

RECORDS MANAGEMENT POLICY

West Coast District Municipality



**RECORDS MANAGEMENT POLICY FOR WEST COAST DISTRICT
MUNICIPALITY
Contents**

	Preface – Municipal Manager	3
1.	Purpose	4
2.	Policy Statement	4
3.	Relationship with other policies	5
4.	Scope and intended audience	6
5.	Regulatory framework	6
6.	Roles and Responsibilities	6
6.1	Municipal Manager of the West Coast District Municipality	6
6.2	Senior managers	7
6.3	Records manager	7
6.4	Municipal Manager	8
6.5	Manager Information Technology	8
6.6	Director: Administration and Community Services	9
6.7	Manager: Administration	9
6.8	Registry staff	9
6.9	Staff	9
7.	Records Classification systems and related storage areas	10
7.1.1	Correspondence systems	10
7.1.2	Storage areas	10
7.2	Records other than correspondence systems	11
7.2.1	Schedule for records other than correspondence systems	11
7.2.2	Storage areas	11
7.2.3	Electronic systems other than the correspondence systems	12
8.	Disposal of records	12
9.	Storage and custody	13
10.	Access and security	13
11.	Legal admissibility and evidential weight	14
11.1.1	Paper-based records	14
12	Training	15
13	Monitor and review	15
14	Definitions	16
15.	References	18
16.	Authorization	19
	Change History	19

Preface

West Coast District Municipality need to control and manage records according to the legislation promulgated by government to enable government and the public to have timely access to accurate and reliable information.

Good recordkeeping is essential to West Coast District Municipality as it is evidence of what the municipality has done, how the municipality conducts its business, why certain decisions was made and the dealings with other bodies or individuals.

Records are the output of the business and administrative processes of West Coast District Municipality. They serve as essential proof of the business that was conducted and should remain unaltered over time for as long as they are needed.

The legislative provisions in section 9 of the Provincial Archives and Records Service of the Western Cape Act (Act No 3 of 2005) are aimed towards promoting sound records management and thereby promoting transparency, accountability and better service delivery by West Coast District Municipality. To support continuing service delivery and provide the necessary accountability, West Coast District Municipality should create and maintain authentic, reliable and usable records.

West Coast District Municipality should ensure that the integrity of its records is protected for as long as they are required as evidence of business operations.

The purpose of the Records Management Policy for West Coast District Municipality is to explain what records management obligations are in terms of the Provincial Archives and Records Service of the Western Cape Act, how it works, the relationships with other policies, the roles and responsibilities of the municipality and its employees.

Only by complying with the Provincial Archives and Records Service of the Western Cape Act, 2005 (Act no 3 of 2005) will the West Coast District Municipality be able to create a working culture where Records Management, information sharing and service delivery flourishes.

MUNICIPAL MANAGER

Content

1. Purpose

- 1.1 Section 9 of the Provincial Archives and Records Service of the Western Cape Act, 2005 (Act No 3 of 2005) requires the West Coast District Municipality 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 the West Coast District Municipality must therefore be managed as a valuable asset. Appropriate records management is a vital aspect of maintaining and enhancing the value of this asset. The West Coast District Municipality considers its records to be a valuable asset to:
- ✚ enable West Coast District Municipality to find the right information easily and comprehensively;
 - ✚ enable West Coast District Municipality to perform its functions successfully and efficiently and in an accountable manner;
 - ✚ support the business, legal and accountability requirements of West Coast District Municipality;
 - ✚ 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 West Coast District Municipality and the rights of employees, clients and present and future stakeholders;
 - ✚ support and document the West Coast District Municipality'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. **Policy statement**

2.1 All records created and received by the West Coast District Municipality shall be managed in accordance with the records management principles contained in section 9 of the Provincial Archives and Records Service of the Western Cape Act, 2005 (Act no 3 of 2005).

2.2 The following broad principles apply to the record keeping and records management practices of West Coast District Municipality.

- ✚ The West Coast District Municipality follows sound procedures for the creation, maintenance, retention and disposal of all records, including electronic records.
- ✚ The records management procedures of West Coast District Municipality comply with legal requirements, including those for the provision of evidence.
- ✚ The West Coast District Municipality follows sound procedures for the security, privacy and confidentiality of its records.
- ✚ Electronic records in the West Coast District Municipality are managed according to the principles promoted by the Western Cape Archives and Records Service.
- ✚ The West Coast District Municipality has performance measures for all records management functions and reviews compliance with these measures.

