



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

RECORDS MANAGEMENT POLICY

2024

RECORDS MANAGEMENT POLICY 2024

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SIGN OFF

I. Head of Department

This Policy on Records Management has been recommended by Mr V. Mlokothe in my capacity as Acting Head of Department for 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 exercise its powers in compliance with the law and guide decision- making in the department.

Recommended	
Designation	Acting Head of Department
Date	20/05/2024

II. Executive Authority

We are envisaging a department that has the capacity to respond adequately to challenges of records management.

I therefore trust that the guidance from this Records Management Policy will contribute to the effective management of records in the Department.

Signed	
Designation	Hon. Mr Z.A. Williams: Member of the Executive Council: (MEC)
Date	24/06/2024

1. PREAMBLE

The need for effective management of records is enforced by the Public Finance Management Act, 1999 (Act No. 10 of 2009); the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000); the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 1996) and the Electronic Communications and Transactions Act, 2000 (Act No. 25 of 2002). These legislative mandates also stipulate that government bodies have an obligation to manage their records properly, provide access to the information contained in records, provide reasons for administrative decisions and to ensure the authenticity of records.

2. INTRODUCTION

- 2.1 The Department of Cooperative Governance and Traditional Affairs was audited by the Provincial Archives and Records Service of Eastern Cape during 2019 and 2020. This audit resulted in recommendations, with which the Department must comply with in terms of the National Archives and Records Services of South Africa Act (Act no.43 of 1996, as amended) namely, all Government bodies must develop a Records Management Policy in accordance with the Act.
- 2.2 Records are important, because they are the output of the business and administrative processes of a government body - in other words, records are the final proof that a business or administrative process was transacted.
- 2.3 Records serve as essential proof of the business that was conducted and must remain unaltered over time for as long as they are needed. As evidence of official business, records have on-going use as a means of management, accountability, operational continuity, legal evidence, and disaster recovery. They also form the memory of the institution that created them, and by extension, they are part of society's memory and the broader cultural heritage.
- 2.4 The need for effective management of records is further reinforced by the Public Finance Management Act, 1999 (Act No. 10 of 2009); the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000); the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 1996) and the Electronic Communications and Transactions Act, 2000 (Act No. 25 of 2002). These legislative mandates also stipulate that government bodies have an obligation to manage their records properly, provide access to the information contained in records, provide reasons for administrative decisions and to ensure the authenticity of records.

2.5 All records are further required to be enforced in compliance with the **Protection of Personal Information Act, 2013 (Act 4 of 2013)**. The legislative mandate and its regulations stipulate that all private and government bodies are mandated to act in accordance with the Act. The Act stipulates the conditions for lawful processing of personal information of either a natural/juristic person including the management and retention thereof.

3. PURPOSE OF THE POLICY.

Section 9 of the Provincial Archives and Records Service of Eastern Cape Act, 2003 (Act No. 7 of 2003), requires the Department of Cooperative Governance and Traditional Affairs 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.

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.

4. DEFINITIONS

Word/Term	Definition (with examples if required)
Archives:	Records in the custody of an archive’s repository
Archives repository:	The building in which records with archival value are preserved permanently.
Classified records	The mission-critical information that is to be afforded the utmost protection. Such information is not to be disclosed to anyone outside the core group of the individuals who have been authorised to access it.

Closed volume:	<p>1) Volumes of records in a current paper-based file plan that have reached a thickness of 3 cm or have become full, after which a new volume has been opened.</p> <p>2) In an electronic system a folder which was segmented into parts.</p>
Correspondence system	A set of paper-based and electronic communications and associated documents, sent, received, generated, processed, and stored during the conduct of business.
Disposal	The action of either destroying/deleting a record or transferring it into archival custody.
Disposal authority	A written authority issued by the Provincial Archives and Records Service of Eastern Cape specifying which records should be transferred into archival custody or specifying which records should be destroyed/deleted or otherwise disposed of.
File	An organised arrangement of records on the same subject accumulated in chronological order within the same cover/folder/container. The physical action of allocating file reference numbers to records and securing such records inside the appropriate order.
File Plan	A pre-determined classification plan by which records are filed and/or electronically indexed to facilitate efficient retrieval and disposal of records. It is used to link a record to its specific subject file and subject grouping.
Public record	A record created or received by a governmental body in pursuance of its activities, regardless of form or medium.
Record	Recorded information regardless of form or medium (Evidence of a transaction, preserved for the evidential information it deserves).
Records management	Process of ensuring the proper creation, maintenance to use and disposal of records throughout their life cycle to achieve efficient, transparent and accountable governance

