

**ANNUAL REPORTS OF  
THE NATIONAL ARCHIVIST  
AND THE STATE HERALD**

2000 - 2001



Cover photograph:  
Unveiling of South Africa's new national coat of arms by President Thabo Mbeki (right) on Freedom Day 27 April 2000.

The two archival images used in the cover and text design were selected to grace the homepage of the National Archives of South Africa's new website, launched in 2001. In combination, the images are intended to reflect the rich diversity of South Africa's documentary legacy of its past. The manuscript image depicts the Resolutions of the first meeting of the Council of Policy of the Dutch East India Company held on board the ship Drommedaris on 30 December 1651. It is regarded as the oldest written record of government in South Africa, and therefore the starting point of public archives in the traditional sense. (Archives of the Council of Policy, Cape Town Archives Repository, ref C1.) The pictographic image is a San rock painting on Roodezand farm, Worcester, Western Cape, which was photographed in the early 20th century by the photographer Arthur Elliott (Elliott Photograph Collection, Cape Town Archives Repository, ref E7677.) The inclusion of this image symbolizes an acknowledgement that the documentary record of South Africa's historical past embraces materials other than textual records. These might include evidence of human activity in diverse forms including oral history and tradition, and traditional music. In terms of its statutory mandate and transformation imperatives, the National Archives actively seeks to introduce these forms into conventional archival spaces and in this way fill gaps in its holdings.



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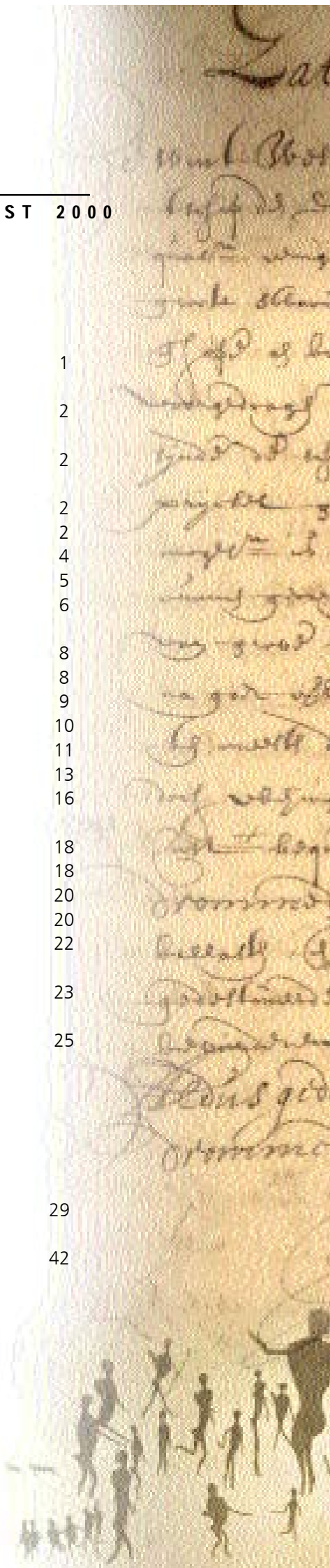
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- 2001**

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Farewell of Ms Marie  
Olivier, National  
Archivist 1995-2000.  
From left to right:  
Mr Verne Harris, Ms  
Mandy Gilder, Mr  
Clive Kirkwood, Ms  
Marie Olivier





Dr Graham Dominy, National Archivist

## Annual Report of the National Archivist 2000-2001

The National Archives of South Africa is a key resource of vital information for government, academic and research institutions and for ordinary citizens alike. It provides a cornerstone for transparency and accountability in government.

It is therefore with pleasure that I report, in terms of section 10 of the National Archives of South Africa Act (No. 43 of 1996), on the activities of the National Archives for the period 1 April 2000 to 31 March 2001.

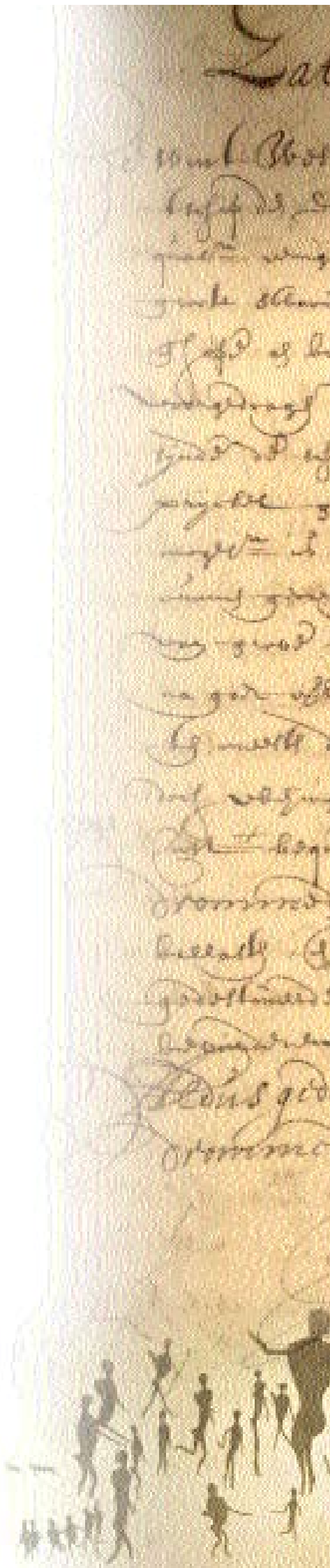
I assumed responsibility as National Archivist on 1 March 2001 and I wish to thank the Minister, the Deputy Minister, the Director-General and the Deputy Director-General: Arts and Culture for their interest and support of the National Archives. I also wish to thank the staff of the National Archives and the Bureau of Heraldry for their dedication and hard work.

A special word of thanks goes to my predecessor, Ms Marie Olivier, who retired in September 2000. May she enjoy a long and healthy retirement. It should also be noted that the State Herald, Mr Fred Brownell, formally retired during this report period after a long and distinguished career in heraldry.

### MISSION

A handwritten signature in black ink, appearing to read 'G Dominy'.

Dr Graham Dominy,  
National Archivist



The mission of the National Archives of South Africa is to foster national identity and the protection of rights:

- by preserving a national archival heritage for use by the government and people of South Africa; and
- by promoting efficient, accountable and transparent government through the proper management and care of government records.

## OBJECTS AND FUNCTIONS

The objects and functions of the National Archives are to:<sup>1</sup>

- preserve public and non-public records of enduring value for use by the public and the State;
- make such records accessible and promote their use by the public;
- ensure the proper management and care of all public records;
- collect non-public records of enduring value and of national significance which cannot be more appropriately preserved by another institution, with due regard to the need to document aspects of the nation's experience neglected by archives repositories in the past;
- maintain a national automated archival information retrieval system in which all provincial archives services will participate;
- maintain national registers of non-public records of enduring value, and promote co-operation and co-ordination between institutions having custody of such records;
- assist, support, set standards for and provide professional guidelines to provincial archives services;
- promote an awareness of archives and records management, and encourage archival and records management activities; and
- generally promote the preservation and use of a national archival heritage.

## CORPORATE OVERVIEW

### Building South Africa's new archives system

As in the 1999/2000 report period, the National Archives' activities in the period under review focused on continuing with the consolidation of building the superstructure of South Africa's new archives system. The system is founded on the Constitution's devolution of state responsibility for archives from national government to the nine provinces. In terms of Schedule 5 of the Constitution "archives other than national archives" are determined as being the "functional areas of exclusive provincial legislative competence". This new and transformed public archives service is delineated principally by the National Archives of South Africa Act (No 43 of 1996) and its subsidiary regulations. Other interlinking pieces of national legislation such as the Copyright Act (No 98 of 1978), the Legal Deposit Act (No 54 of 1997), the Promotion of Access to Information Act (No 2 of 2000) and the Promotion of Administrative Justice Act (No 3 of 2000) complete the system's legislative framework. Several minor amendments to the National Archives of South Africa Act were under consideration at the end of the report period. These amendments are contained in the Cultural Laws Amendment Bill, which were placed before Parliament at the end of the report period.

The coming into operation of the Legal Deposit Act has added a new dimension to the National Archives' role because the National Film, Video and Sound Archives has been identified as the

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1. As defined in section 3 of the National Archives of South Africa Act (Act 43 of 1996).



legal deposit institution for film and video material. Consequently during the report period 222 audiovisual formats were deposited with the National Film, Video and Sound Archives.

In February 2000 the Promotion of Access to Information Act was passed. Subsequently, the provision of access to holdings in terms of the National Archives of South Africa Act is subject to the provisions of this Act. Another Bill relevant to access, providing for the protection of personal information, is in the process of drafting. The National Archives has participated in the drafting of all this legislation. A staff member of National Archives has delivered numerous interpretative presentations on the implications of this legislation to both staff and external bodies.

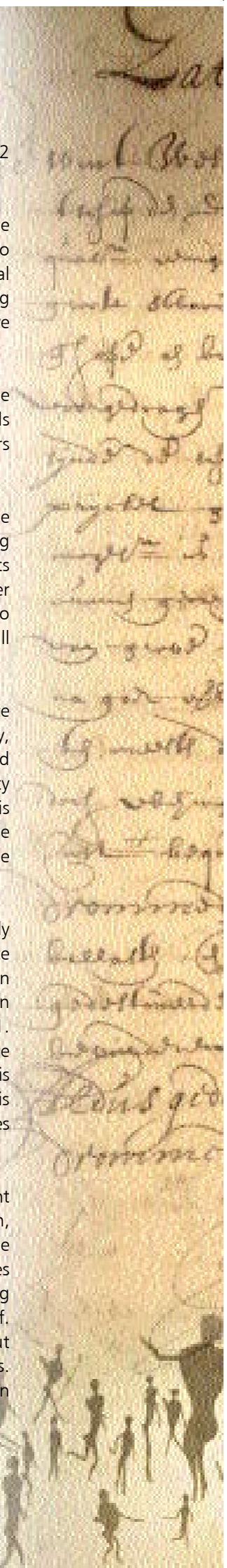
Officials of the National Archives spent protracted periods of time in the Cape Town office of the Truth and Reconciliation Commission (TRC), assisting them with the preparation of TRC records for transfer to the National Archives once the TRC is finally dissolved. This co-operation honours a formal agreement between the two organisations.

A crucial element in the new system is the National Archives Commission. Appointed by the Minister though a process of public nomination, it is the Minister's and society's watchdog over the National Archives as well as possessing a range of key executive functions. It reports separately to the Minister. The work of the Commission has been hampered by difficulties over resourcing, and by the end of the report period meetings with the Minister were being held to resolve the difficulties. Some of the amendments contained in the Cultural Laws Amendment Bill mentioned above are designed to address the problem.

On 1 April 1999 the Port Elizabeth facility was formally devolved to the Eastern Cape Province with a commitment of budgetary support though the three-year budgeting cycle. Subsequently, the facility was amalgamated with the Province's archives facilities in King William's Town and Umtata to form an expanded provincial archives service. Concerns remain as to the sustainability of this operation. A survey of the status of provincial archives was conducted in 2000. An analysis of the results of the survey confirmed that all provincial archives services, that is, not only those of the Eastern Cape Province, may not be sustainable without intervention and support from the national government through its organ, the National Archives.