3. **Relationship with other policies**

3.1 The West Coast District Municipality's Records Management Policy consist of this policy as well as additional parts that cover the unique nature of the broad spectrum of records generated by West Coast District Municipality. The following parts exist:

- **Email- and Internet policy**

3.2 Other policies that are closely related to the Records Management Policy are:

- **Administrative and Finance Policies;**
- **Human Resource Policies**
- **Section 14 Manual: Promotion of Access to Information**

4. Scope and intended audience

4.1 This policy impacts upon West Coast District Municipality'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 these activities; or manage, or have design input into, information technology infrastructure.

4.2 The policy therefore applies to all staff members of the West Coast District Municipality and covers all records regardless of format, medium or age.

5. Regulatory framework

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

- ✚ Constitution of the RSA, 1996;
- ✚ National Archives and Records Service of South Africa Act (Act No 43 of 1996 as amended);
- ✚ Provincial Archives and Records Service of the Western Cape Act 2005 (Act No 3 of 2005)
- ✚ 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);
- ✚ Local Government: Municipal Structures Act (Act 117 of 1998)
- ✚ Local Government: Municipal Systems Act (Act 32 of 2000)
- ✚ Local Government: Municipal Finance Management Act (Act 56 of 2003)

6. Roles and responsibilities

6.1 Municipal Manager of West Coast District Municipality

6.1.1 The Municipal Manager is ultimately accountable for the record keeping and records management practices of West Coast District Municipality.

6.1.2 The Municipal Manager is committed to enhance accountability, transparency and improvement of service delivery by ensuring that sound records management practices are implemented and maintained.

- 6.1.3 The Municipal Manager supports the implementation of this policy and requires each staff member to support the values underlying in this policy.
- 6.1.4 The Municipal Manager shall designate a Manager to be the Records manager of the West Coast District Municipality and shall mandate the Records manager to perform such duties as are necessary to enhance the record keeping and records management practices of West Coast District Municipality to enable compliance with legislative and regulatory requirements.

6.2 Senior managers

- 6.2.1 Senior managers are responsible for the implementation of this policy in their respective units.
- 6.2.2 Senior managers shall lead by example and shall themselves maintain good record keeping and records management practices.
- 6.2.3 Senior management shall ensure that all staff are made aware of their record keeping and records management responsibilities and obligations.
- 6.2.4 Senior managers 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.

6.3 Records manager: Manager Administration

6.3.1 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 Provincial Archives and Records Service of the Western Cape Act, 2005 (Act 3 of 2005).
- ✚ 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.

6.3.2 The Records manager is mandated to make such training and other interventions as are necessary to ensure that the West Coast District Municipality's record keeping and records management practices comply with the records management principles as it is contained in the Western Cape Archives and Records Service.

6.3.4 The Records manager may from time to time issue circulars and instructions regarding the record keeping and records management practices of the West Coast District Municipality.

6.3.5 The Records manager shall ensure that all records created and received by West Coast District Municipality are classified according to the approved file plan and that a written disposal authority is obtained for them from the Western Cape Archives and Records Service.

6.4 Municipal Manager

6.4.1 The Municipal Manager is responsible for approval of requests for information in terms of the Promotion of Access to Information Act.

6.4.2 The Municipal manager shall inform the Records manager if a request for information necessitates a disposal hold to be placed on records that are due for disposal.

6.5 Network Operation

6.5.1 The IT manager is responsible for the day-to-day maintenance of electronic Systems that store records.

6.5.2 The IT manager 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.

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

6.5.4 The IT manager 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.

6.5.5 The IT manager 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.

6.5.6 The IT manager 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.

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

6.5.8 The IT manager shall ensure that systems that manage and store records are virus free.

6.5.9 Comprehensive details regarding specific responsibilities of the IT Manager are contained in:

- Email- and Internet policy

6.6 Director: Administration and Community Services

6.6.1 The Director Administration and Community Services is accountable for the physical security of all records since it is part of his performance indicators. The Registry staff is responsible for the physical security of all records.

6.7 Manager: Administration

6.7.1 The Manager: Administration is responsible for keeping Senior Management updated about developments in the legal and statutory environment that may impact on the record keeping and records management practices of West Coast District Municipality.

6.8 Registry staff

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

6.8.2 Detailed responsibilities regarding the day-to-day management of the records in the registry are contained in the *Registry Procedure Manual* (Approved by Western Cape Archives and Records Service on 4 February 2010, Reference A14/2/5/1/W1)

6.9 Staff

6.9.1 Every staff member shall create records of transactions while conducting official business.

6.9.2 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;
- ✚ 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 Western Cape Archives and Records Service.

