



**treasury**

Department

Treasury

PROVINCE OF KWAZULU-NATAL

Treasury House  
145 Chief Albert Luthuli Road  
Pietermaritzburg 3201  
P O Box 3613  
Pietermaritzburg 3200  
Tel: +27 (0) 33 897 4200  
Fax: +27 (0) 33 342 4316  
Internet: [www.kzntreasury.gov.za](http://www.kzntreasury.gov.za)

## KZN PROVINCIAL TREASURY

<b>Policy</b>	<b>Records Management</b>
<b>Applicability</b>	<b>All Departmental Employees</b>
<b>Last date of Approval</b>	<b>13/02/2020</b>
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## **1. Purpose**

- 1.1 Section 13 of the National Archives and Records Service of South Africa Act number 43 of 1996 requires the Department of Provincial Treasury 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.
- 1.2 Information is a resource of the same importance to good management as other standard resources like people, money and facilities. The information resources of Department of Provincial Treasury must therefore be managed as a valuable asset. Appropriate records management is a vital aspect of maintaining and enhancing the value of this asset. Department of Provincial Treasury considers its records to be a valuable asset to:
- enable Department of Provincial Treasury to find the right information easily and comprehensively;
  - enable Department of Provincial Treasury to perform its functions successfully and efficiently and in an accountable manner;
  - support the business, legal and accountability requirements of Department of Provincial Treasury;
  - ensure the conduct of business in an orderly, efficient and accountable manner;
  - ensure the consistent delivery of services;
  - support and document policy formation and administrative decision-making;
  - provide continuity in the event of a disaster;
  - protect the interests of Department of Provincial Treasury and the rights of employees, clients and present and future stakeholders;
  - support and document the Department of Provincial Treasury's activities, development and achievements;
  - Provide evidence of business in the context of cultural activity and contribute to the cultural identity and collective memory.
- 1.3 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.

## **2. Regulatory framework**

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

- Constitution, 1996;
- National Archives and Records Service of South Africa Act (Act No 43 of 1996 as amended);
- National Archives and Records Service of South Africa Regulations;
- Public Finance Management Act (Act No 1 of 1999);
- Promotion of Access to Information Act (Act No 2 of 2000);
- Promotion of Administrative Justice Act (Act No 3 of 2000);
- Electronic Communications and Transactions Act (Act No 25 of 2002).

## **3. Definitions**

### ***Archives repository:***

The building in which records with archival value are preserved permanently.

### ***Authentic records:***

Authentic records are records that can be proven to be what they purport to be. They are also records that are considered by the creators to be their official record.

### ***Authoritative records:***

Authoritative records are records that are authentic, reliable, trustworthy and useable and are complete and unaltered.

### ***Correspondence system:***

A set of paper-based and electronic communications and associated documents, sent, received, generated, processed and stored during the conduct of business.

### ***Custody:***

The control of records based upon their physical possession.

***Disposal:***

The action of either destroying/deleting a record or transferring it into archival custody.

***Disposal authority:***

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.

***Disposal authority number:***

A unique number identifying each disposal authority issued to a specific office.

***Electronic records:***

Information which is generated electronically and stored by means of computer technology. Electronic records can consist of an electronic correspondence system and electronic record systems other than the correspondence system.

***Electronic records system:***

This is the collective noun for all components of an electronic information system, namely: electronic media as well as all connected items such as source documents, output information, software applications, programmes and meta data (background and technical information i.r.o. the information stored electronically) and in hard copy. All these components are defined as records by the Act. They must therefore be dealt with in accordance with the Act's provisions.

***File plan:***

A pre-determined classification plan by which records are filed and/or electronically indexed to facilitate efficient retrieval and disposal of records.

***Filing system:***

The collective noun for 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.

***Non-archival records:***

Records with a short lived interest or usefulness.

***Public record:***

A record created or received by a governmental body in pursuance of its activities, regardless of form or medium.

***Records other than correspondence systems:***

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.

***Record:***

- 1) Recorded information regardless of form or medium.
- 2) Evidence of a transaction, preserved for the evidential information it contains.

***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.

***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.

***Record keeping:***

Making and maintaining complete, accurate and reliable evidence of official business in the form of recorded information.

***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.

***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. It consists of the following parts:

- 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.

***System technical manual:***

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.

***System procedures manual:***

A manual containing all procedures relating to the operation and use of the electronic system, including input to, operation of and output from the system. A system procedures manual would contain detailed procedures regarding -

- Document capture
- Document scanning
- Data capture
- Indexing
- Authenticated output procedures
- File transmission
- Information retention
- Information destruction
- Backup and system recovery
- System maintenance
- Security and protection
- Use of contracted services
- Workflow
- Date and time stamps
- Version control
- Maintenance of documentation

A systems procedures manual should be updated when new releases force new procedures.