The National Archives has facilities in four of the nine provinces. These facilities have worked closely with ex-homeland archives services and other provincial structures in ensuring co-ordinated service provision and in facilitating the provincialisation process. Hence, progress with the provincialisation process is slow. Only in the Eastern Cape has the devolution of a National Archives facility taken place. A formal request for devolution from KwaZulu-Natal will be completed by 31 March 2001. Provinces with little or no archival infrastructure - Gauteng, Mpumalanga, Northern Cape, the Northern Province and North West have raised the issue with national government as to who is responsible for funding basic infrastructural needs. A broad consultative forum to address this problem area is being planned by the National Archives for the latter half of 2001. All provinces have received advice and direct service provision from the National Archives at various levels.

Management of the provincialisation process has involved the National Archivist in engagement with the national departments of State Expenditure and Public Service and Administration, the Council of Culture Ministers (MINMEC), the Council's Technical Committee, and all nine provinces. The period under review has seen the National Archives assisting all the provinces with the drafting of their own archival legislation. Currently, the North West Province is receiving intensive guidance with regard to the drafting of its legislation and the training of staff. Numerous discussions have taken place. In 1999 the Free State passed its own Archives Act, but has still not formally requested the devolution of the National Archives' Bloemfontein facilities. No formal request to initiate the provincialisation process has yet been received from the Western Cape Province.



## Transformation

Both as a concept and as a process, transformation is all-embracing. For the National Archives, it is defined by government-wide policies and programmes as well as by the specific imperatives of the National Archives of South Africa Act. It informs who we are and what we do. It must happen within both organisational and professional space.

Evolving government-wide policies on transformation have been studied, and explained to all staff. These policies are being implemented. Appropriate monitoring mechanisms have been put in place. Forums have been created to address problems and identify opportunities. Three rounds of transformation workshops for staff were held. In addition a series of workshops to review transformation in the National Archives were designed and run across the country. By the end of the report period a discernible shift in transformation dynamics had become evident, with the work of transformation increasingly carried by line-function orientated structures and programmes. This marks a healthy transition from policy formulation and education to implementation. A review process designed to reposition transformation and co-ordination has been initiated. In June 2000 the Sub Directorate: Planning, Co-ordination and Transformation was re-organised, with Transformation being subsumed into Co-ordination.

Transforming core archival functions has continued to receive sustained attention. The flagship endeavour in this regard during 2000/2001 has been the creation of a website for the National Archives, through which the National Automated Archival Information System (NAAIRS), will become web-enabled. This project is without precedent in the public sector, namely, that mainframe databases are web-enabled. Hence the National Archives is the first government body to make existing mainframe databases available on the Internet, thereby contributing to an e-government that is transparent and can therefore be held accountable to its citizens.

A second flagship endeavour is the National Oral History Programme. In 1999/2000 the National Archives, together with various components of the Department of Arts, Culture, Science and Technology developed an oral history project to encourage and support the introduction of orality into conventional archival spaces, as well as to fill gaps in its holdings created by apartheid collecting policies. This endeavour culminated in a pilot project, which had as its theme the famous march of 9 August 1956 by thousands of South African women to the Union Buildings, protesting against the forced carrying of pass books by African women. Expertise in this area is continuously being developed, with officials undergoing further training in this field, most notably in Cape Town as participants in an oral history project conducted jointly by the ANC and the University of Connecticut. It is anticipated that oral history projects will play a key role in challenging

Poster used in the Oral History pilot project – “The 9 August 1956 Women’s March to the Union Buildings.”



traditional notions of what a public archives service is, and in creating scope and space for indigenous ways of knowing to shape our services. The Free State Archives Repository has been very pro-active in this area with its "Batho Project" that includes the focused collection of oral sources, amongst others, to reconstruct the history of the Batho Township.

One of the major problems confronting archives-related transformation endeavours is the scarcity of qualified archivists. This scarcity hampers not only transformation, but critically, also service delivery. The shortage of staff means that normal functions cannot be performed at optimal levels and has led to public criticism of the National Archives. This has focused considerable attention on training and the development of a priority training plan.

The National Archives is a key participant in the process which led to the establishment of a Standards Generating Body for Archives and Records Management, under the aegis of the South African Qualifications Authority. The mandate of this Body, chaired by a National Archives member of staff, is to develop a standards framework for all education and training in the field. During 2000/2001 the National Archives continued assisting the University of the Witwatersrand to successfully launch courses in archival studies, and continued to support Technikon SA with the transformation of their archives and records management courses. We also served on the Advisory Council of the Technikon SA. The new courses, resulting from this intervention, will be introduced in 2002.

Significant strides have been made in a number of areas. However, enduring success with transformation endeavour hinges on three instruments:

- Securing representivity at middle management level, where our staff remain predominantly white. Success with this, even in the short-term, is dependent on the creation of additional posts and the possible re-organisation of the organisation.
- The expansion of training and development programmes.
- The securing of resources to support enhanced service delivery.

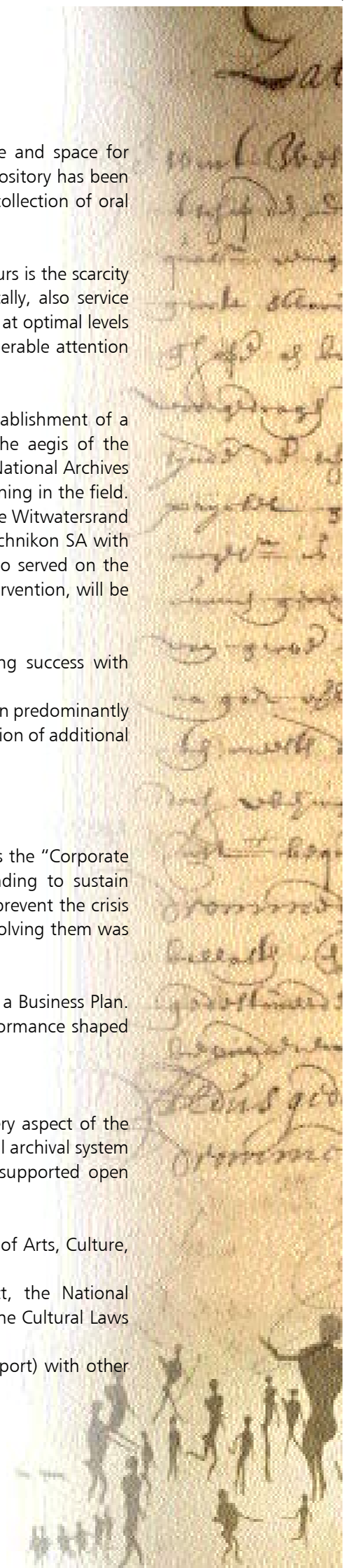
These instruments all require greater financial commitment than in the past. As the "Corporate Management" section of this Report demonstrates, simply securing the funding to sustain core functions is a challenge. In the report period we could do no more than prevent the crisis areas enumerated in the last report from deepening. Significant progress in resolving them was beyond our means.

In the report period our transformation objectives for the year were defined by a Business Plan. Medium-term objectives were incorporated into a five-year strategic plan. Performance shaped by these plans is reported on in relevant sections of this Report.

#### Supporting transparent and accountable government

South Africa's development as a democracy both shapes and reaches into every aspect of the National Archives' operations. Our contribution to the building of a new national archival system and our own transformation processes have been outlined above. We have supported open government in numerous other ways:

- Commenting on a variety of Bills and white papers.
- Participating in the internal transformation processes of the Department of Arts, Culture, Science and Technology.
- Participating in the drafting of the National Heritage Resources Act, the National Heritage Council Act, the Promotion of Access to Information Act, and the Cultural Laws Amendment Bill.
- Participating in a number of joint projects (detailed elsewhere in this Report) with other institutions, focused around building democracy.



- Advising and assisting the Truth and Reconciliation Commission in a variety of ways: research has been facilitated; inter-repository transfers of public records have been effected for the Commission's convenience; Commission support staff have been advised and assisted in the proper management of organisational records; and National Archives staff have assisted in various aspects of the preparation of a Commission archive. A task team appointed to supervise the transfer into our custody of this archive, targeted to occur on completion of the amnesty process, has done considerable preparatory work.

#### International engagement

The National Archives is a member of the International Council on Archives (ICA) and is an active participant in a number of its substructures, including the Eastern and Southern Africa Regional Branch (ESARBICA), the Round Table on Archives (CITRA) and the Commission on Archival Development (CAD). The National Archivist is an ex-officio member of the ESARBICA Executive Board. A staff member was elected to the Board as ESARBICA editor. Staff members are consultants to two ICA committees. The National Archives is also a member of the Association of Commonwealth Archivists and Records Managers (ACARM), the International Federation of Film Archives (FIAF), the International Association of Sound Archives (IASA), the International Records Management Council (IRMC) and the International Standards Organisation (ISO).

Amongst the international activities in which the National Archives engaged during the period under review are:

- The agreement between the Minister of Arts, Culture, Science and Technology and his Namibian counterpart for the return to Namibia of records removed by South Africa from that country shortly before its independence was implemented. Two of three batches have been despatched to Namibia after all records had been microfilmed. The third batch will be despatched as soon as the Department grants the funding.
- The National Archives continues to be an active participant in the International Records Management Trust's Management of Public Sector Records Programme.
- We are represented on a joint ICA/International Federation of Library Associations project for the preservation of archival and library materials in Africa (JICPA).
- On 1 November 1999, like a number of other archival institutions in South Africa, the National Archives signed an agreement with Michigan State University to engage



All participants in the ESARBICA Executive Board meeting held in Arusha, Tanzania, June 2000

in joint projects. The formal agreement between Michigan State University and the Department of Arts, Culture, Science and Technology was ratified in 2000. Subsequently we are participating in a South Africa-United States Partnership process with Michigan State University and representatives of the South African archives sector. A member of staff embarked on a course of study in this field in January 2001 at the University of Connecticut.

- We are participating in the Netherlands/South Africa Towards a New Age of Partnership Programme. This programme (TANAP) was initiated by Leiden University and the General State Archives of the Netherlands. Its objective is to improve the accessibility and availability of the archives of the "Verenigde Oostindische Compagnie" (VOC), which are housed in repositories in The Netherlands, South Africa and parts of Asia.
- A member of staff was appointed to the Editorial Board of the international journal Archival Science.

The National Archives has been requested to host the XXXVII International Conference of the Round Table on Archives in 2003 (CITRA 2003). Preparations for this event are well under way.

Members of staff attended courses and gatherings in Spain, the People's Republic of China, Tanzania, Norway, the Federal Republic of Germany, the United States of America, Swaziland, Malawi, the United Kingdom, Tunisia, Japan, Sweden, the Netherlands and Botswana.

#### PERFORMANCE REPORTS



Ms Mandy Gilder with Mr Patrick Ngulube, Deputy Editor of ESARBICA Journal at the ESARBICA Executive Board Meeting, Arusha, June 2000

### Acquisition, custody and control

Acquisition of holdings takes place through the transfer of public records of enduring value from governmental bodies, or through the collection of non-public records. These functions are performed by staff in five archives repositories and three records centres situated in five cities. The records centres are intended specifically for the custody of public records not yet twenty years of age, i.e. not yet subject to obligatory transfer into the custody of the National Archives.

