



**treasury**

Department  
Treasury  
PROVINCE OF KWAZULU-NATAL

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## KWAZULU-NATAL PROVINCIAL TREASURY

REF: 2/5/4/1

ENQUERIES: E V N XULU

**TO ALL KZN TREASURY : SENOR MANAGEMENT**

**: HEADS OF BUSINESS UNITS**

**: STAFF MEMBERS**

**RE: DEPARTMENTAL CIRCULAR NUMBER 5 OF 2013 ON INTERNAL RECORDS MANAGEMENT INSPECTION FOR 2013/14.**

1. The above subject refers.
2. In line with the management of state records within the department, records management inspection will be conducted by Records Management component under Auxiliary Services. This exercise is contained in terms of paragraph 10(8) and 11(4) of Regulations of Archives and Records Management Act no 43 of 1996.
3. The inspection of state records will be conducted to establish the compliance with the Act and the approved Departmental Policy on Records management. This process will further assist the Department to improve in management of records and maintain compliance to the provisions of the Act. The exercise will commence as from the 9<sup>th</sup> of September 2013.
4. Findings and recommendations will be communicated with the Head of Department as per the provisions of the approved Departmental Policy paragraph 7.1.1. The undertaking of the exercise is part of Auxiliary Services operational plan for the current financial year. Co-operation from all heads of business units and staff is imperative as the team conduct the inspection exercise.
5. It will be appreciated if the contents of this circular can be disseminated to all officials.

**MR: L S MAGAGULA**

**HEAD OF DEPARTMENT.**

DATE: 30/08/2013