7. Records classification systems and related storage areas

The West Coast District Municipality has the following systems that organize and store records:

7.1 Correspondence systems

7.1.1 Original File plan approved on 08 July 1991 and the second version on 01 October 2014

- 7.1.1.1 Only the file plan approved shall be used for the classification of paper-based records.
- 7.1.1.2 Specific procedures for the allocation of file subjects and reference numbers to electronic records are contained in the **Collaborator System** (Procedures manual) that is published on the Intranet and available on the Collaborator system. More specific guidance regarding the classification of e-mail is contained in the E-mail and Internet policy that is published on the Intranet.
- 7.1.1.3 Each staff member shall allocate file reference numbers to all correspondence (paper, e-mail) according to the approved subjects in the file plan.
- 7.1.1.4 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 to the file plan if they have not been approved by the records manager. Specific procedures regarding the addition and approval of a subject in the electronic system are contained in the procedures manual that is published on the Intranet.

Collaborator Electronic Records Management System

The Electronic Document Management system was obtained to address records management in a comprehensive manner within the guidelines of both the Provincial Archives of the Western Cape and the National Archives. Officials and new appointees that are registered as users are trained to ensure they know how to use the system.

Electronic records are subject to the same requirements provided in the National Archives and Records Service of South Africa Act (Act No. 43 of 1996) that apply to other records.

7.1.2 Storage areas

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

7.1.2.1.1 The Central Registry

(Building West Coast District Municipality I, 58 Long street,
Moorreesburg)

7.1.2.1.1.1 All paper-based correspondence system records that are not Human Resource related are housed in the central registry.

7.1.2.1.1.2 All these records are under the management of the records manager who is mandated to ensure that they are managed properly.

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

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

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

7.1.2.1.2 The Human Resources Registry

7.1.2.1.2.1 All Human Resources related records are housed in the Central Registry.

7.1.2.1.2.2 The general Human Resource subject files as well as Human Resource case files are under the management of the records manager who is mandated to ensure that they are managed properly.

7.1.2.1.2.3 West Coast District Municipality 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 Central Registry.

7.1.2.1.2.4 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.

7.1.2.1.2.5 The files exist only in paper-based format and the physical tracking of the case files are managed with the file tracking system by completing control sheets.

7.2 Records other than correspondence systems

7.2.1 Schedule for records other than correspondence systems

7.2.1.1 The records personnel 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.

7.2.1.2 Should records be created/received that are not listed in the schedule, the records personnel in co-operation with the records manager should be contacted to add the records to the schedule.

7.2.2 Storage areas

7.2.2.1 Paper-based

7.2.2.1.1 The West Coast District Municipality has paper-based records other than the correspondence systems that are in the custody of the various officials that use them on a daily basis.

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

7.2.2.3 Electronic systems other than the correspondence systems

7.2.2.3.1 West Coast District Municipality has a number of electronic records systems in operation which is not part of the correspondence system and that generate and store public records.

- SAMRAS DB4 – Financial System
- CAPMAN – Human Resources System
- GIS – Technical Service

7.2.2.3.2 The IT manager is responsible for the day-to-day maintenance of these systems.

7.2.2.3.3 The records maintained in these systems are under the control of the above mentioned (7.2.2.4.1) departments/sections who is mandated to ensure that they are managed properly.

8. Disposal of records

- 8.1 No public records (including e-mail) shall be destroyed, erased or otherwise disposed of without prior written authorization from the Provincial Archivist.
- 8.2 The Western Cape Archives and Records Service has issued Standing Disposal Authority Number for the disposal of records classified against the file plan. The records manager manages the disposal schedule. Application for Disposal Authority can only be done when the all additions/amendments to the file plan is approved by the Western Cape Archives and Records Service.
- 8.3 The Western Cape Archives and Records Service issued Standing Disposal Authority Number on the schedule of records other than correspondence systems. The records manager manages the disposal schedule. Application for Disposal Authority can only be done when the Schedule of records other than correspondence systems is approved by the Western Cape Archives and Records Service.
- 8.4 Retention periods indicated on the file plan and schedule were determined by taking West Coast District Municipality'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.
- 8.5 Retention periods for non-archival records must be determined by the Records manager of West Coast District Municipality in consultation with its users.
- 8.6 Disposal in terms of these disposal authorities will be executed annually in December.
- 8.7 All disposal actions should be authorized by the records manager prior to their execution to ensure that archival records are not destroyed inadvertently.
- 8.8 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 Municipal Manager has indicated that the destruction hold can be lifted.
- 8.9 Paper-based archival records shall be safely kept in the Central Registry office (West Coast District Municipality Building I and II, 58 Long street, Moorreesburg) until they are due to transfer to the Western Cape Archives and Records Service. Transfer procedures shall

be as prescribed by the National Archives in the *Records Management Policy Manual*.