#### **4. Policy statement**

- 4.1 All records created and received by Department of Provincial Treasury shall be managed in accordance with the records management principles contained in section 13 of the National Archives and Records Service Act number 43 of 1996.
- 4.2 The following broad principles apply to the record keeping and records management practices of Department of Provincial Treasury:
- The Department of Provincial Treasury follows sound procedures for the creation, maintenance, retention and disposal of all records, including electronic records.
  - The records management procedures of Department of Provincial Treasury comply with legal requirements, including those for the provision of evidence.
  - The Department of Provincial Treasury follows sound procedures for the security, privacy and confidentiality of its records.
  - Electronic records in the Department of Provincial Treasury are managed according to the principles promoted by the Provincial Archives and Records Service.
  - The Department of Provincial Treasury has performance measures for all records management functions and reviews compliance with these measures.

#### **5. Relationship with other policies**

- 5.1 The Department of Provincial Treasury's Records Management Policy consists of this policy as well as additional parts that cover the unique nature of the broad spectrum of records generated by Department of Provincial Treasury. These policies: E-mail policy and Web content management policy are managed by IT Director
- 5.2 Other policies that are closely related to the Records Management Policy are
- the Information Security Policy which is managed by the IT Director;
  - the Internet Usage Policy which is managed by the IT Director and the
  - Promotion of Access to Information manual which is managed by the Chief Information Officer (CIO).

## **6. Scope and intended audience**

- 6.1 This policy impacts upon Department of Provincial Treasury's work practices for all those who:
- create records including electronic records;
  - have access to records;
  - have any other responsibilities for records, for example storage and maintenance responsibilities;
  - have management responsibility for staff engaged in any of these activities; or manage, or have design input into, information technology infrastructure.
- 6.2 The policy therefore applies to all staff members of the Department of Provincial Treasury and covers all records regardless of format, medium or age.

## **7. Roles and responsibilities**

### **7.1 Head of Department of Provincial Treasury**

- 7.1.1 The Head of Department is ultimately accountable for the record keeping and records management practices of Department of Provincial Treasury.
- 7.1.2 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.
- 7.1.3 The Head of Department supports the implementation of this policy and requires each staff member to support the values underlying in this policy.
- 7.1.4 The Head of Department shall designate a Director to be the Records Manager of the Department of Provincial Treasury and shall mandate the Records Manager to perform such duties as are necessary to enhance the record keeping and records management practices of Department of Provincial Treasury to enable compliance with legislative and regulatory requirements.

### **7.2 Members of Senior Management Service**

- 7.2.1 Members of Senior Management Service are responsible for the implementation of this policy in their respective units.

- 7.2.2 Members of Senior Management Service shall lead by example and shall themselves maintain good record keeping and records management practices.
- 7.2.3 Members of Senior Management Service shall ensure that all staff is made aware of their record keeping and records management responsibilities and obligations.
- 7.2.4 Members of Senior Management Service shall ensure that the management of records including e-mail is a key responsibility in the performance agreements of all the staff in their units.

### **7.3 *Records manager***

- 7.3.1 The Records Manager is responsible for:
- the implementation of this policy;
  - staff awareness regarding this policy;
  - the management of all records according to the records management principles contained in the National Archives and Records Service Act, 1996.
  - The determination of 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.
- 7.3.2 The specific duties of the Records Manager are contained in the Records Manager's job description. The Records Manager is mandated to make such training and other interventions as are necessary to ensure that the Department of Provincial Treasury's record keeping and records management practices comply with the records management principles contained in the National Archives and Records Service Act.
- 7.3.4 The Records Manager may from time to time issue circulars and instructions regarding the record keeping and records management practices of Department of Provincial Treasury.
- 7.3.5 The Records Manager shall ensure that all records created and received by Department of Provincial Treasury 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.

7.3.6 The Director Auxiliary Services is the Records Manager for the whole Department of Provincial Treasury.

#### **7.4 Chief Information Officer**

7.4.1 The Chief Information Officer is responsible for approval of requests for information in terms of the Promotion of Access to Information Act.

7.4.2 The Chief Information Officer shall inform the Records Manager if a request for information necessitates a disposal hold to be placed on records that are due for disposal.

