

RAMOTSHERE MOILOA LOCAL MUNICIPALITY



RECORDS MANAGEMENT

POLICY

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1. PREAMBLE

Ramotshere Moiloa Local Municipality acknowledges the importance of sound records management. Proper records keeping will enable the municipality to exercise transparency, accountability and good governance. Municipality is committed to ensure that all public records in its control are managed according to mandatory sound records management practices as prescribed by legislation governing Records Management in South Africa.

2. LEGISLATIVE MANDATE

By managing its paper-based records effectively and efficiently Ramotshere Moiloa Local Municipality 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)
- Protection of Information Act (Act No. 84 of 1982)
- Public Services Act, No 103 of 1994 and the Public Service Regulation, 2001
- Promotion of Administration Justice Act (Act No 25 2002)
- Public Finance Management Act (Act No 1 of 2008)
- Electronic Communications and Transactions Act (Act No 25 of 2002)
- Labour Relations Act (Act 42 of 1995)
- Basic Condition of Employment Act (Act 75 of 1997)
- Resolution of the Public Service Bargaining Council (Number 3 of 1999 and 7 of 2000)
- National Minimum Information Requirements circulated in the DPSA's circular no. 4 of 2001.
- Minimum Information Security Standards.
- White Paper on Human Resource Management in Public Service, 1997
- E-Government Framework and the National e-Strategy
- Best Practice Model for Keeping and Managing Paper-Based Employee Records

3. SCOPE OF APPLICATION

- 3.1 This policy impacts upon Ramotshere Moiloa local 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.
- 3.2 The policy therefore applies to all staff members of the Ramotshere Moiloa local Municipality covers all records regardless of format, medium or age.

4. POLICY PROVISIONS/PROCEDURE WITHIN THE DEPARTMENT

4.1 Purpose

- 4.1.1 Section 13 of the National Archives and Records Service of South Africa Act, 1996 requires the Ramotshere Moiloa local 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.
- 4.1.2 Information is a resource of the same importance to good management as other standard resources like people, money and facilities. The information resources of Ramotshere Moiloa local 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. Ramotshere Moiloa local Municipality consider its records to be a valuable asset to:
- enable Ramotshere Moiloa local Municipality to find the right information easily and comprehensively;
 - enable Ramotshere Moiloa local Municipality to perform its functions successfully and efficiently and in an accountable manner;
 - support the business, legal and accountability requirements of Ramotshere Moiloa local 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 Ramotshere Moiloa local Municipality and the rights of employees, clients and present and future stakeholders;
 - support and document the Ramotshere Moiloa local 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.
- 4.1.3 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.

4.2. GUIDING PRINCIPLES

- 4.2.1 All records created and received by Ramotshere Moiloa local Municipality shall be managed in accordance with the records management principles contained in section 13 of the National Archives and Records Service Act, 1996.
- 4.2.2 The following broad principles apply to the record keeping and records management practices of Ramotshere Moiloa local Municipality:
- The Ramotshere Moiloa local Municipality follow sound procedures for the creation, maintenance, retention and disposal of all records, including electronic records.
 - The records management procedures of Ramotshere Moiloa local Municipality comply with legal requirements, including those for the provision of evidence.

- Ramotshere Moiloa local Municipality follow sound procedures for the security, privacy and confidentiality of its records.
- Electronic records in the Ramotshere Moiloa local Municipality are managed according to the principles promoted by the National Archives and Records Service.
- Ramotshere Moiloa local Municipality have performance measures for all records management functions and reviews compliance with these measures.

5. CORE POLICY ISSUES

5.1 Relationship with other policies

5.1.1 Ramotshere Moiloa local Municipality 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 Ramotshere Moiloa local Municipality. These policies are managed by the records manager. The following parts exist:

- Electronic records management policy
- E-mail policy;
- Registry Procedure Manual
- File Request Procedure Manual

5.1.2 Other policies that are closely related to the Records Management Policy are

- the Information Security Policy which is managed by the Security Manager;
- the Internet Usage Policy which is managed by the IT Manager; and the
- The E-mail Usage Policy which is managed by the IT Manager
- Promotion of Access to Information Policy which is managed by the HOD.