- 8.10 All Paper-based archival records must be kept for 20 years before being transferred to the Western Cape Archive and Records Service.
- 8.11 Disposal schedules should be kept on file.

9. Storage and custody

- 9.1 See par. 7 for an identification of all record keeping systems and their storage locations.
- 9.2 All records shall be kept in storage areas that are appropriate for the type of medium. The Western Cape Archives and Records Service guidelines contained in the *Records Management Policy Manual* shall be applied.
- 9.3 Specific policies for the management of electronic storage media are contained in the electronic records management policy.

10. Access and security

- 10.1 Records shall at all times be protected against unauthorized access and tampering to protect their authenticity and reliability as evidence of the business of West Coast District Municipality.
- 10.2 Security classified records shall be managed in terms of the Information Security Policy which is available from the Municipal manager.
- 10.3 No staff member shall remove records that are not available in the public domain from the premises of West Coast District Municipality without the explicit permission of the records manager in consultation with the Director Administration and Community Services or Municipal manager.
- 10.4 No staff member shall provide information and records that are not in the public domain to the public without consulting the Municipal Manager. Specific guidelines regarding requests for information are contained in the Promotion of Access to Information Policy which is maintained by the Municipal Manager.
- 10.5 Personal information shall be managed in terms of the Protection of Personal Information Act, No 4 of 2013 (POPI) that has been gazette on 26 November 2013. Each request will be considered on merit and as prescribed in the POPI Act with specific reference to Sections 23 and 26 of the POPI Act as guidelines.

10.6 No staff member shall disclose personal information of any member of staff or client of West Coast District Municipality to any member of the public without consulting the Municipal Manager first.

10.7 An audit trail shall be logged of all attempts to alter/edit electronic records and their metadata.

10.8 Records storage areas shall at all times be protected against unauthorized access. The following shall apply:

10.8.1 Registry and other records storage areas shall be locked when not in use.

10.8.2 Access to server rooms and storage areas for electronic records media shall be managed with key access.

11. Legal admissibility and evidential weight

11.1 The records of West Coast District Municipality shall at all times contain reliable evidence of business operations. The following shall apply:

11.1 Paper-based records

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

11.1.2 Records that were placed on files shall not be altered in any way.

11.1.3 No alterations of any kind shall be made to records other than correspondence files without the explicit permission of the records manager.

11.1.1.4 Should evidence be obtained of tampering with records, the staff member involved shall be subject to disciplinary action.

11.1.2 Electronic records

11.1.2.1 The West Coast District Municipality 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.

11.1.2.2 The Records Management Policy contains information regarding the metadata and audit trail information that should be captured to ensure that records are kept authentic.

12. Training

- 12.1 The Records manager shall successfully complete the Western Cape 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.
- 12.2 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 are trained appropriately.
- 12.3 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.

13. Monitor and review

- 13.1 The records manager shall review the record keeping and records management practices of West Coast District Municipality on a regular basis and shall adapt them appropriately to ensure that they meet the business and service delivery requirements of West Coast District Municipality.
- 13.2 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 West Coast District Municipality.
- 13.3 Inspection by the Records Manager will take place on a regular basis to ensure that the working of the Registry Office comply with legislation.
- 13.4 Inspection by Western Cape Archives and Records Service.
The Western Cape Archives and Records Service is entitled to full and free access at all times to all records of West Coast District Municipality.

14. 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 Western Cape Archives and Records Service 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.

15. References

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

Provincial Archives and Records Service: *Records Management Policy Manual*, April 2006.

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

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

Provincial Intelligence 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 Council as follows:

CHANGE HISTORY

VERSION NUMBER	CHANGES MADE
Version 1 – 27 Augustus 2008 Council Resolution: Item 08/08/27/10.1.1	Records Management Policy approved
Version 2 – 23 November 2011 Council Resolution: Item 11/11/23/8.1.1	Records Management Policy approved
Version 3 – 26 August 2015 Council Resolution: Item 15/08/26/8.1.1.1	Records Management Policy approved
Version 4 – Revised Records Management Policy tabled	Revision of Records Management Policy