Records other than correspondence	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. All these records form part of the Records Control Schedule.
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5. SCOPE OF APPLICATION

The Department of Cooperative Governance and Traditional Affairs is a government body and as such creates and receives public records. The records form the administrative foundation and the corporate memory of the Department. This policy defines the legislative and governing framework, roles, and responsibilities, as well as departmental parameters for the implementation of the policy. This policy impacts on the Department’s work practices for all those who:

- 5.1 Create and receive records, irrespective of form or medium and by implication includes both physical and electronic records,
- 5.2 This policy applies to all staff members of the Department and covers all records regardless of format, medium or age.
- 5.3 External role-players to the Department, who by the nature of their business, access information of the Department, are also bound by this policy.
- 5.4 All records shall be kept in storage areas that are appropriate for their type of medium. Guidelines on storage areas are contained within the Department of Cooperative Governance and Traditional Affairs, Records Management Policy Manual, e.g., the specifications of storage areas where departmental files are kept, etcetera.

6. LEGISLATIVE FRAMEWORK

By managing its paper-based and electronic records effectively and efficiently, the Department strives to give effect to the accountability, transparency and service delivery values contained in the legal framework established by:

- 6.1 Constitution of the Republic of South Africa Act 108 of 1996.
- 6.2 National Archives and Records Service of South Africa Act, 1996 (Act no 43 of 1996), as amended.

- 6.3 The Provincial Archives and Records Service of the Eastern Cape Act, 2003 (Act no 7 of 2003).
- 6.4 Public Finance Management Act, 1999 (Act No. 1 of 1999).
- 6.5 Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
- 6.6 Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).
- 6.7 Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002).
- 6.8 Minimum Information Security Standards of 1996 (MISS).
- 6.9 Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

7. CONSULTATION WITH STAKEHOLDERS

Several affected stakeholders including employees at all levels have been consulted throughout the policy review process and their inputs/comments have been obtained and incorporated into this Policy. Management of the Department have been consulted for inputs, buy-in and adoption. Legal Advisory Services was also consulted for legal opinion and soundness of this policy.

8. ROLES AND RESPONSIBILITIES

8.1 Head of Department (HOD)

- 8.1.1 The Head of Department is ultimately accountable for the record keeping and records management practices of the Department.
- 8.1.2 The Head of Department is committed to enhance accountability, transparency, and improvement of service delivery by ensuring that sound records management practices are implemented and maintained.
- 8.1.3 The Head of Department must appoint a Chief Information Officer as a designated official to control access to information in the department.
- 8.1.4 The Head of Department has designated the Chief Director: Corporate Services as an official to be the Records Manager of the Department and shall mandate the Assistant Director: Records Manager to perform such duties as are necessary to enhance the records keeping and records management practice of the Department to enable compliance with legislative and regulatory requirements.

- 8.1.5 The Head of Department supports the implementation of this policy and requires each staff member to support the values underlying in this policy.
- 8.1.6 The Head of Department is responsible for approval of requests for information in terms of the Promotion to Access to Information Act.

8.2 Directors

- 8.2.1 The Directors are responsible for the implementation of this policy in their respective units.
- 8.2.2 The Directors shall lead by example and shall themselves maintain good record keeping and records management practices.
- 8.2.3 The Directors shall ensure that all staff is made aware of their record keeping and records management responsibilities and obligations in accordance with the “Basic guidelines for professional conduct in the workplace Handbook, Chapter 2”.