5.2 Roles and responsibilities

5.2.1 The Municipal Manager

- 5.2.1.1 The Municipal Manager is ultimately accountable for the record keeping and records management practices of **Ramotshere Moiloa local Municipality**
- 5.2.1.2 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.
- 5.2.1.3 The Municipal Manager supports the implementation of this policy and requires each staff member to support the values underlying in this policy.
- 5.2.1.4 The Municipal Manager shall designate a manager to be the records manager of the **Ramotshere Moiloa local Municipality** and shall mandate the records manager to perform such duties as are necessary to enhance the record keeping and records management practices of **Ramotshere Moiloa local Municipality** to enable compliance with legislative and regulatory requirements.

5.2.2 Senior managers

- 5.2.2.1 Senior managers are responsible for the implementation of this policy in their respective units.
- 5.2.2.2 Senior managers shall lead by example and shall themselves maintain good record keeping and records management practices.
- 5.2.2.3 Senior management shall ensure that all staff is made aware of their record keeping and records management responsibilities and obligations.
- 5.2.2.4 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.

5.2.3 Records manager

- 5.2.3.1 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.
- 5.2.3.2 The specific duties of the records manager are contained in the Records Manager's job description which is kept on the PMDS file
- 5.2.3.3 The records manager is mandated to make such training and other interventions as are necessary to ensure that the Ramotshere Moiloa local Municipality record keeping and records management practices comply with the records management principles contained in the National Archives and Records Service Act.
- 5.2.3.4 The records manager may from time to time issue circulars and instructions regarding the record keeping and records management practices of Ramotshere Moiloa local Municipality
- 5.2.3.5 The records manager shall ensure that all records created and received by Ramotshere Moiloa local Municipality classified according to the approved file plan and that a written disposal authority is obtained for them from the Provincial Archives and Records Service.
- 5.2.3.6 The Deputy Director Information and Records Management is the records manager for the whole Ramotshere Moiloa local Municipality.

5.2.4 Chief Information Officer (Municipal Manager)

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

5.2.4.2 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.

5.2.5 System Analyst

5.2.5.1 The System Analyst is responsible for the day-to-day maintenance of electronic systems that stores records.

5.2.5.2 The System Analyst 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.

5.2.5.3 The System Analyst shall ensure that appropriate *systems technical manuals* and *systems procedures manuals* are designed for each electronic system that manages and stores records.

5.2.5.4 The System Analyst 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.

5.2.5.5 The System Analyst 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.

5.2.5.6 The System Analyst 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.

5.2.5.7 The System Analyst shall ensure that back-ups are stored in a secure off-site environment.

5.2.5.8 The System Analyst shall ensure that systems that manage and store records are virus free.

5.2.5.9 Comprehensive details regarding specific responsibilities of the System Analyst are contained in:

- The E-mail policy;
- Information security policy.
- Internet usage Policy
- The Promotion of Access to information

5.2.6 Security manager

5.2.6.1 The security manager is responsible for the physical security of all records.

5.2.6.2 Details regarding the specific responsibilities of the security manager are contained in the information security policy.

5.2.7 *Legal services manager*

- 5.2.6.1 The legal services manager 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 Ramotshere Moiloa Local Municipality

5.2.8 *Registry staff*

- 5.2.8.1 The registry staff is responsible for the physical management of the records in their care.
- 5.2.8.2 Detailed responsibilities regarding the day-to-day management of the records in the registry are contained in the Registry Procedure Manual.

5.2.9 *Staff*

- 5.2.9.1 Every staff member shall create records of transactions while conducting official business.
- 5.2.9.2 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 National Archivist.
- 5.2.9.3 Records management responsibilities shall be written into the performance of all staff members to ensure that staff is evaluated on their records management responsibilities.

6. Records classification systems and related storage areas

Ramotshere Moiloa Local Municipality has the following systems that organize and store records:

6.1 *Correspondence systems*

6.1.1 *File plan*

- 6.1.1.1 Only the file plan approved on 30/03/2012 and implemented on 25/08/2014 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.

6.1.1.2 Each staff member shall allocate file reference numbers to all correspondence (paper, electronic, e-mail) according to the approved subjects in the file plan.

6.1.1.3 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.

6.1.2 Storage areas

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

6.1.2.1.1 The central registry

6.1.2.1.1.1 All paper-based correspondence system records that are not HR related are housed in the central registry.

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

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

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

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

6.1.2.1.2 The Human Resources registry

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

6.1.2.1.2.2 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.