#### **7.5 IT Director**

7.5.1 The IT Director is responsible for the day-to-day maintenance of electronic systems that stores records.

7.5.2 The IT Director shall 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 purposes.

7.5.3 The IT Director shall ensure that appropriate *systems technical manuals* and *systems procedures manuals* are designed for each electronic system that manages and stores records.

7.5.4 The IT Director shall 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.

7.5.5 The IT Director shall 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.

7.5.6 The IT Director shall ensure that all data, metadata, audit trail data, operating systems and application software are backed up on a daily, weekly and monthly basis to enable the recovery of authentic, reliable and accessible records should a disaster occur.

7.5.7 The IT Director shall ensure that back-ups are stored in a secure off-site environment.

7.5.8 The IT Director shall ensure that systems that manage and store records are virus free.

7.5.9 Comprehensive details regarding specific responsibilities of the IT Director are contained in:

- the E-mail policy;
- the Web content management policy;
- Information security policy.

## **7.6 Security Director**

7.6.1 The Security Director is responsible for the physical security systems of all records.

7.6.2 Details regarding the specific responsibilities of the Security Director are contained in the information security policy.

## **7.7 Legal Services Director**

7.7.1 The Legal Services Director is responsible for keeping the Records Manager updated about developments in the legal and statutory environment that may impact on the record keeping and records management practices of Department of Provincial Treasury

## **7.8 Registry staff**

7.8.1 The registry staff is responsible for the physical management of the records in their care.

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

7.8.2 The heads of components responsible for the day to day activities of registries in the department of Provincial Treasury must be appointed as records personnel. Their key responsibility areas must include the records management as part of their performance assessment area.

## **7.9 Staff**

- 7.9.1 Every staff member shall create records of transactions while conducting official business.
- 7.9.2 Every staff member shall manage those records efficiently and effectively by:
- allocating reference numbers and subjects to paper-based and electronic records according to the file plan;
  - Proper classification of records by the user during creation (confidential, secret or top secret)
  - sending paper-based records to the registry for filing;
  - ensuring that records are destroyed/deleted only in accordance with the written disposal authority issued by the Provincial Archivist.
- 7.9.3 Records management responsibilities shall be written into the performance agreements of relevant staff members to ensure that staff is evaluated on their records management responsibilities.

## **8. Records classification systems and related storage areas**

The Department of Provincial Treasury has the following systems that organize and store records:

### **8.1 Correspondence systems**

#### **8.1.1 File plan**

- 8.1.1.1 Only the approved file plan shall be used for the classification of correspondence records. The file plan shall be used for the classification of paper-based and electronic (including e-mail) records.
- 8.1.1.2 Specific procedures for the allocation of file subjects and reference numbers to electronic records are contained in the file plan procedures manual that is published on the Intranet. More specific guidance regarding the classification of e-mail is contained in the I.T governance framework.
- 8.1.1.3 Each staff member shall allocate file reference numbers to all correspondence (paper, electronic, e-mail) according to the approved subjects in the file plan.

- 8.1.1.4 When correspondence is created/received for which no subject exists in the file plan, the Records Manager should be contacted to assist with additions to the file plan. Under no circumstances may subjects be added or removed from the file plan if they have not been approved by Provincial Archives in consultation with the Records Manager. Specific procedures regarding the addition and approval of a subject in the electronic system are contained in the general file plan.

## **8.1.2 Storage areas**

### **8.1.2.1 Paper-based correspondence files are kept in the custody of-**

#### **8.1.2.1.1 The central registry**

- 8.1.2.1.1.1 All paper-based correspondence system records that are not HR related are housed in the central registry.
- 8.1.2.1.1.2 All these records are under the management of the Records Manager who is mandated to ensure that they are managed properly.
- 8.1.2.1.1.3 All confidential records must be kept in a lockable steel cabinet.
- 8.1.2.1.1.4 All secret and top secret records must be kept in a safe or walk-in safe with proper security access control
- 8.1.2.1.1.5 The registry is a secure storage area and only registry staff is allowed in the records storage area.
- 8.1.2.1.1.6 Staff members that need access to files in the registry shall place a request for the files at the counter.
- 8.1.2.1.1.7 The registry shall be locked when registry is not in operation.

#### **8.1.2.1.2 The Human Resources registry**

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



8.1.2.1.2.2 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.

8.1.2.1.2.3 Department of Provincial Treasury maintains 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.

8.1.2.1.2.4 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.

8.1.2.1.2.5 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.

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

8.1.2.2.1 Access to storage areas where electronic records are stored is limited to the Information Technology staffs that have specific duties regarding the maintenance of the hardware, software and media.