8.3 Records Manager

The Records Manager is responsible for the following:

- 8.3.1 The implementation of this policy.
- 8.3.2 Staff awareness regarding this policy.
- 8.3.3 The management of all records according to the records management principles contained in the Provincial Archives and Records Service of the Eastern Cape Act, 2003 (Act No. 7 of 2003).
- 8.3.4 The determination of retention periods in consultation with the users and considering the functional, legal and historical need of the body to maintain records of transactions.
- 8.3.5 The specific duties of the Records Manager are contained in the relevant job description.
- 8.3.6 The Records Manager is mandated to arrange such training and other interventions as are necessary to ensure that the Department’s record keeping and records management practices comply with the records management principles contained in the Provincial Archives and Records Service of the Eastern Cape Act, 2003 (Act No. 7 of 2003).
- 8.3.7 The Records Manager may from time-to-time issue circulars and instructions regarding the record keeping and records management practices of the Department.
- 8.3.8 The Records Manager shall ensure that all records created and received by the Department are classified according to the approved file plan and that a written disposal

authority is obtained for them from the Provincial Archives and Records Service of the Eastern Cape.

8.3.9 The Chief Director: Corporate Services is the Records Manager of the whole Department, however, may be delegated to the Assistant Director: Records Management.

8.4 Security Manager

8.4.1 The security manager is responsible for the physical security of all records in the offices and sites, including the security of classified records.

8.4.2 Details regarding the specific responsibilities of the Security Manager are contained in the Minimum Information Security Standards (MISS).

8.5 Information Technology (IT) Manager

8.5.1 The Information Technology (IT) Manager is responsible for the maintenance of day-to-day electronic systems that stores records.

8.5.2 The Information Technology (IT) Manager must 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 preservation.

8.5.3 The Information Technology (IT) Manager must ensure that appropriate systems technical manuals and systems procedures manuals are designed for each electronic system that manages and stores records.

8.5.4 The Information Technology (IT) Manager must ensure that all electronic systems capture appropriate systems generated metadata and audit trail for all electronic records to ensure that authentic and reliable records are created.

8.5.5 The Information Technology (IT) Manager must ensure that electronic records in all electronic systems remain accessible by migrating them to new hardware and software platforms when there is danger of technology obsolescence.

8.5.6 The Information Technology (IT) Manager must ensure that all data, metadata, audit trail data, operating systems and applications software are backed up daily to enable the recovery of authentic, reliable and accessible records.

- 8.5.7 The Information Technology (IT) Manager must ensure that back-ups are stored in a secure off-site environment.
- 8.5.8 The Information Technology (IT) Manager must ensure that systems that manage and store records are virus free.

8.6 Deputy Information Officer

- 8.6.1 The Deputy Information Officer must approve the request for information in terms of the Promotion of Access to Information Act.
- 8.6.2 The Deputy Information Officer must report in terms of section 32 of PAIA.
- 8.6.3 The Deputy Information Officer must inform the Records Manager if a request for information necessitates a disposal hold to be placed on records that are due for disposal.

8.7 Legal Advisory Services Manager

- 8.7.1 The Legal Advisory Services Manager must 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.
- 8.7.2 The Legal Advisory Services Manager must advise with legal matters pertaining to records management.

8.8 Risk Manager

Risk manager is responsible for providing advice to the Records Manager and the Chief Information Officer of any type of risk the documents might inherit when disposing of departmental documents.

8.9 Chief Registry Clerks and Registry Staff

- 8.9.1 The chief registry clerk/registry staff is responsible for the physical management of the records in their care (current and terminated records).

8.9.2 Detailed responsibilities regarding the day-to-day management of the records in the registry are contained in the Registry Procedure Manual.

8.10 Staff

Every staff member shall create and receive records while conducting official business and shall be integrated with the activities that promote the core mission and vision of the Department.

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

8.10.1 Allocating reference numbers and subjects to paper-based records according to the file plan and schedule for records other than correspondence systems.