A total of 6 047.32 linear metres of paper-based textual records were acquired during the period under review, of which 124.36 linear metres represent non-public records. Other acquisitions (excluding electronic records) were as follows: 52 maps, 608 photographs, 965 microfiche items, 303 film reels (all non-public records), 18 video cassettes and 190 sound recordings (all non-public records). In the report period the National Film, Video and Sound Archives acquired 222 items in terms of legal deposit legislation.

The acquisition, custody and control of electronic records is managed by the inter-divisional Committee for the Management of Electronic Records. This Committee works closely with Bureau Nucleus, a governmental body with which the National Archives has an agreement to supply technical expertise, processing and storage services. During the period under review the National Archives acquired another "snapshot" of PERSAL (the government's personnel administration database). This was successfully converted to master and back-up copies, the latter being stored by Bureau Nucleus. A 2000 PERSAL "snapshot" was acquired from State Expenditure. A meeting was conducted in January 2001 with the State Information Technology Agency (SITA) with regard to the annual PERSAL "snapshot". A total transfer at the end of March each year of PERSAL data will possibly decrease, if not diminish, the annual PERSAL "snapshot" taken for the past five years. This fact highlights the need for vigorous action if the loss of South Africa's electronic memory is to be averted.

Figure 1 provides an indication of the extent of National Archives holdings and the storage space available for further acquisitions. During the year, strongroom re-organisation, the acquisition of additional shelving and record compaction were again utilised to maximise the exploitation of storage space. It is estimated that these procedures secured over 6 600 linear metres of additional shelving space. While superficial examination might suggest a reasonably healthy position, closer analysis reveals the following:

- The distribution of unoccupied space is extremely uneven. If still unprocessed materials and pending transfers are taken into account, the National Film, Video and Sound Archives, the Cape Town Records Centre and the Pretoria Records Centre must be regarded as effectively full.
- Traditional storage procedures have required the leaving of open spaces for future accrual from particular records creators. This means, for instance, that while on paper the National Archives Repository might appear to have significant unutilised shelving, in reality it has no space for acquisitions from new records creators. Converting to a more efficient storage procedure requires human resources not at the National Archives' disposal.
- Over several years repositories have been forced to postpone records transfers, thus artificially diminishing the acquisition rate. At "normal" rates of acquisition, the unoccupied shelf space would be full within four years.

	Shelf space occupied (linear metres)	Shelf space unoccupied (linear metres)
National Archives Repository (Pretoria)	65 618.65	9 961.43
National Film, Video and Sound Archives (Pretoria)	5 704.00	1 083.00
Cape Town Archives Repository	30 762.15	9 376.00
Durban Archives Repository	5 249.13	4 241.21
Free State Archives Repository (Bloemfontein)	4 926.31	890.13
Pietermaritzburg Archives Repository	6 022.28	5 629.60
Cape Town Records Centre	1 281.00	993.60
Free State Records Centre (Bloemfontein)	8 716.63	4 926.31
Pretoria Records Centre	14 960.00	156.00
<b>TOTAL</b>	<b>156 769.15</b>	<b>37 102.84</b>

Figure 1: Storage Space Occupied and Unoccupied

The basic mechanism for exercising control over holdings is the strongroom register. Traditionally, this has been in manual form, but the National, Cape Town, Durban, Free State and Pietermaritzburg Archives Repositories also have automated registers.

All the repositories possess libraries for use by staff and researchers. During the period under review 69 items were taken on stock, bringing the total holdings to 64 349.

Significant acquisitions of non-public records in the report period included those of: the Christian Fellowship Trust, various community leaders in the Free State, Beyers Naude, Barry Gilder collection, Jackson Collection,\* Cadet Files, "Ons leer mekaar publikasies", "General Botha" and the Bram Fischer collection.

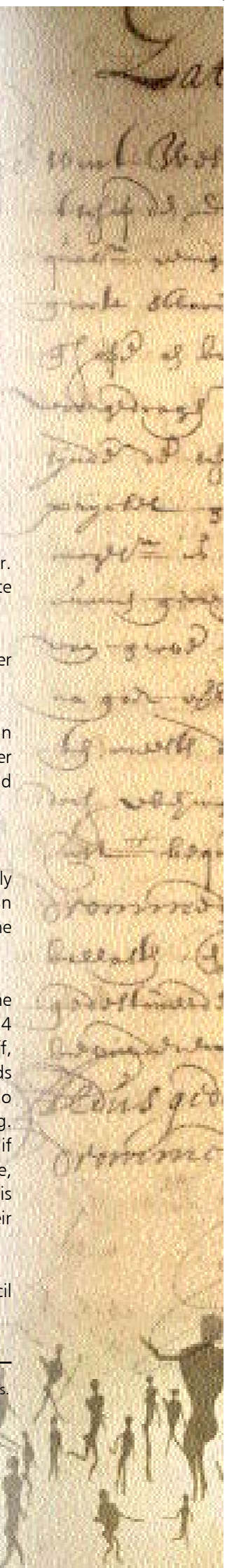
### Arrangement and description

On acquisition, records are processed by preliminary sorting and listing, but they become properly accessible to users only when they have been professionally arranged, labelled and described in an inventory, guide or other finding aid. A final step is their dataprocessing for inclusion in the computerised information retrieval system.

Professional arrangement of paper-based textual records presented a particular challenge in the report period with only 1 089,59 linear metres of such records being finalised, as opposed to 4 415 linear metres in the previous report year. This took extraordinary commitment from staff, involving substantial overtime duties. Repositories reported 19 943,49 linear metres of records without even a rudimentary find aid. The Pietermaritzburg Archives Repository reported that no listing of records could be undertaken. Instead the security guard was tasked with dating coding. Clearly the situation is very serious. The almost insurmountable backlog can only be reduced if more staff are employed. The National Film, Video and Sound Archives remains in crisis mode, with almost 260 000 audiovisual records effectively not retrievable. In the report period this repository processed professionally only 2 120 audio-visual items and prepared lists for their retrieval. The figure for 1999/2000 was 19 816 items.

Priority attention was given to the records of the CODESA, Local Government Affairs' Council and the National Peace Secretariat.

\* Consisting mainly of books.



The interdivisional Committee for the Improvement of Finding Aids (COMIFA) is systematically addressing the need to update and upgrade our manual finding aids: the formal implementation of COMIFA language guidelines and formatting as approved by the National Archivist in August 2000 form the core focus of this endeavour. The Publications division subsequently commenced with the publishing of all inventories according to the new formatting standards determined by COMIFA. The Free State Archives Repository updated and translated 40 inventories along these guidelines.

The computerised information retrieval system embraces the holdings of non-public repositories across the country, and includes the National Register of Manuscripts (NAREM, with 42 participating institutions), the National Register of Photographs (NAREF, with 22 participants), the National Register of Audio-visual Material (NAROM, at this stage reflecting the holdings of the National Film, Video and Sound Archives) and the National Register of Oral Sources (NAROS, with 2 participants). Thirteen databases make up the system, and fifteen institutions other than the National Archives are linked into it for on-line access. Enquiries were received from a number of institutions interested in securing linkage, with one new linkage being effected.

During the period under review 171 912 records were dataprocessed. This is an effective increase of 7 720 source documents over the report period of 1999/2000, although the figures of the previous report year may suggest otherwise. However, a substantial proportion of the 1999/2000 dataprocessing had been done by the Land Restitution officials. 221 414 data forms were captured and added to the databases. This brings to 6 833 429 the total number of records now described in the computerised information retrieval system. It is estimated that approximately a quarter of the National Archives' holdings are retrievable by computer.

The following table provides the statistics of dataprocessing per archives repository:

Repository	2000/2001	Quota
Cape Town Archives Repository	67 077	60 000
Durban Archives Repository	5 676	22 000
Free State Archives Repository	24 342	22 000
National Archives Repository	63 756	72 000
Pietermaritzburg Archives Repository	10 761	22 000
Port Elizabeth Archives Repository	300	
<b>TOTAL</b>	<b>171 912</b>	<b>198 000</b>

Figure 2: Statistics of Dataprocessing

A total of 41 new guides, inventories, indexes and other finding aids were published and/or updated.<sup>2</sup>

### Preservation

The National Archives' preservation strategy incorporates four elements: pre-archival intervention, preventive preservation, media conversion and restoration. The pre-archival intervention is implemented through our records management function, which is dealt with elsewhere in this Report.

Preventive preservation encompasses activities designed to prevent or limit deterioration or loss. A basic requirement in this regard is a custom-designed building with full climatic control, fire

2. For a complete list of publications in print, see List of Publications for Sale (National Archives, Pretoria, 2000).



protection and appropriate security. All these conditions are met by the National, Cape Town, Free State and Pietermaritzburg Archives Repositories, which all also possess custom-designed strongrooms for the preservation of microfilm.

As in the past our facilities with climatic control systems have experienced persistent problems as a result of poor maintenance. The National Film, Video and Sound Archives' system remained inoperable for the whole of the previous period under review, the Department of Public Works being unwilling to repair it ahead of the planned upgrading of the facility, which includes replacement of the climatic control system. The upgrading of the facility will commence early in the new report period.

All our facilities were fumigated regularly. A total of 4 871 new archival boxes were utilised for the protection of records, while 1 167 maps, 119 photographs and 1 069 books were partially encapsulated or covered in archival polyester, repaired with archival tape or restored with muslin.

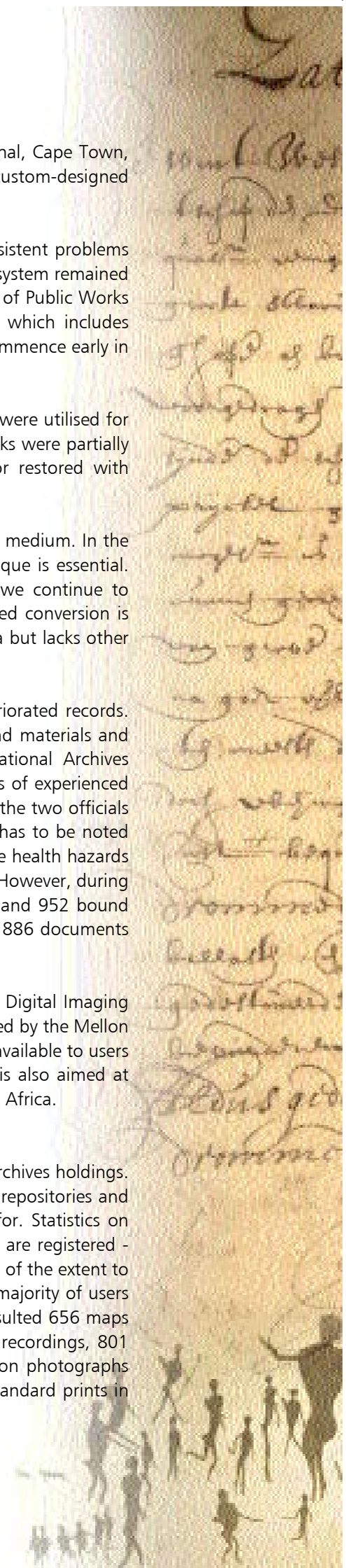
Media conversion involves the transfer or copying of records to a more durable medium. In the audio-visual environment, with relatively rapid media deterioration, this technique is essential. Unfortunately the expensive equipment required cannot be afforded, and we continue to explore options for alternative funding. In the paper environment, the preferred conversion is to microfilm. The Cape Town Archives Repository has a single microfilm camera but lacks other resources for sustaining a microfilming project.