## **8.2 Records other than correspondence systems**

### **8.2.1 Schedule for records other than correspondence systems**

8.2.1.1 The Records Manager 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.

8.2.1.2 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.



## **8.2.2 Storage areas**

### **8.2.2.1 Paper-based**

8.2.2.1.1 The Department of Provincial Treasury 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 on a daily basis.

8.2.2.1.2 sets of records are as follows:

8.2.2.1.3 All internal audit records (report, exhibits etc)

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

### **8.2.2.3 Audio-visual records**

8.2.2.3.1 The Department of Provincial Treasury has the following sets of audio-visual records that are stored in the office of the Assets and Liabilities Management and in the registry for Human Resource. Sets of records are (1) tapes for interviews from Human Resource (2) Compact discs of images for cashed cheques.

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

### **8.2.2.4 Electronic systems other than the correspondence systems**

8.2.2.4.1 Department of Provincial Treasury has a number of electronic records systems in operation which is not part of the correspondence system and that generate and store public records.

Type of records is as follows:

a Bids appeals records.

8.2.2.4.2 The IT Director is responsible for the day-to-day maintenance of these systems.

8.2.2.4.3 The records maintained in these systems are under the control of the Records Manager who is mandated to ensure that they are managed properly.

## **9. Disposal of records**

- 9.1 No public records (including e-mail) shall be destroyed, erased or otherwise disposed of without prior written authorization from the Provincial Archivist.
- 9.2 The National Archivist has issued Standing Disposal Authority Number S-B3NA for the disposal of records classified against the file plan. The Records Manager manages the disposal schedule.

### **9.2.1 General instructions**

#### **9.2.1.1 Control of the schedule**

Control of the schedule is assigned to the departmental Records Manager. No alterations and/or additions to the schedule may be made without the approval of this official.

#### **9.2.1.2 Alterations, additions and reporting**

All alterations and additions should be submitted regularly to the Provincial Archivist for noting, approval and issuing of disposal authority.

#### **9.2.1.3 Master Copy**

The master copy of the schedule is filled in a separate cover and is identified as such on the outside cover. It must be kept by the official mentioned above. This copy is kept up to date and the instructions in para.2 must be carried out.

#### **9.2.1.4 Destruction register**

Once standing disposal authority has been granted for the items in the schedule, a destruction register should be implemented. This register is divided into years, e.g 2003, 2004, 2005 etc. When an item is closed it is entered under the year in which it will qualify for destruction. An item which is closed in 2003 and for which the disposal instruction is D3 will therefore be entered under the year 2006, thus making it easily apparent which items are to be destroyed in any particular year. The use of a loose-leaf binder is recommended, as it is not possible to determine the number of pages needed per year beforehand.

#### **9.2.1.5 Destruction**

Items should be disposed of regularly – at least once a year – whereupon the prescribed destruction certificate should be submitted to the Provincial Archivist

#### **9.2.1.6 Identification**

All items should be identified in a prominent way on the outside cover by means of the number and name as it appears in the schedule as well as the appropriate disposal instruction. The number and disposal instruction should be written in a rectangular block.

#### **9.2.1.7 Explanation of disposal symbols**

**A20** – Transfer to archives repository 20 years after the end of the year in which the records were created.

**D** – Destroy (Records Management will determine the retention period in consultation with unit of origin.

**D7** – Destroy 7 years after closure.

**AP** – Can remain in the custody of the department indefinitely. When disposal does take place, e.g. when the department closes or assets are disposed of, it must be transferred to an archives repository.

**DAU** – Destroy immediately after auditing is completed.

**DAU3** – Destroy 3 years after auditing is completed

**DAU7** – Destroy 7 years after auditing is completed

9.3 The National Archivist issued Standing Disposal Authority Number AR2 and AK3 on the schedule of records other than correspondence systems. The Records Manager manages the disposal schedule.

9.4 Retention periods indicated on the file plan and schedule were determined by taking Department of Provincial Treasury's legal obligations and functional needs into account. Should a staff member disagree with the allocated retention periods, the Records Manager should be contacted to discuss a more appropriate retention period.

- 9.5 Disposal in terms of these disposal authorities will be executed annually.
- 8.6 All disposal actions should be authorized by the Records Manager prior to their execution to ensure that archival records are not destroyed inadvertently.
- 9.7 Non-archival records that are needed for litigation, Promotion of Access to Information requests or Promotion of Administrative Justice actions may not be destroyed until such time that the Director: Legal Services has indicated that the destruction hold can be lifted.
- 9.8 Paper-based archival records shall be safely kept in the Departmental Archival Registry until they are due to transfer to the Provincial Archives Repository. Transfer procedures shall be as prescribed by the National Archives in the *Records Management Policy Manual*.
- 9.8 Specific guidelines regarding the procedure to dispose of electronic records are contained in the electronic records management policy.