8.10.2 Sending paper-based records to the registry for filing, includes printed electronic mail records.

8.10.3 Ensuring that records are not destroyed/deleted without the written disposal authority issued by the Eastern Cape Archives and Records Service via the Records Manager.

Ensure processes associated with individual records such as version control must be documented to reduce the risk of working from or updating the wrong version of a document or sending out the wrong version.

9. RECORDS CLASSIFICATION SYSTEMS AND RELATED STORAGE AREAS

The Department has the following systems that organise and store records.

9.1 CORRESPONDENCE SYSTEMS

9.1.1 FILE PLAN

9.1.1.1 Only the Uniform file plan approved on 29 November 2011 and implemented on 01 May 2012 shall be used for the classification of correspondence records. The Uniform file plan shall be used for classification of paper-based records.

9.1.1.2 Each staff member shall allocate file reference numbers to all correspondence (paper) according to the approved subjects in the Uniform file plan.

9.1.1.3 When a record is created and/or received for which no subject exists in the Uniform file plan, the Assistant Records Manager should be contacted to assist with additions and/or amendments to the Uniform file plan. Under no

circumstances may subjects be added or amended to the Uniform file plan if they have not been approved by the Records Manager.

9.1.2 STORAGE AREAS

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

9.1.2.1 THE MAIN REGISTRY

- 9.1.2.1.1 All paper-based correspondence system records that are not HR-related are housed in the main registry.
- 9.1.2.1.2 All these records are under the management of the Chief Registry Clerk who is mandated to ensure that they are managed properly, under the management of the Assistant Director: Records Management.
- 9.1.2.1.3 The Department of Cooperative Governance and Traditional Affairs maintain a set of paper-based files for general matters related to functions of the department.
- 9.1.2.1.4 These files are confidential in nature and are housed in a secure storage area in the main registry.
- 9.1.2.1.5 The files only exist in paper-based format and the physical tracking of the files are managed with the file Integrated Document and Records Management System.
- 9.1.2.1.6 The registry is a secure storage area and only registry staff is allowed in the records storage areas.
- 9.1.2.1.7 Staff members that need access to files in the registry shall place a request for the files at the counter or via e-mail.
- 9.1.2.1.8 The registry shall be locked when registry is not in operation.

9.1.2.2 THE HUMAN RESOURCES REGISTRY

- 9.1.2.2.1 All Human Resources related records are housed in the HR Registry.
- 9.1.2.2.2 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.

- 9.1.2.2.3 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.
- 9.1.2.2.4 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.
- 9.1.2.2.5 The files exist only in paper-based format and the physical tracking of the case files are managed by using the file tracking system in the integrated Document and Records Management System.
- 9.1.2.2.6 Only Human Resource staff can request staff files through the counter in the HR Registry.
- 9.1.2.2.7 The HR Registry shall be locked when registry is not in operation.
- 9.1.2.2.8 Staff members are not allowed to remove any document on the file without the approval from the Chief Registry Clerk.

9.1.2.3 THE TRADITIONAL LEADERS (NON-PUBLIC SERVANTS) REGISTRY

- 9.1.2.3.1 All Traditional Leaders related records are housed in the Traditional Leaders (Non-Public Servants) Registry.
- 9.1.2.3.2 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.
- 9.1.2.3.3 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.
- 9.1.2.3.4 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.
- 9.1.2.3.5 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.
- 9.1.2.3.6 Only staff working with Traditional Leaders matters can request Traditional Leaders files through the counter in the Traditional Leaders Registry.

9.1.2.3.7 Staff working with Traditional Leaders matters must request files only at the counter.

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

9.1.2.3.9 Staff members are not allowed to remove any document on the file without the approval from the Chief Registry Clerk.

9.1.2.4 THE MEC'S OFFICE REGISTRY

9.1.2.4.1 All paper-based correspondence system records that are dealing with MEC's office related correspondence are housed in the MEC's office registry.

9.1.2.4.2 All these records are under the management of the Records Manager who is mandated to ensure that they are managed properly.