Restoration involves the rehabilitation and reinforcement of damaged or deteriorated records. Because this function is reliant on specialist expertise, expensive equipment and materials and highly labour-intensive techniques, it is used highly selectively. Only the National Archives Repository has a properly equipped restoration unit, but staff cuts and the loss of experienced personnel have reduced it to a tiny operation with two staff members. One of the two officials is currently undergoing extended specialised training in this field. However, it has to be noted that in mid-October 2000 all restoration activities had to be suspended until the health hazards to staff and environment could be diagnosed. All results were happily negative. However, during this limited time the unit was able to restore 707 photographs, 1 105 maps, and 952 bound volumes. In-house repair work done by archivists in the other repositories saw 886 documents and books being repaired, as well as the ongoing repair of film (2 720 reels).

Since its inception in 1998, the National Archives has been represented in the Digital Imaging Project of South Africa (DISA) and its controlling committee. The project is funded by the Mellon Foundation. Aside from making material in a well-defined collaborative project available to users digitally (Periodicals on the Anti-Apartheid Struggle, 1960-1990), the project is also aimed at developing expertise in digital imaging among archivists and librarians in South Africa.

#### Access and use

The report period saw consolidation in levels of use by the public of National Archives holdings. The principal interface between archivists and users is in the reading rooms of repositories and records centres, where visitors are assisted in finding what they are looking for. Statistics on reading room visitors are provided in Figure 2. Those doing extended research are registered - only 4% of those registered were researching for degree purposes, an indication of the extent to which the National Archives is reaching users other than academic users. The majority of users of the National Archives are genealogical researchers. Reading room users consulted 656 maps and plans, 975 microfilms, 587 video recordings, 2 720 film reels, 17 sound recordings, 801 official publications, 1 471 library items and 60 007 other records. Statistics on photographs consulted are not provided as in some repositories users have free access to standard prints in the reading rooms.



	Number of Visitors	Number of Visits	Number of Registered Researchers	Number of Registered Degree Researchers
National Archives Repository (Pretoria)	1 082	2 348	507	21
National Film, Video and Sound Archives (Pretoria)	614	631	575	–
Cape Town Archives Repository	5 185	8 026	4 444	13
Durban Archives Repository	1 136	929	60	–
Free State Archives Repository (Bloemfontein)	960	1 600	389	12
Pietermaritzburg Archives Repository	1 623	1 891	1 219	10
<b>TOTAL</b>	<b>10 600</b>	<b>15 425</b>	<b>7 194</b>	<b>56</b>

Figure 3: Reading Room Visitors

An integral part of the reading room service is access to the computerised information retrieval system. A total of 46 041 enquiries were made of the 13 databases. A total of 685 775 records descriptions were made available to researchers through the purchase of data from the databases on diskette and 9 073 computer printouts were purchased by users.

The following copies of records were made for or by users: 160 248 photocopies, 3 291 microfilm prints and 1 844 photographic prints or negatives.

For the convenience of users unable to consult records in their place of custody, we continued to make the inter-repository transfer of records available as an option. During the period under review 116 linear metres of records were transferred for this purpose.

Unless another Act of Parliament prevents it, unrestricted access is provided to public records which are more than 20 years old. Permission to consult records less than 20 years old must be requested from the National Archivist. During the period under review 21 such requests were received, requiring the assessment of 205 records. No applications for access to such records were refused in the period under review.

Many governmental bodies require the temporary return of records for operational purposes. A total of 49 025 records were returned on this basis, 47 556 by the Pretoria Records Centre alone.

Staff dealt with 68 635 telephonic and written enquiries from users.

Work towards securing a National Archives presence on the Internet has been successful. By the end of this report year a website was operational, but not yet officially launched.

Merely providing access to our holdings and being responsive to users' needs is not enough. The new Act requires us to promote the use of archives by the public. Endeavours in this regard are described in the next section of the Report.

## Public programming

### Introduction

The National Archives has sustained considerable public programming endeavour although lacking a specifically mandated structure to drive it or adequate resources to realise our objectives. Public programmes have been shaped around provisions in the National Archives of South Africa Act for public outreach and engagement with the broader archival and records management communities. The National Archives and its staff were given media coverage on several occasions. During the period under review staff have been encouraged to engage and network with users, user groups, professional associations, professionals in related fields, vendors of equipment, etc. Numerous informal contacts have been made in this way. In what follows the focus is on formal activities.



Community researchers of the Slavery and Heritage Project in discussion with their mentors during a research training workshop held in March 2001 at the Cape Town Archives Repository

### Publications

The Publications Division produced 41 new and/or updated publications.<sup>4</sup> Most of these were finding aids of various kinds. In the report period 1999/2000 this division's work was seriously hampered by problems experienced with the conversion to a new AS/400 computer. Problems continued in the report year at a lesser level, mainly in the form of difficulties experienced with the remote job entry line (rje-line), which negatively influenced the continuous transmission of archival information to the mainframe databases (NAAIRS) at the State Information Technology Agency (SITA).

Projects under way include the following: a pilot educational kit for school pupils (now being managed in collaboration with the Department of Education); and the translation into languages other than English of the brochure *Introducing Archives and the National Archives of South Africa* by National Language Services. The translated brochure could not be produced due to under-staffing at the National Archives.

4. For a complete list of publications in print, see *List of Publications for Sale* (National Archives, Pretoria, 2000).

A total of 783 publications were sold. Many more, including the above-mentioned brochure, were distributed free of charge.

#### Open days, exhibitions and group visits

The National Archives Repository, the Cape Town, the Free State and Pietermaritzburg Archives Repositories maintained exhibitions (changed periodically) in public space for the benefit of visitors. In the case of the Cape Town Archives Repository 41 letters were despatched, inviting schools to view the exhibitions. Previously disadvantaged communities were particularly targeted. A total of 64 group visits were received by the repositories, comprising mainly school and university students. A total of 1 500 visitors were received in this way. The National Film, Video and Sound Archives screened 4 videos to the Film and Video Technology students from the Pretoria Technikon and 3 videos to students from Allenby College's Film School.



Learners of Belhar Primary School in the reading room during a visit to the Cape Town Archives Repository, 30 June 2000

#### Extended reading room hours

The fact that reading room hours coincide with those of the working day makes it difficult for many users to make optimum use of the service. To accommodate their needs the National, Cape Town, Free State and Pietermaritzburg Archives Repositories offered regular extended hours services, according to local demand and circumstances. Remunerated overtime is reviewed annually.

#### Joint projects

- The National Archives is a participant in the Netherlands/South Africa Towards a New Age of Partnership Programme described under "International Engagement" above.
- An agreement was entered into with Michigan State University to engage in a joint endeavour from 2000. The collaboration between these two institutions seeks to provide staff training and development for the National Archives. It also attempts to expand the accessibility of the holdings of the National Archives.
- The National Archives was a participant with various University of the Witwatersrand structures in the "Refiguring the Archives" project. Work on a publication is well advanced, and will be published later in 2001.

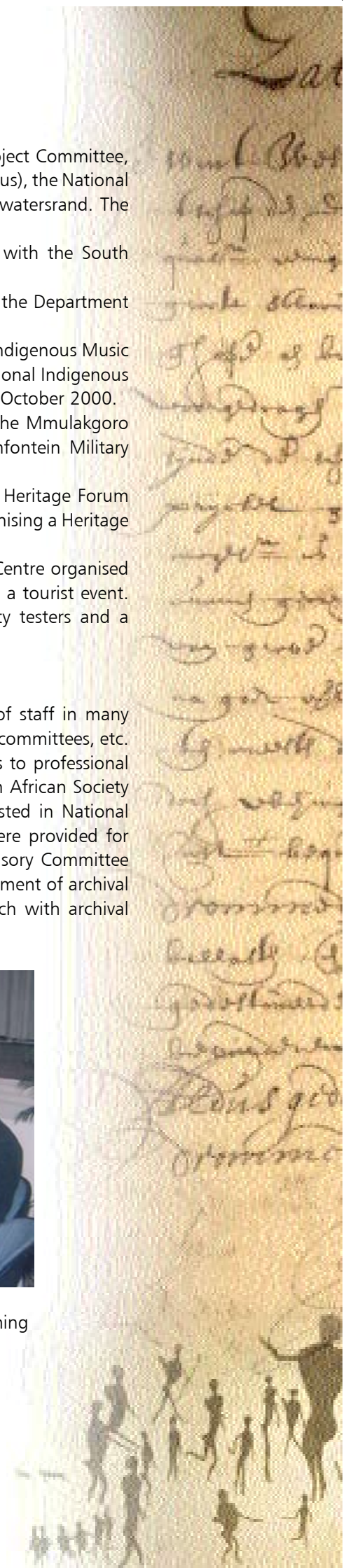
- The National Archives is represented on the National Digital Imaging Project Committee, embracing the Campbell Collections, the University of Natal (Durban Campus), the National Library (Cape Town branch) and the Library of the University of the Witwatersrand. The work of this project is described under "Preservation" above.
- The National Archives co-hosted a number of professional gatherings with the South African Society of Archivists.
- The educational kit pilot project became a collaborative endeavour with the Department of Education.
- The National Film, Video and Sound Archives mounted an exhibition on Indigenous Music Instruments together with the African Window Museum, for the first National Indigenous Music Project Conference (NIMP) convened in Durban in September and October 2000.
- The Free State Archives Repository mounted exhibitions together with the Mmulakgoro Public Library, the War Museum of the Boer Republics and the Bloemfontein Military Museum.
- The Pietermaritzburg Archives Repository established a Pietermaritzburg Heritage Forum with other heritage bodies. The Forum's work was directed mainly at organising a Heritage Week. This included running a family history workshop.
- The Pietermaritzburg Archives Repository together with the Alan Paton Centre organised a public debate on the ethics of the Nomkhubulwane festival becoming a tourist event. Members of the panel included a medical doctor, researchers, virginity testers and a member of the Gender Commission.

Advice, assistance and training

Advice and assistance were given to non-governmental bodies by members of staff in many ways - by correspondence, through visits, by giving talks, by serving on advisory committees, etc. Individual instances are too numerous to mention here. The delivery of papers to professional gatherings is detailed in Appendix B. Extensive support was given to the South African Society of Archivists - numerous gatherings and archives-related workshops were hosted in National Archives facilities, staff members serve on Society structures, and speakers were provided for gatherings. The National Archives was represented on the Technikon SA Advisory Committee and provided the Technikon with professional support and advice in its management of archival courses. The Cape Town Archives Repository is providing the Moravian Church with archival training.



Public debate on the ethics of the Nomkhubulwane festival becoming a tourist event



The Pietermaritzburg and Durban offices provided extensive training in all aspects of archives and records management respectively to archivists of the ex-KwaZulu Archives Service. Other aspects of assistance provided to the provinces are covered in the Corporate Overview section of this Report. Six technikon students were accommodated for training attachments. The Free State Archives Repository provided training in paper restoration and bookbinding to outside agencies on five occasions including one to street children. Two archivists from Botswana participated in a hands-on training course at the National Film, Video and Sound Archives to obtain the necessary background for the establishment of their own audio-visual archive. A staff member assisted in workshops at the Justice College on the implementation of the Promotion of Access to Information Act.

