

# NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY



## RECORDS MANAGEMENT POLICY

**DATE APPROAVED BY COUNCIL : 02/08/2008**

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# **NGAKA MODIRI MOLEMA MUNICIPALITY RECORDS MANAGEMENT POLICY**

## **1. PURPOSE STATEMENT**

This policy is influenced and informed by broad policy guidelines contained in the National Archives Act of South Africa, 1996. Ngaka Modiri Molema District Municipality will keep information to support its operations, to advance and improve on its service delivery mechanisms as well as to fulfil legal and other obligations.

## **2. LEGAL AUTHORIZATION**

Constitution

National Archives Act no. 43 of 1996

Promotion of Access to Information Act no. 2 of 2000

## **3. SCOPE OF APPLICATION**

**Municipal Employees**

**Municipal Councillors**

**State Institutions**

**Private Bodies**

**General Public**

## **4. POLICY PROVISIONS**

### **4.1 RECORD MANAGEMENT**

The Accounting Officer shall be responsible for the proper management of the Municipal Records and may delegate or this function to his/her immediate subordinate/s. The Executive Manager: Corporate Service as the head of corporate services shall be responsible for the day to day management of records together with the Records Officer. Amongst others they shall be responsible to develop, control, maintenance, use and disposal of records in the Municipal Council.

#### **4.1.1 RESPONSIBILITIES OF THE RECORDS MANAGER /OFFICER**

- ◆ To draft a Municipal Council Record Management Policy and ensure that it is implemented throughout the Council.
- ◆ To attend the National Archives' Records Management Courses/ any other training sessions provided to Record Manager and ensure that registry staff is trained.
- ◆ To act in a position of supervisory nature. The practical work may be delegated to the registry/record clerk.
- ◆ To ensure that record classification systems are compiled and submitted to the National Archivist for approval and ensure that master copies of record classification systems are maintained and updated.

- ◆ To supervise the transfer of the archival records to an appropriate archives repository.
- ◆ To supervise the overall implementation and maintenance of the filing system.
- ◆ To ensure that Municipal Staff members are made aware of responsibility in maintaining sound record management practices.

## **4.2 IDENTIFICATION**

All Municipal Council Records created or received during the execution of a council's functions shall be referred to as public records. The records will, however, be managed in accordance with this policy.

## **4.3 CLASSIFICATION**

The Municipal Council shall only utilize the classification systems that have been approved by the National Archivist for both paper-based and electronic records.

Every Municipal staff member shall contact Records Officer/ Records Clerk when he/she is experiencing difficulties with the allocation of reference numbers.

No revisions and additions shall be made to the classification systems without the record managers' approval.

#### **4.4. DISPOSAL OF RECORDS**

Public records shall not be destroyed, erased or otherwise disposed of without prior written authorisation from the National Archivist.

The Municipal Council will determine its own retention periods for non-archival records.

The Municipal Council's archival paper-based records will be kept for a period of 20 years thereafter; they shall be transferred to the National archives repository.

A clear guideline will be requested from National Archivist on the disposal of electronic records.

#### **4.5 TRAINING**

The Executive Manager: Corporate Service together with Manager Administration shall ensure that relevant training and courses that relates to records management are attended by the Record Clerk and all other staff members.

#### **4.6 INSPECTION : NATIONAL ARCHIVES**

The National Archives Inspector/s, subject to the exemption provision contained in Section 13 (2) (c) of the National archives

Act, 1996, shall be entitled to full and free access, at all times, to all public records in the Council's custody.

#### **4.7 DOCUMENT SECURITY**

All Council documentary information shall be classified as being Confidential until proper request for the disclosure of such information has been authorized.

### **5 CLASSIFICATION AND RECLASSIFICATION OF DOCUMENTS**

- 5.1 Council shall classify and determine the extent of security it requires as it relates to each and every document/information. This shall outline the degree of sensitivity does the document need to be protected or classified. Every classification necessitates certain security measures with respect to the protection of sensitive information which will be known as classified information.
- 5.2 The responsibility for the grading and re-grading of document classifications rests with the institution where the documents have their origin. This function rests with the author or head of the institution or his delegate(s).
- 5.3 The classifications assigned to documents shall be strictly observed and may not be changed without the consent of the head of the institution or his delegate.
- 5.4 Where applicable, the author of a classified document shall indicate thereon whether it may be reclassified after a certain period or upon the occurrence of a particular event. **This option is to be applied**

**consistently upon the award of a classification higher than Restricted.**

- 5.5 Should the author of a document on which there is no embargo, reclassify such document, he must inform all addressees of the new classification.
- 5.6 The receiver of a classified document who is of the opinion that the document concerned must be reclassified, must obtain oral or written authorisation from the author, the head of the institution or his delegate(s). Such authorisation must be indicated on the relevant document when it is reclassified.
- 5.7 The classification of a document or file will be determined by the highest-graded information it contains. The same classification as that of the original must be assigned to extracts from classified documents, unless the author consents to a lower classification.
- 5.8 Every document must be classified on its own merit (in accordance with its own contents) and in accordance with the origin of its contents, and not in accordance with its connection with or reference to some other classified document; provided that where the mere existence of a document referred to is in itself information that calls for a **higher** security classification than the document containing the reference, the **latter document** must be classified accordingly.
- 5.9 **The author of a document must guard against the under classification, over classification or unnecessary classification of documents. The head of an institution or his/her delegate must on a regular basis test classifications of documents generated in his/her institution against the criteria applicable to the relevant classification.**

## **6. AMENDEMENTS**

This policy shall be amended and continuously improved to match the standard of records keeping in all public and government institutions.



When a document is classified, the classification assigned to it must be indicated clearly on the document in the following way.

**Recommendations**

- Filing of council documents and hand-over to be properly done.
- This workshop to be taken to Category B's.