## **10. Storage and custody**

- 10.1 See par. 8 for an identification of all record keeping systems and their storage locations.
- 10.2 All records shall be kept in storage areas that are appropriate for the type of medium. The National Archives and Records Services' guidelines contained in the *Records Management Policy Manual* shall be applied.
- 10.3 Specific policies for the management of electronic storage media are contained in the electronic records management policy.

## **11. Access and security**

- 11.1 Records shall at all times be protected against unauthorized access and tampering to protect their authenticity and reliability as evidence of the business of Department of Provincial Treasury.

- 11.2 Security classified records shall be managed in terms of the Information Security Policy which is available from the Security Director.
- 11.3 No staff member shall remove records that are not available in the public domain from the premises of Department of Provincial Treasury without the explicit permission of the Records Manager in consultation with the information Security Director.
- 11.4 No staff member shall provide information and records that are not in the public domain to the public without consulting the Chief Information Officer. Specific guidelines regarding requests for information are contained in the Promotion of Access to Information manual which is maintained by the Chief Information Officer.
- 11.5 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.
- 11.6 No staff member shall disclose personal information of any member of staff or client of Department of Provincial Treasury to any member of the public without consulting the Chief Information Officer first.
- 11.7 An audit trail shall be logged of all attempts to alter/edit electronic records and their metadata.
- 11.8 Records storage areas shall at all times be protected against unauthorized access. The following shall apply:
- 11.8.1 Registry and other records storage areas shall be locked when not in use.
- 11.8.2 Access to server rooms and storage areas for electronic records media shall be managed with key card access

## **12. Legal admissibility and evidential weight**

- 12.1 The records of Department of Provincial Treasury shall at all times contain reliable evidence of business operations. The following shall apply:

### **12.1.1 Paper-based records**

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

### **12.1.2 Electronic records**

- 12.1.2.1 The Department of Provincial Treasury shall use systems which ensure that its electronic records are:
  - authentic;
  - not altered or tampered with;
  - auditable; and
  - produced in systems which utilize security measures to ensure their integrity.
- 12.1.2.3 The Electronic Records Management Policy contains specific information regarding the metadata and audit trail information that should be captured to ensure that records are authentic.

## **13. Training**

- 13.1 The Records Manager shall successfully complete the Provincial Archives and Records Service's Records Management Course, as well as any other records management training that would equip him/her for his/her duties.
- 13.2 The Records Manager shall identify such training courses that are relevant to the duties of the registry staff and shall ensure that the registry staff is trained appropriately.

- 13.3 The Records Manager shall ensure that all staff members are aware of the records management policies and shall conduct or arrange such training as is necessary for the staff to equip them for their records management duties.

#### **14. Monitor and review**

- 14.1 The Records Manager shall review the record keeping and records management practices of Department of Provincial Treasury on a regular basis and shall adapt them appropriately to ensure that they meet the business and service delivery requirements of Department of Provincial Treasury.
- 14.2 This policy shall be reviewed on a regular basis and shall be adapted appropriately to ensure that it meets the business and service delivery requirements of Department of Provincial Treasury.

#### **15. References**

Department of Public Service and Administration: *Draft Information Security Policies. Securing Information in the Digital Age.*

State Security Agency and Records Service: *Records Management Policy Manual*, April 2006.

National Archives and Records Service: *Managing electronic records in governmental bodies: Policy, principles and requirements*, April 2006.

National Archives and Records Service: *Performance criteria for records managers in governmental bodies*, April 2006.

KwaZulu-Natal Archives and Records Service Act Number 8 of 2011

State Security Agency: *Minimum Information Security Standard.*

South African Bureau for Standards: SANS 15489: *Information and documentation – Records management – Part 1: General.*

South African Bureau for Standards: SANS 15489 *Information and documentation – Records management – Part 2: Guidelines.*

South African Bureau for Standards: SANS 15801: *Electronic imaging – Information stored electronically – Recommendations for trustworthiness and reliability.*

South African Bureau for Standards: SANS 23081: *Information and documentation – Records Management processes – Metadata for records – Part 1: Principles.*

South African Bureau for Standards: SANS 17799: *Information Technology – Security techniques - Code of Practice for Information Security Management.*

## **16. Authorization**

This policy was approved by the Head of Department



HEAD OF DEPARTMENT

DATE: 13/02/2020