#### International visits

The full scope of international engagement is treated in the Corporate Overview section of this Report. It is in that context that the visits detailed below should be seen.

The following foreign visits were undertaken by members of staff:

- SJ Hogg and M Shinnars attended the Summer Institute of the University of Michigan in the United States of America.
- V Harris attended the International Council on Archives' Quadrennial Congress in Seville, Spain.
- MB Gilder attended the International Congress of the Historical Associations in Norway. She represented the National Archives at the Executive Board meeting of the Eastern and Southern Africa Regional Branch of the International Council on Archives (ESARBICA) in Tanzania. She was part of the DACST Cultural Delegation that visited the People's Republic of China.
- E Kriger conducted meetings with representatives of the Berlin Missionary Society and the Herrnhuter Archives in Leipzig, Germany.
- G Dominy led the DACST bi-national delegation to Tunisia.

The following foreign visitors were received by the National Archives and/or its repositories: Ms SC Nxumalo of the Swaziland National Archives, Mr H Kapoza of the National Archives of Malawi, Dr Joel Tembe of the National Archives of Mozambique, Messrs K Smith and J Johnstone of the International Records Management Trust and Commonwealth Secretariat, Ms M MacDowell, Messrs P Knupfer and K Dewhurst of the Michigan State University, Mr A Haefner, General Secretary of IASA, Dr R Perks of the British Sound Archives Library, Messrs Tlwata and Y Kitamura of the Japan International Cooperation System, Mr J-E Billinger of the Svenska Filminstitutet and Mr A Koning of the Netherlands Institute for Southern Africa.

#### Records management

The National Archives of South Africa Act requires the National Archivist to ensure the proper management and care of public records that are still in the custody of governmental bodies. The purpose of this function is twofold: to identify records of enduring value timeously and ensure that they are transferred into archival custody; and to promote efficient, accountable and transparent public administration. The Act's definition of "record" embraces all media, including electronic media, and all categories of confidentiality that might be applied to records. Its definition of "governmental body" brought a range of bodies within the ambit of archival legislation for the first time.

Records management functions are performed by components in Pretoria, Bloemfontein, Durban, and Cape Town. Much of the work done by these components involves the giving of advice,

briefing, informing, holding discussions and gathering information. Another aspect of records management is the inspection of client offices. However, this core function has become virtually impossible to execute due to a grave lack of human, financial and other resources. The Pretoria division alone has over four thousand client offices to inspect. It is clear that if this core function is to be taken on board appropriately, very substantial changes with regard to resourcing need to be undertaken. The manual "Archives Instructions" is in the process of revision in order to make it more user-friendly. The course material for the newly conceptualised Records Management Course has been rewritten.

In total, 291 records classification systems of governmental bodies were assessed and commented on, 24 of them being approved for implementation. Revisions and additions to approved systems submitted for approval amounted to 530.

Electronic record-keeping by governmental bodies remains an area of major concern. The National Archives has little expertise in this area, electronic records systems are proliferating throughout government, and the archival preservation of electronic records of enduring value is expensive and technically highly complex. During the period under review, the interdivisional Committee on the Management of Electronic Records continued focussing on the development of policy and instruments which will enable the National Archives to address this problem effectively. In the previous report year it was reported that a pilot project to test the feasibility of the TRIM Captura records management software was being investigated. Subsequently meetings have been held with representatives of Logtek to discuss and analyse the financial implications of this project. A member of this division works closely with the State Information Technology Agency (SITA) to draw up tender specifications for electronic records applications in the public sector. Numerous requests for guidance and assistance in electronic records management have been received. However, staff are not skilled enough in this area to be of real assistance. Skilling is receiving attention.

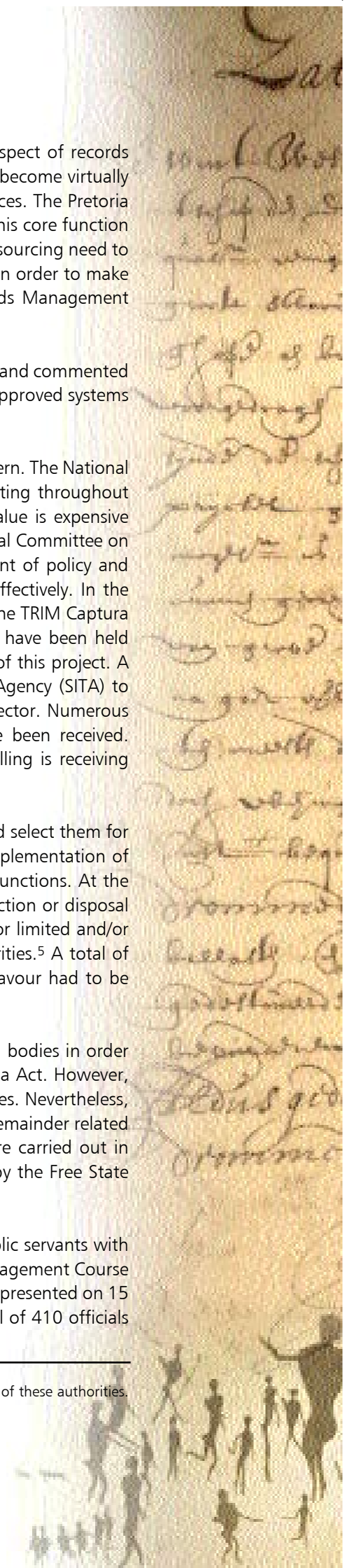
Appraisal is the process whereby archivists identify records of enduring value and select them for transfer into archival custody. A national Appraisal Task Team monitors the implementation of our planned, systematic approach to this most challenging of all professional functions. At the same time as selecting records for preservation, appraisal authorises the destruction or disposal of the records not selected. During the period under review 103 applications for limited and/or standing disposal authority were received, resulting in the issuing of 82 authorities.<sup>5</sup> A total of 65 applications are still receiving attention. Overarching macro-appraisal endeavour had to be put on hold due to stretched resources.

The National Archivist has the authority to inspect the records of governmental bodies in order to audit compliance with the provisions of the National Archives of South Africa Act. However, this function cannot be effectively exercised owing to a lack of staff and resources. Nevertheless, a total of 67 inspections were carried out. 47 were of a routine nature and the remainder related to appraisals and the implementation of records classification systems, or were carried out in response to specific problems or needs. 15 post-inspections were carried out by the Free State Archives Repository.

A crucial element in the records management programme is the training of public servants with responsibility for the management of records. The four- or five-day Records Management Course (duration dependent on the nature of the course at the various repositories) was presented on 15 occasions (14 in English, 1 in Afrikaans) in Pretoria and in Bloemfontein. A total of 410 officials

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5. See Appendix A for a detailed listing of these authorities.



attended these courses, 327 of them completing the course successfully.

The records management components investigated 4 cases involving allegations of the loss or unauthorised destruction of public records. All are under investigation, and three cases of loss were verified. Losses were admitted by the following:

- Department of Land, Housing and Local Government of the Northern Province.
- Magistrate Scottsburg.
- Free State Department of Agriculture.
- Garden Route/Klein Karoo District Municipality.

Again a small but dedicated staff component has accomplished an impressive volume of work. However, it is clear that the great majority of public records remain outside the purview of the National Archives. This is demonstrated most powerfully by the fact that we were able to conduct relatively few routine inspections during the period under review. Ideally, each of the many thousands of governmental bodies should be inspected at least annually. Slow progress in the securing of intellectual control over the burgeoning electronic records systems in government is another measure of under-resourcing in the records management field. Failure to transform this pattern will reduce to a dead letter our legislative mandate to be the auditor of government record-keeping.

## CORPORATE MANAGEMENT

### Organisation

The National Archives of South Africa is an integral part of the national Department of Arts, Culture, Science and Technology and is fully accountable to the Department's Director-General. While professional operations are managed independently, support functions, notably the management of financial and human resources, are fully integrated with Department-wide structures and programmes. It is at the latter level that accountability functions in this regard, which underpins the National Archives' small Administration Division, as well as its limited scope. The National Archivist attends regular departmental top management meetings, and the National Archives is represented on various departmental structures.

The organisational structure of the National Archives is outlined in Figure 4. On 1 March 2001 a new National Archivist assumed duty at the level of a Chief Director. This change necessitated a re-conceptualisation and re-organisation of the organisational structure that had been found appropriate by a work study investigation during 1999. In the report period two middle-management posts were filled at the National Film, Video and Sound Archives with the post of Head of this institution, being upgraded from assistant director to that of deputy director.

An internal review in 2000 resulted in the re-figuring of the Sub-Directorate: Planning, Co-ordination and Transformation. Since transformation processes had successfully been integrated into existing organisational structures and programmes, Transformation was subsumed into Co-ordination and the transformation function is being co-ordinated departmentally.

Located in Pretoria are the Directorate (senior management team), the Administration Division, the Publications Division, the Computer Processing Division, the Pretoria Records Management Division, the National Archives Repository, the Bureau of Heraldry, and, in separate buildings, the Pretoria Records Centre and the National Film, Video and Sound Archives. Although organisationally positioned within the National Archives, the Bureau of Heraldry functions in terms of the Heraldry Act (Act 18 of 1962) under the direction of the State Herald. Located in four other cities are four archives repositories, two records centres and four records management



components - over time these facilities will be devolved to the provinces in which they are located as part of provincial archives services. A decision was taken to close the Johannesburg Records Centre in 2000, due to the deteriorating condition of the hired facility, and our inability to attract staff to support the operation. All the records of this office were subsequently transferred to the National Archives Repository.

Considerable effort is expended on ensuring participative management and accountability between and within National Archives structures, although the physical dispersal of components creates difficulties. The Directorate meets regularly in Pretoria. Component management meetings are held regularly. Members of the Directorate visit components as often as budgetary constraints allow. The heads of components and divisions in Pretoria meet monthly with the Assistant Director: Planning and Co-ordination. Additionally intra-divisional meetings are held regularly. An important mechanism for the exchange of ideas and professional debate is Archives News, a quarterly staff journal distributed to all members of staff as well as interested stakeholders outside the National Archives.

During the report period substantial energy was again deployed and expenses incurred in upgrading and expanding our computer infrastructure. Internet connectivity was expanded significantly, with 37 of the organisation's 71 PCs in a network environment.

