that are needed for litigation may not be destroyed until such time that the Senior Manager: Legal Advisory Services has indicated that the destruction hold can be lifted.
- 11.9 Non-archival records that are needed for Promotion of Access to Information requests or Promotion of Administrative Justice actions may not be destroyed until such time that the Deputy Information Officer has responded to the submissions made by the requestors.
- 11.10 Paper-based archival records shall be safely kept in main registry until they are due to be transfer to the Provincial Archives Repository.
- 11.11 Specific guidelines regarding the procedure to dispose of electronic records are contained in the electronic records management policy.

12. STORAGE AND CUSTODY

- 12.1 All records shall be kept in storage areas that are appropriate for the type of medium.
- 12.2 Specific policies for the management of electronic storage media are contained in the electronic records management policy

13. ACCESS AND SECURITY

- 13.1 Records shall at all times be protected against unauthorized access and tampering to protect their authenticity and reliability as evidence of the business of the Department.
- 13.2 Security classified records shall be managed in terms of the Information Security Policy which is available from the security manager.
- 13.3 No staff member shall provide information and records that are not in the public domain to the public without the approval of the Head of Department.
- 13.4 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.

- 13.5 No staff member shall disclose personal information of any member of staff or client of Department to any member of the public without the approval of the Head of Department.
- 13.6 An audit trail shall be logged of all attempts to alter/edit electronic records and their metadata.
- 13.7 Records storage areas shall at all times be protected against unauthorized access.
- 13.8 Registry and other records storage areas shall be locked when not in use
- 13.9 Access to server rooms and storage areas for electronic records media shall be managed with key card access
- 13.10 Fire extinguishers must be installed in the registries in order to attend to any fire that might occur.

14. LEGAL ADMISSIBILITY AND EVIDENTIAL WEIGHT

The records of the Department of Cooperative Governance and Traditional Affairs shall at all times contain reliable evidence of business operations. The following shall apply:

14.1 Paper-based records

No records shall be removed from paper-based files without the explicit permission of the Records Manager.

- 14.1.1 Records that were placed on files shall not be altered in any way.
- 14.1.2 No alterations of any kind shall be made to records other than correspondence files without the explicit permission of the Records Manager.
- 14.1.3 Should evidence be obtained of tampering with records, the staff member involved shall be subject to disciplinary action.

15. CONFIDENTIALITY AND NON-DISCLOSURE

An Oath of Secrecy to be signed by all staff in the Department annually.

16. TRAINING

- 16.1 The Records Manager shall successfully complete the National Archives and Records Services Management Course, as well as any other records management training that would equip him/her for his/her duties.
- 16.2 The Records Manager shall identify such training courses that are relevant to the duties of the registry staff and shall ensure that the registry is trained appropriately.
- 16.3 The Records Manager shall ensure that all staff members are aware of records management policies and shall conduct or arrange such training as is necessary for the staff to equip them for their records management duties.

17. MONITORING AND EVALUATION OF THE POLICY

- 17.1 The Records Manager should remain in contact with the Provincial Archives and Records Service and should when necessary, request the Provincial Archives and Records Service to conduct inspections on his/her behalf.
- 17.2 This policy shall be reviewed every two years or when need arises.

18. DEFAULT (CONSEQUENCE MANAGEMENT)

Any employee who contravenes the provisions of this policy shall be guilty of misconduct.

19. COMMUNICATION / EDUCATION OF THE POLICY

The Records Management policy will be communicated by means of workshops, circulars and intranet to all employees of the department.

20. APPROVAL OF THE POLICY

Records Management Policy will be recommended by the Head of Department (HOD) and be approved by the Member of Executive Council (MEC) as per the updated Departmental Delegations and the strategy will become official on the date it is signed by the Executing Authority (i.e. the MEC for Cooperative Governance and Traditional Affairs).

21. VERSION CONTROL AND CHANGE HISTORY

Version Control	Date Effective	Approved By	Amendment
Start from	YYMMDD (the date the policy takes effect)	Contact person – full name & title.	Include any superseded procedures and what the amendment is to the document.
2018	2018	Honourable F.D. Xasa	
			5. LEGISLATIVE FRAMEWORK 5.5 Provincial Archives and Records Service Act (Act No 7 of 2003) 5.6 Protection of Personal Information Act (Act No 4 of 2013) 5.12 Minimum Information Security Standards (1996)
			7. POLICY PRINCIPLES 7.9 Legal compliance.
			9.2 Senior Management Services (SMS) members 9.2.4 Provide leadership in good records keeping and records management practices.
			Records Manager 9.3.2 Provide support and professional guidance in records management in the Provincial and Local House of Traditional Leaders.
			9.4 Deputy Information Officer 9.4 Report in terms of section 32 of PAIA
			9.5 Head: Departmental Government Information Technology Office (DGTO) 9.5.2 To work in conjunction with the records manager to ensure that public records are properly managed, protected

			and appropriately preserved for as long as they are required for business, legal and long-term perseveration
			<p>9.6 Head: Security Management</p> <p>9.6.5 To ensure strict adherence to the Minimum Information Security Standers.</p>
			<p>9.8 Head: Risk Manager</p> <p>Responsible for providing advice to the Records Manager and the Chef Information Officer with any type of risk the document might inherit when disposing off departmental documents.</p>
			<p>9.9 Registry staff</p> <p>9.9.7 To comply with the provisions of the Departmental Registry Procedure Manual.</p>
			<p>9.10 Staff members</p> <p>9.10.3 Ensuring that records are destroyed/deleted only in accordance with disposal authority issued by the Provincial Archivist.</p> <p>9.10.5 Protecting the Departmental records from abuse and leaking to third parties</p>
			<p>15 CONFIDENTIALITY AND NON-DISCLOSURE</p> <p>15.1 An Oath of Secrecy to be signed by all staff in the Department annually.</p>
			<p>16 TRAINING</p> <p>16.1 The Records Manager shall successfully complete the National Archives and Records Services Management Course, as well as any other records management training that would equip him/her for his/her duties.</p> <p>16.2 The Records Manager shall identify such training courses</p>

			<p>that are relevant to the duties of the registry staff and shall ensure that the registry is trained appropriately.</p> <p>16.3 The Records Manager shall ensure that all staff members are aware of records management policies and shall conduct or arrange such training as is necessary for the staff to equip them for their records management duties.</p>
			<p>17. MONITORING AND EVALUATION</p> <p>17.1 The Records Manager should remain in contact with the Provincial Archives and Records Service and should when necessary, request the Provincial Archives and Records Service to conduct inspections on his/her behalf.</p> <p>17.2 This policy shall be reviewed every two years or when need arises.</p>
			<p>18. DEFAULT (CONSEQUENCE MANAGEMENT)</p> <p>18.1 Any employee who contravenes the provisions of this policy shall be guilty of misconduct.</p>