9.1.2.4.3 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.

9.1.2.4.4 These files are confidential in nature and are housed in secure storage area in the MEC's office registry.

9.1.2.4.5 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.

9.1.2.4.6 The registry is a secure storage area and only registry staff are allowed in the records storage area.

9.1.2.4.7 Staff members that need access to files in the registry shall place a request for the files at the counter.

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

9.1.2.4.9 Staff members are not allowed to remove any document on the file without the written approval from the Head of MEC's office.

9.1.2.5 HOUSE OF TRADITIONAL LEADERS

9.1.2.5.1 The Chief Executive officer is the custodian of the records of the House under the Head of Department.

9.1.2.5.2 The Records Manager of the Department shall provide guidance and professional support.

9.1.2.5.3 The records of the House business must be stored in the registry of the House.

10. STORAGE OF ELECTRONIC CORRESPONDENCE RECORDS

10.1 Electronic correspondence records are stored in an electronic repository that is maintained by the IT section.

10.2 Access to storage areas where electronic records are stored is limited to the IT staff that have specific duties regarding the maintenance of the hardware, software, and media.

11. OFF-SITE STORAGE FACILITIES

11.1 All terminated records that have not been processed for Disposal are stored in the off-site storage facility, Old Disaster Management Offices.

11.2 All these records are under the management of the Assistant Director: Records Management who is mandated via the Records Manager to ensure that they are managed properly.

11.3 Terminated records transferred for permanent preservation are stored at the Eastern Cape Provincial Archives and Records Service.

12. RECORDS OTHER THAN CORRESPONDENCE SYSTEMS

12.1 Schedule for records other than correspondence systems:

12.1.1 The Assistant Director: Records Management 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.

12.1.2 Should records be created and/or received that are not listed in the schedule, the Assistant Records Manager should be contacted to add the records to the schedule.

13. STORAGE AREAS

13.1 Paper-based records

13.1.1 The Governance and Traditional Affairs 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 daily.

CATEGORY
Agenda and Minutes
Reports
Financial Items
Registers
Photographs
Maps and Plans
Publications
Miscellaneous

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

13.2 Micrographic Records

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

13.3 Audio-visual records

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

14. DISPOSAL OF RECORDS

- 14.1 No public records including electronic mail shall be destroyed, erased or otherwise disposed of without prior written authorisation from the Eastern Cape Archives and Records Service (Provincial Archivist).
- 14.2 The Eastern Cape Archives and Records Service (Provincial Archivist) issued Standing Disposal Authority for the disposal of records classified against the filing system / file plan.
- 14.3 The Records Manager manages the disposal schedules.
- 14.4 Retention periods indicated on the file plan and schedule are determined by taking the Department of Cooperative Governance and Traditional Affairs legal obligations and functional needs into account. Should a staff member disagree with the allocated retention periods, this must be addressed via designated committee members at the Departmental Retention Schedule Committee meeting.
- 14.5 Disposal in terms of these disposal authorities will be executed every year or as the need arises by the Assistant Records Manager
- 14.6 All disposal actions should be authorised by the Records Manager prior to their execution to ensure that archival records are not destroyed inadvertently.
- 14.7 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.
- 14.8 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.
- 14.9 Paper-based archival records shall be safely kept in main registry until they are due to be transferred to the Provincial Archives Repository.
- 14.10 Paper-based archival records shall be safely kept at Old Disaster Management Offices, until they are due to transfer to the Eastern Cape Archives and Records Service Repository. Transfer procedures shall be as prescribed in the Records Management Policy Eastern Cape Provincial Archives and Records Service