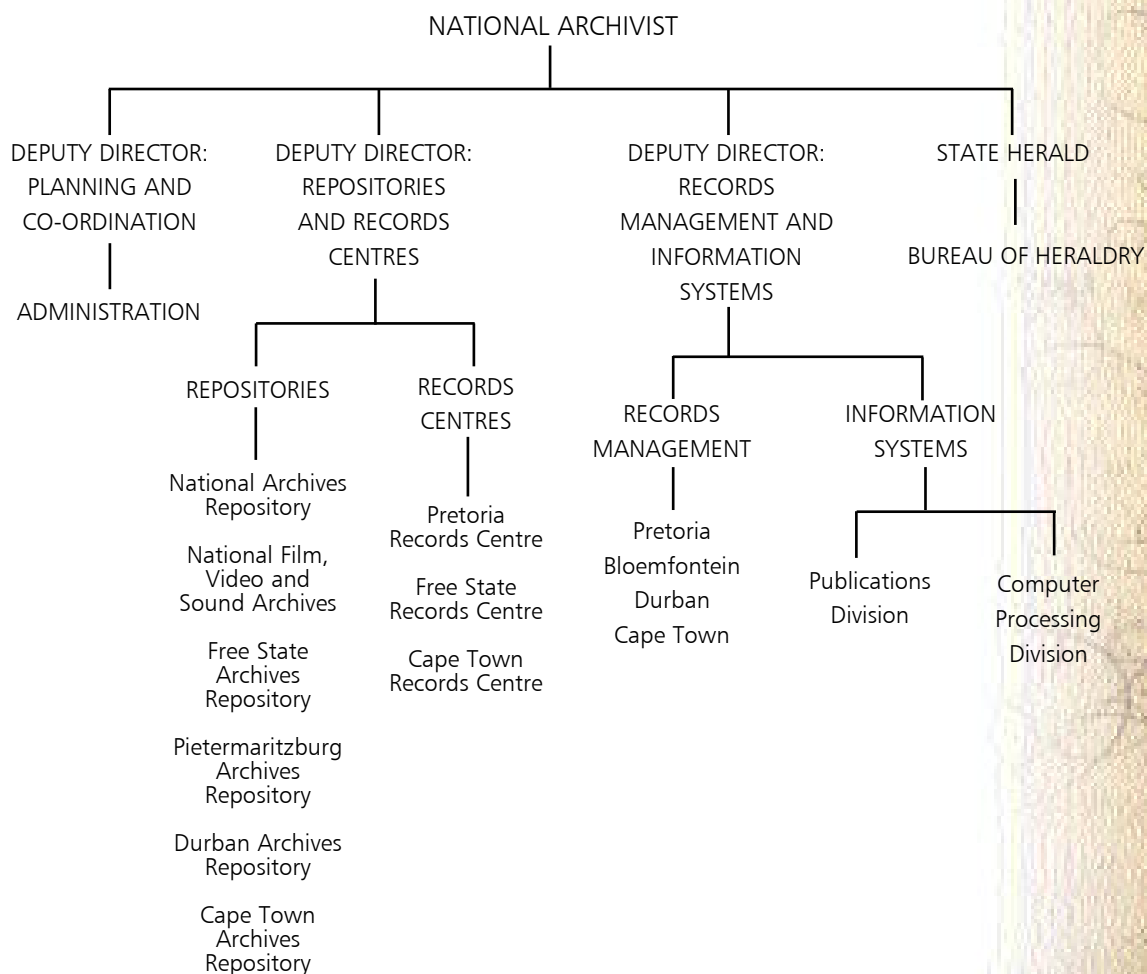


Figure 4: Organisational Structure of the National Archives of South Africa

### Finance

The management of finances occurs within a departmental (the Department of Arts, Culture, Science and Technology) context since the National Archives is a full programme (Programme 3) in DACST. All relevant processes, from budgeting through to expenditure, are controlled by the appropriate departmental structures, the National Archivist being fully accountable in all respects to the Department's Director-General.

The National Archives of South Africa's budget allocation for 2000/2001 was R18 096 000, slightly higher than the R17 498 000 spent in the 1999/2000 financial year. The allocation per budget item is provided in Figure 4.

Budget Items (R'000)						
Staff Expenditure	Administrative Expenditure	Supplies	Equipment	Professional and Special Services	Transfers and Miscellaneous	Total
14 218	822	503	616	1 121	181	18 096

Figure 5: Final Budget, 2000/2001

Total expenditure for 2000/2001 was R17 116 000. Figure 5 provides a return of expenditure per budget item.

Budget Items (R'000)						
Staff Expenditure	Administrative Expenditure	Supplies	Equipment	Professional and Special Services	Transfers and Miscellaneous	Total
12 799	1 318	532	828	1 428	211	17 116

Figure 6: Total Expenditure, 2000/2001

Revenue generated by the National Archives of South Africa in 2000/2001 (including revenue generated by the Bureau of Heraldry) through the payment of fees amounted to R205 740,66. As far as possible it is endeavoured to provide services to the public free of charge. However, certain costly and/or highly specialised services are charged for - for instance, the use of the National Film, Video and Sound Archives' editing tables, the registration of coats of arms by the Bureau of Heraldry, publications, the copying of documents and the inter-repository transfer of records. All fees and tariffs are determined by National Treasury.

### Human resources

As Figure 7 demonstrates, the National Archives is still carrying a crippling number of vacant posts - almost 15% of the posts are vacant. However, with the appointment of the new National Archivist at the level of Chief Director, the organisation will have to be re-structured to perform its mandated functions efficiently. This will entail not only the filling of some of the vacancies, but responsibilities will be re-configured to ensure an optimal service delivery despite budgetary constraints.

Category	Posts	Vacancies
Professional	70	9
Non-professional	120	20
<b>TOTAL</b>	<b>190</b>	<b>29</b>

Figure 7: Staff Establishment of the National Archives<sup>6</sup>

6. These statistics exclude those for the Bureau of Heraldry, which are reported in the Annual Report of the State Herald. It should also be noted that 8 posts were transferred to the Eastern Cape Province with the devolution of the Port Elizabeth facility.

Government-wide staff management policies and the Department of Arts, Culture, Science and Technology's Employment Equity Policy are implemented strictly. Several steps have been taken to ensure compliance and promote staff support for these policies. The former Head of Transformation, now the Assistant Director: Planning and Co-ordination, participates in all appointment procedures, from the advertising of posts through to the design of orientation and training courses.

Early in 1999 responsibility for co-ordinating staff education, training and development endeavours was assigned to the then Sub-Directorate: Planning, Co-ordination and Transformation, now Planning and Co-ordination. Several significant outcomes have been achieved as a result. Ideal development paths for all categories of staff have been adopted. Internal training programmes have been reviewed. A policy was developed to facilitate the identification of staff who will benefit from specific education, training or development opportunities. A Study and Bursary Committee (with equal representation from management and trade unions) was established to monitor access to such opportunities. The cleaning and ground staff have been included in formal training and education programmes.

A series of workshops were conducted countrywide to review transformation processes in the organisation.

Programmes for the education and training of staff have, in line with emerging government-wide policies, been allocated more resources, diversified and informed by new priorities. A total of 33 staff members were given bursaries to study part-time in various fields. For the first time cleaners and gardeners were given access to formal training - in the form of Adult Basic Education (ABET) classes. Staff were also encouraged and enabled to attend short courses offered by SAMDI and various other governmental and non-governmental bodies. Professional staff were enabled to participate in seminars, workshops, conferences and other professional gatherings. Two junior archivists will attend a pre-Conference Seminar at the ESARBICA Biennial Conference in Zimbabwe later this year. External training was supplemented by a wide range of in-service programmes, both formal and informal.



Graduation ceremony for National Archives staff in an in-house Adult Basic Education and Training (ABET) class in 2000

## Accommodation

The National Archives occupies six state-owned buildings and three rented buildings (or parts of buildings). Of the former, five are custom-designed archival buildings.

During this period under review severe problems were again experienced with the Department of Public Works. Budgetary constraints prevented this Department from ensuring adequate servicing, maintenance and repair work. As a direct result of this, lengthy breakdowns in air-conditioning and fire-prevention systems were experienced. This generally unsatisfactory state of affairs is being felt most acutely by the National Film, Video and Sound Archives. The major refurbishment approved in 1997 is well underway.

The acute space shortages being experienced by the National Archives Repository, the National Film, Video and Sound Archives and the Pretoria Records Centre are receiving priority attention. A proposal, incorporating substantial extensions to the National Archives Repository and the securing of temporary additional accommodation, was submitted to the Department of Public Works in 1993. During 2000 it made no progress.

Conditions at the Johannesburg Records Centre (which occupies rented accommodation in down-town Johannesburg) continued to deteriorate. Inadequate security, the absence of air-conditioning, inoperable fire protection and inadequate human resources (a single non-professional staff member) placed the records at inordinate risk. The transfer of all its records to the National Archives Repository has been successfully completed.

The Pretoria Records Centre houses almost exclusively Department of Home Affairs (DHA) records, and is essentially a DHA support facility. Discussions are underway with DHA to explore the possibility of the latter taking over the facility.

APPENDIX A: LIST OF DISPOSAL AUTHORITIES

This list consists of four sub-lists, each representing the authorities prepared by one of the National Archives' records management components. Each authority is described in terms of its reference number, the governmental body responsible for creating the records concerned, the nature of the records, and, where applicable, the period covered by the records. A distinction is made between standing and limited authorities - the former have enduring status and apply to current records classification systems or records categories, while the latter are restricted to specific accumulations of non-current records.

**BLOEMFONTEIN**

**Standing Disposal Authorities**

- 25S-3V Free State Provincial Government Department of Agriculture. Current filing system.
- PSB-8V Bloemfontein Municipality. Current filing system.
- PSW-12V Welkom Municipality. Current filing system.

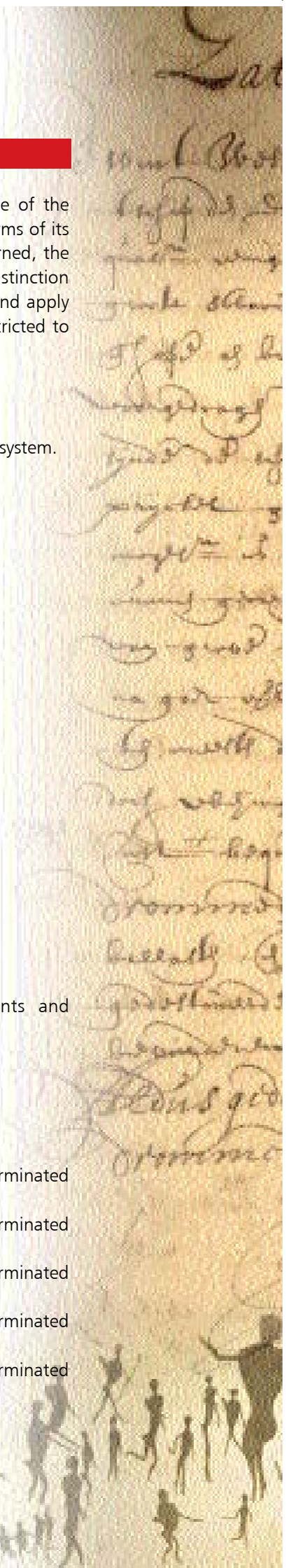
**CAPE TOWN**

**Standing Disposal Authorities**

- 65-S2KW Ministry of Agriculture, Western Cape. Current approved filing system
- PSC3KW Caledon Municipality. Current approved filing system.
- PSC4KW Caledon Municipality. Records Control Schedule (Part A).
- PSF3KW Franschoek Municipality. Current approved filing system.
- PSG2KW Greyton Municipality. Records Control Schedule (Part A).
- PsG3KW Greyton Municipality. Current approved filing system.
- PSK81KW Cape Metropolitan Council. Current approved filing system.
- PSK82KW Klein Karoo District Council. Current approved filing system.
- PSK83KW Cape Metropolitan Council. Records Control Schedule (Part A).
- PSL3KW Langebaan Municipality. Records Control Schedule (Part A).
- PSM10KW Moorreesburg Municipality. Records Control Schedule (Part A).
- PSO2KW Oudtshoorn Municipality. Records Control Schedule (Part A).
- PSP7KW Paarl Municipality. Current approved filing system.
- PSR4KW Rawsonville Municipality. Current approved filing system.
- PSV2KW Vanrhynsdorp Municipality. Current approved filing system.
- PSV3KW Vanrhynsdorp Municipality. Records Control Schedule (Part A).
- PSV4KW Vredendal Municipality. Records Control Schedule (Part A).
- PSW10KW Worcester Municipality. Current approved filing system, amendments and additions.
- PSW11KW Wellington Municipality. Records Control Schedule (Part A).
- PSW12KW Winelands District Council. Records Control Schedule (Part A).
- PSY1KW Yzerfontein Transitional Council. Records Control Schedule (Part A).