6.1.2.1.2.3 Ramotshere Moiloa Local 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 HR registry.

6.1.2.1.2.4 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.

6.1.2.1.2.5 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.

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

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

6.2 Records other than correspondence systems

6.2.1 Schedule for records other than correspondence systems

6.2.1.1 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.

6.2.1.2 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.

6.2.2 Storage areas

6.2.2.1 Paper-based

6.2.2.1.1 Ramotshere Moiloa Local Municipality 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.

- Legal Records
- Financial Records
- Human Resource Records
- IDP Records
- LED Records
- Maps
- Spatial Development Records
- Strategic planning Records
- CDW Records
- Traditional Affairs Records
- Municipal Records

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

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7. Disposal of records

- 7.1 No public records (including e-mail) shall be destroyed, erased or otherwise disposed of without prior written authorization from the National Archivist.
- 7.2 The Provincial Archivist has issued Standing Disposal Authority Number [] for the disposal of records classified against the file plan. The records manager manages the disposal schedule.
- 7.3 The Provincial Archivist issued Standing Disposal Authority Number [] on the schedule of records other than correspondence systems. The records manager manages the disposal schedule.
- 7.4 Retention periods indicated on the file plan and schedule were determined by taking Ramotshere Moiloa Local Municipality 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.
- 7.5 Disposal in terms of these disposal authorities will be executed annually in December.
- 7.6 All disposal actions should be authorized by the records manager prior to their execution to ensure that archival records are not destroyed inadvertently.
- 7.7 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 Manager: Legal Services has indicated that the destruction hold can be lifted.
- 7.8 Paper-based archival records shall be safely kept in Filing cabinets until they are due to transfer to the Provincial Archives Repository. Transfer procedures shall be as prescribed by the Provincial Archives in the Records Management Policy Manual.
- 7.9 Specific guidelines regarding the procedure to dispose of electronic records are contained in the electronic records management policy.

8. Storage and custody

- 8.1 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.
- 8.2 Specific policies for the management of electronic storage media are contained in the electronic records management policy.

9. Access and security

- 9.1 Records shall at all times be protected against unauthorized access and tampering to protect their authenticity and reliability as evidence of the business of Ramotshere Moiloa Local Municipality

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- 9.2 Security classified records shall be managed in terms of the Information Security Policy which is available from the security manager.
- 9.3 No staff member shall remove records that are not available in the public domain from the premises of Ramotshere Moiloa Local Municipality without the explicit permission of the records manager in consultation with the information security manager.
- 9.4 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 Policy which is maintained by the Chief Information Officer.
- 9.5 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.
- 9.6 No staff member shall disclose personal information of any member of staff or client of Ramotshere Moiloa Local Municipality to any member of the public without consulting the Chief Information Officer first.
- 9.7 An audit trail shall be logged of all attempts to alter/edit electronic records and their metadata.
- 9.8 Records storage areas shall at all times be protected against unauthorized access. The following shall apply:
 - 9.8.1 Registry and other records storage areas shall be locked when not in use.
 - 9.8.2 Access to server rooms and storage areas for electronic records media shall be managed with key card access.
- 10. Legal admissibility and evidential weight**
 - 10.1 The records of Ramotshere Moiloa Local Municipality shall at all times contain reliable evidence of business operations. The following shall apply:
 - 10.1.1 Paper-based records**
 - 10.1.1.1 No records shall be removed from paper-based files without the explicit permission of the records manager.
 - 10.1.1.2 Records that were placed on files shall not be altered in any way.
 - 10.1.1.3 No alterations of any kind shall be made to records other than correspondence files without the explicit permission of the records manager.
 - 10.1.1.4 Should evidence be obtained of tampering with records, the staff member involved shall be subject to disciplinary action.

10.1.2 Electronic records

- 10.1.2.1 Ramotshere Moiloa Local 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.
- 10.1.2.3 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.

11. Training

- 11.1 The records manager shall successfully complete the National 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.
- 11.2 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.
- 11.3 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.

12. Monitor and review

- 12.1 The records manager shall review the record keeping and records management practices of Ramotshere Moiloa Local Municipality on a regular basis and shall adapt them appropriately to ensure that they meet the business and service delivery requirements of Ramotshere Moiloa Local Municipality
- 12.2 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 Ramotshere Moiloa Local Municipality

13. 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.

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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

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MUNICIPAL MANAGER
DATE:

30/3/2012

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