15. ACCESS AND SECURITY

- 15.1 Records shall always be protected against tampering to protect their authenticity and reliability as evidence of the business of the Department.
- 15.2 No staff member shall remove records that are not available in the public domain from the premises of the Department without:
 - 15.2.1 The explicit permission of their respective Senior Managers.
 - 15.2.2 which has been recorded and approved on the Removal Authorisation Form; and
 - 15.2.3 which has been acknowledged by the Assistant Records Manager or the Chief Registry Clerk.
- 15.3 No staff member shall provide information and records that are not in the public domain to the public without consulting the Head of Department. Specific guidelines regarding requests for information are contained in the Promotion of Access to Information Policy which is maintained by the Head of Department.
- 15.4 Personal information shall be managed in terms of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013)
- 15.5 No staff member shall disclose personal information of any member of staff, client, or service provider of the Department to any member of the public without consulting the Head of Department.
- 15.6 An audit trail shall be logged of all attempts to alter/ edit electronic records and their metadata.
- 15.7 Access to server rooms and storage areas for electronic records media shall be managed with key card access.
- 15.8 Records storage areas shall always be protected against unauthorised access. The following shall apply:
 - 15.8.1 Registry and other records storage areas shall be locked when not in use.
 - 15.8.2 Fire extinguishers must be installed in the registries to attend to any fire that might occur.

16. LEGAL ADMISSIBILITY AND EVIDENTIAL WEIGHT

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

16.1 Paper-based records

- 16.1.1 No records shall be removed from paper-based files without the explicit permission of the Records Manager.
- 16.1.2 Records that were placed on files shall not be altered in any way.
- 16.1.3 No alterations of any kind shall be made to records other than correspondence files without the explicit permission of the Records Manager.
- 16.1.4 Should evidence be obtained of tampering with records, the staff member involved shall be subject to disciplinary action.

17. TRAINING

- 17.1 The Records Manager/Assistant Records Manager/Chief Registry Clerk/Registry Clerk shall successfully complete the Eastern Cape Archives and Records Service’s Records Management Course, or National Archives and Records Service of South Africa Records Management Course as well as any other records management training that would equip him/her for his/her duties.
- 17.2 The Records Manager/Assistant Records Manager shall identify such training courses that are relevant to the duties of the registry staff and shall ensure that the registry staff are trained appropriately.
- 17.3 The Records Manager/Assistant Records Manager shall ensure that all staff members are aware of the records management policies/procedures and shall conduct or arrange such training as is necessary for the staff to equip them for their records management duties.

18. INSPECTION

- 18.1 In terms of section 9(2)(c) of the Provincial Archives and Records Service of the Eastern Cape Act, 2003 (Act No. 7 of 2007), the Head of the Eastern Cape Archives and Records Service must inspect governmental bodies to determine if their records management practices conform to policies, procedures and guidelines prescribed by the Act. Officials of the Eastern Cape Archives and Records Service are entitled to have free access, always to all public records held by the Department.

18.2 The Records Manager shall, in terms of predetermined criteria, him/herself ensure that the regular inspections are done to ensure that all records held by the Department of Cooperative Governance and Traditional Affairs are managed in accordance with the records management principles contained in the Provincial Archives and Records Service of the Eastern Cape Act, 2003 (Act No. 7 of 2007)

19. DEFAULT (CONSEQUENCE MANAGEMENT)

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

20. MONITORING AND EVALUATION

Auxiliary Services must monitor the implementation of this policy and will submit reports to the Chief Director: Corporate Services for submission to the Head of Department.

21. COMMUNICATION /EDUCATION

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

22. APPROVAL OF THE POLICY

Records Management Policy will be recommended by Head of Department (HOD) and be approved by the Member of Executive Council (MEC) as per 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).

23. DISPUTE RESOLUTION MECHANISM

In the event of dispute arising out of this policy, such disputes must be dealt with in terms of the Grievance Procedure and Labour legislation applicable in the Public Service.

24. REVIEW OF THE POLICY

The policy must be reviewed at least once in five years from the date of approval and when there are material changes in the enabling legislation.

25. VERSION CONTROL AND CHANGE HISTORY

Version Control	Date Effective	Approved By	Amendment
Start from	2024/04/01	Contact person – full name & title.	Include any superseded procedures and what the amendment is to the document.
2024		MEC Z. Williams	