**Limited Disposal Authorities**

- 65/2-B7KW Provincial Administration. Western Cape, Department of Education Terminated L6 Main Series, Transport/Conveyance of Pupils, 1953-1994.
- 65/2-B8KW Provincial Administration. Western Cape, Department of Education. Terminated L14 Main Series, Medical Treatments/Inspections of Pupils, 1970-1992.
- 65/2-B9KW Provincial Administration. Western Cape, Department of Education. Terminated L9 Main Series, Fees, 1960-1993.
- 65/2-B10KW Provincial Administration. Western Cape, Department of Education. Terminated L4 Main Series, Supply Service/Requisites, 1975-1995.
- 65/2-B12KW Provincial Administration. Western Cape, Department of Education. Terminated L1 Main Series, Staff and General, 1979-1997.
- PBB5KW Brackenfell Municipality. Terminated correspondence files, 1989-1997.



PBC4KW	Caledon Municipality. Terminated correspondence files, 1940-1964.
PBC5KW	Clanwilliam Municipality. Terminated correspondence files, 1987-1999.
PBD5KW	De Doorns Municipality. Terminated correspondence files, 1947-1995.
PBG4KW	Greyton Municipality. Terminated correspondence files, 1976-1998.
PBK17KW	Klein Karoo Langkloof Divisional Council. Terminated correspondence files, 1983-1989.
PBK18KW	Kraaifontein Municipality. Terminated correspondence files, 1988-1997.
PBK19KW	Kuilsrivier Municipality. Terminated correspondence files, 1982-1997.
PBM12KW	Moorreesburg Municipality. Terminated correspondence files, 1960-1987.
PBO5KW	Oudtshoorn Municipality. Terminated correspondence files and other records, 1877-1997.
PBP6KW	Paarl Municipality. Terminated correspondence files (part 2), 1953-1988.
PBR2KW	Rawsonville Municipality. Terminated other records, 1942-1994.
PBS6KW	South Cape District Council. Terminated correspondence files, 1963-1997.
PBS7KW	South Cape District Council. Terminated correspondence files, 1989-1999.
PBS8KW	St. Helena Bay Municipality. Terminated correspondence files, 1992-1994.

## DURBAN

### Standing Disposal Authorities

PSD2N Inner West City Council (Borough of Westville). Records Control Schedule.

### Limited Disposal Authorities

PBI3N Inner West City Council. Terminated correspondence files.

## PRETORIA

### Standing Disposal Authorities

5-S1NA	Department of Finance. Approved filing system.
7-S3NA	Department of Trade and Industry. Approved filing system, H-series.
7-S4NA	Department of Trade and Industry. Chief Directorate Regional Industrial Development. Approved filing system: G-series.
7-S5NA	Department of Trade and Industry. Chief Directorate Registrar of Companies. Approved filing system.
16-S1NA	SA Police Service. Sound recordings.
31-S2NA	Department of Agriculture. Directorate Economic Affairs and Marketing. Approved filing system.
48-S1NA	SA Communication Service. Approved filing system.
50-S1NA	Department of State Expenditure. Approved filing system.
PSH2NA	Highveld District Council. Approved filing system.
PSK3NA	City Council of Klerksdorp. Current other records.
PSK4NA	Local Council of Krugersdorp. Current tape recordings of meetings.
PSS1NA	Southern District Council. Current tape recordings of meetings.
PSS2NA	Local Council of Standerton. Current other records.

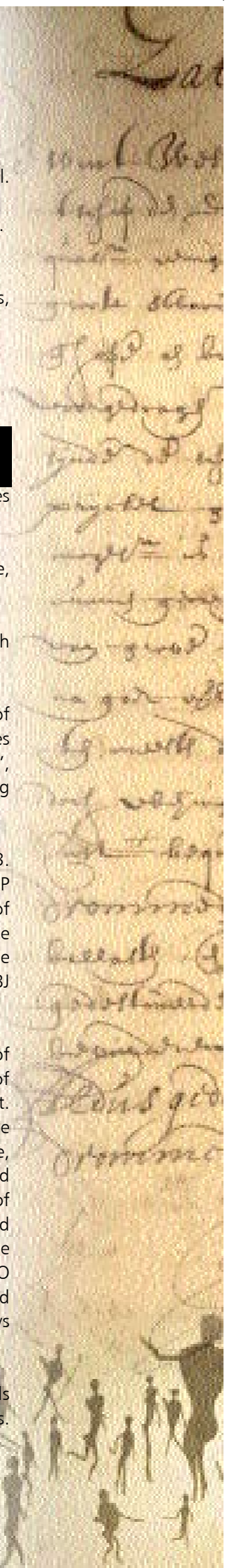
### Limited Disposal Authorities

4-B6NA	Department of Foreign Affairs. Terminated correspondence files, 1910-1998.
5-B2NA	Department of Finance. Terminated correspondence files, 1953-1981.
5-B3NA	Department of State Expenditure. Terminated approved filing system of the former Treasury Branch, 1966-1992,
31-B2NA	Department of Agricultural Development. Natal Region. Terminated correspondence files, 1977-1996.
31-B3NA	Department of Agriculture and Forestry. KwaZulu Region, 1978-1996.
50-B5NA	Department of State Expenditure. Terminated staff filing system, 1986-1994.
60-B1NA	North West Province, Department of Arts, Culture and Sport. Terminated records

- 64-B5NA of the Department of Transport and Civil Aviation, Bophuthatswana, 1973-1996.
- 64-B5NA Gauteng Provincial Government, Department of Health, Jusuf Dadoo Hospital. Terminated correspondence files and other records, 1977-1996.
- 64-B6NA Gauteng Department of Education. Terminated correspondence files, 1960-1994.
- 87-B1NA SA Secret Service. Terminated correspondence files, 1994-1999.
- 89-S1NA Legal Aid Board. Records other than correspondence files and legal aid case files.
- 90-B1NA SA Abattoir Corporation. Terminated correspondence files and other records, 1977-1992.
- PBR1NA Local Government Affairs Council, Transvaal. Terminated records, 1955-1995.

APPENDIX B: PROFESSIONAL CONTRIBUTIONS OF CHAIR  
**BEYOND OFFICIAL DUTIES**

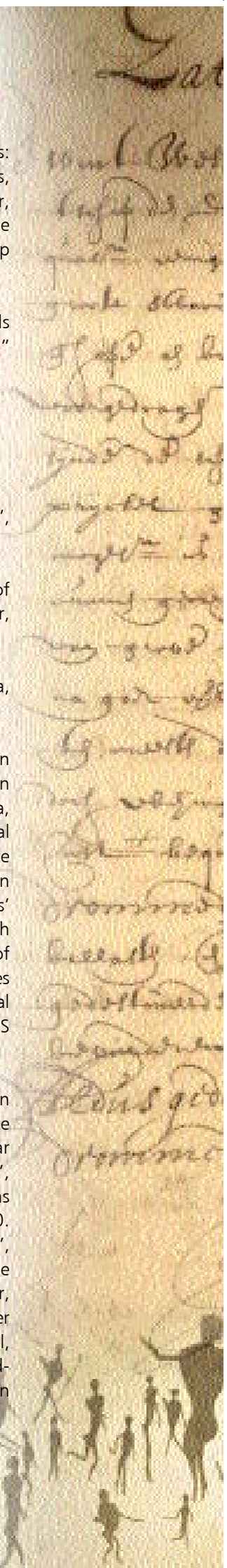
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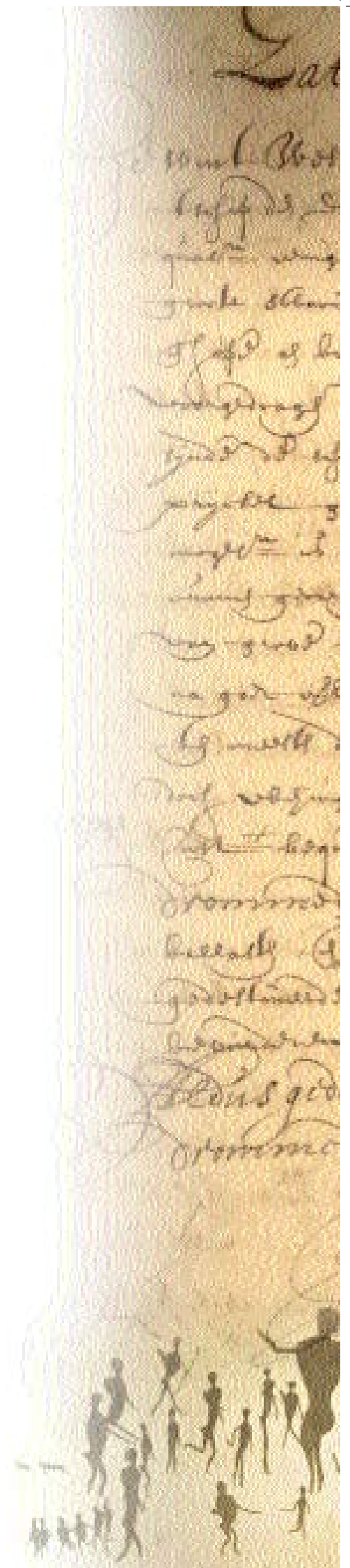
Member, South African Archives Journal Editorial Committee. Member, Archival Science Editorial Board. Member and editor, Eastern and Southern Africa Regional Branch of the International Council on Archives (ESARBICA). Editor, ESARBICA Journal. Member, Editorial Board of Archivum. Member, International Council on Archives' (ICA) Committee on Archival Legal Matters. Chairperson, Organising Committee for the Round Table on Archives 2003. External examiner in Library and Information Studies at University of Botswana. Consultant to the University of the Witwatersrand in the design, development and teaching of the Archives Course at master's and postgraduate diploma levels in that institution's heritage studies programme. Presentation of short course "Archives and Records Management" for the University of Pretoria's Heritage and History Centre. Presentation of lectures on the National Archives of South Africa Act and the Promotion of Access to Information Act for government's Justice College. Article, "They should have destroyed more: The Destruction of Public Records by the South African State in the Final Years of Apartheid", *Transformation* 42. Article, "Archives Identity and Place: A Dialogue on What it (Might) Mean(s) to be an African Archivist" (with Sello Hatang), *ESARBICA Journal*, 19. Essay, "Blindness and the Archive" in *Orality, Memory and the Past: Listening to Voices of Black Clergy under Colonialism and Apartheid* by Philippe Denis (ed.). Book, *Exploring Archives: An Introduction to Archival Ideas and Practice in South Africa*. A revised and expanded second edition of the 1997 publication. Paper, "The Treasure of National Memory in South Africa: Knowing in Tears" presented at the seminar "Collecting, Preserving, Remembering: Dealing with the Testimonies of Injustice and Resistance in Germany, South Africa and Poland" presented at the Evangelische Akademie, Berlin, Germany, June 2000. Paper, "The Status of Electronic Records as Evidence in Courts of Law" presented at the seminar "Recordkeeping for Accountability", South African Society of Archivists, Pietermaritzburg, July 2000. Paper, "How much Truth Can We Handle? The Case of South Africa" presented at the international colloquium of the Citizens' Committee of Leipzig, Leipzig, Germany, September 2000. Paper, "Nascence, Renaissance and the Archives in South Africa", presented at the South African Society of Archivists' conference "Renaissance and Archives", Johannesburg. September 2000. Paper, "Law, Evidence and Electronic Records: A Strategy perspective from the Global Periphery", presented at the International Council on Archives' quadrennial Congress, Seville, Spain, September 2000. Paper, "Remembering, Forgetting and the TRC Archive", presented at the conference "Reparations and Memorialisation: The Unfinished Business of the TRC", presented at the Institute for Justice and Reconciliation, Cape Town, October 2000. Paper, "Of Fragments, Fictions and Archives: Resisting Neat Theorising", presented at the University of South Africa's Department of Information Science, Pretoria, November 2000. Paper, "A Shaft of Darkness: Derrida in the Archive", presented at the Sawyer Seminar series, University of Michigan,



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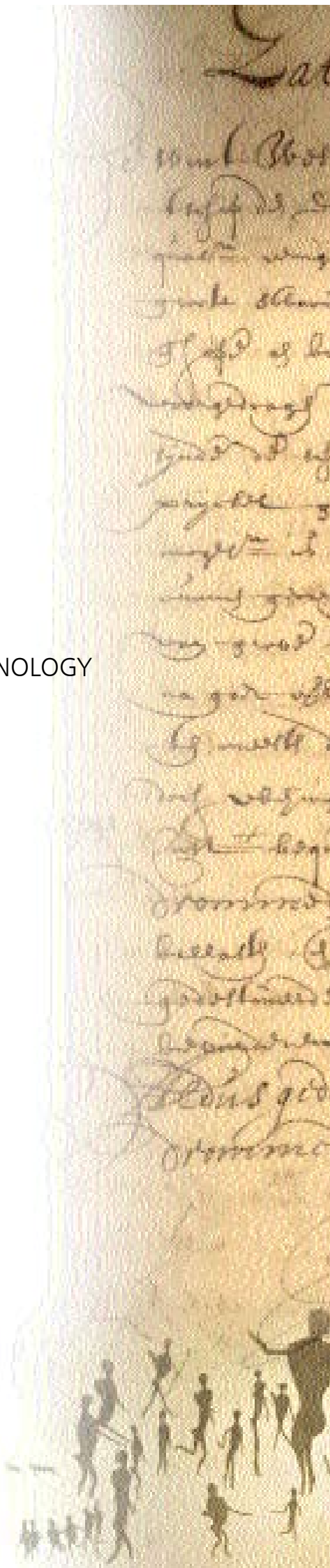
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ANNUAL REPORT OF  
THE STATE HERALD

DEPARTMENT OF ARTS, CULTURE, SCIENCE AND TECHNOLOGY  
SOUTH AFRICA

2000-2001



2000-2001

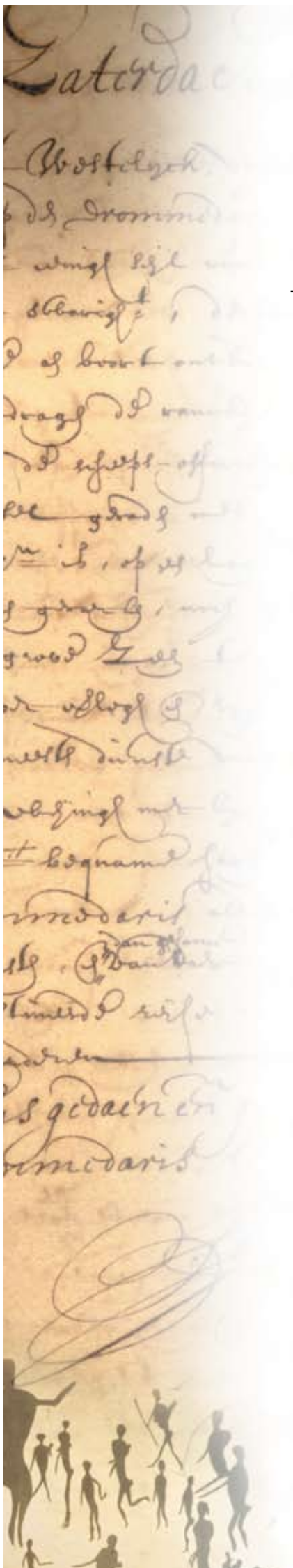
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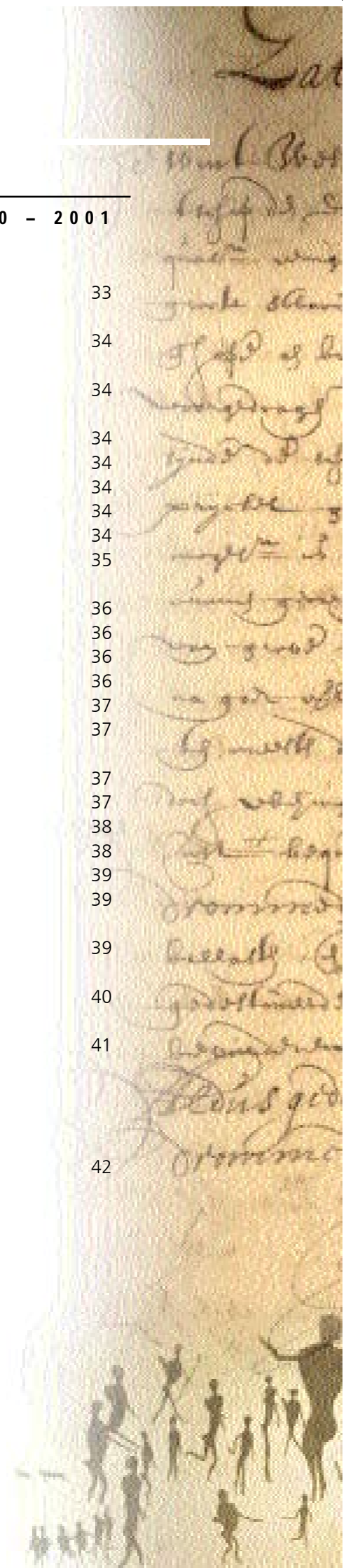
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F.G. Brownell  
STATE HERALD

#### ANNUAL REPORT OF THE STATE HERALD 2000-2001

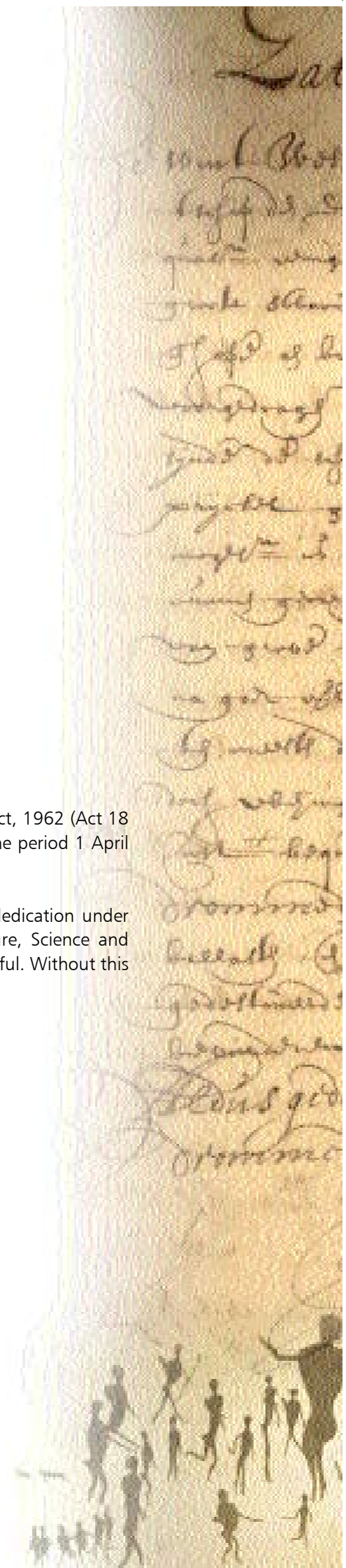
##### The Minister of Arts, Culture, Science and Technology

I have pleasure in laying before you, in terms of section 24(1) of the Heraldry Act, 1962 (Act 18 of 1962), the following report on the activities of the Bureau of Heraldry for the period 1 April 2000 to 31 March 2001.

I wish to express my thanks to the staff of the Bureau for their loyalty and dedication under sometimes difficult circumstances. Officials of the Department of Arts, Culture, Science and Technology, and in particular the National Archivist, have been consistently helpful. Without this support, this year's achievements would not have been possible.

A handwritten signature in black ink, appearing to read 'F.G. Brownell', written in a cursive style.

F.G. Brownell  
STATE HERALD



## MISSION

The mission of the Bureau of Heraldry is to provide a relevant and efficient heraldic and related service to the people of South Africa.

## FUNCTIONS

The functions of the Bureau of Heraldry, as defined in section 3(2) of the Heraldry Act, 1962 (Act No. 18 of 1962), are to -

- receive and examine applications for the registration or deletion of, and objections against the registration or deletion of, heraldic representations, names, special names or uniforms;
- keep the register and documents lodged in terms of the Act;
- issue certificates of registration of heraldic representations, names, special names and uniforms;
- give advice, in so far as it is possible, regarding heraldic representations, names, special names and uniforms, and render assistance with the design of heraldic representations and uniforms;
- carry out such other duties as may be assigned to it by the Minister, the Heraldry Council or the Heraldry Committee in terms of the Act.

## CORPORATE MANAGEMENT

### Organisation

The Bureau of Heraldry is an integral part of the National Department of Arts, Culture, Science and Technology and is administered as a sub-programme of the National Archives of South Africa.

While professional operations are managed independently, support functions, notably the management of financial and human resources, are fully integrated with the National Archives and, through it, with the Department's structures and programmes.

The State Herald is a member of the Directorate of the National Archives of South Africa, which meets regularly, while the National Archivist also represents the Bureau of Heraldry at regular departmental top management meetings.

### Finance

The management of finances occurs within a departmental context and all processes, from budgeting through to expenditure, are controlled by the relevant departmental structures.

The fees levied for the Bureau of Heraldry's services are approved by Treasury.

### Income

An amount of R101 820 was received in respect of the registration of heraldic representations, names, special names and uniforms. This is R13 302 more than the fees received during the previous year.

### Human Resources

The Bureau of Heraldry has an official establishment of nine posts: two professional, five technical, one administrative and one cleaner.

Of the five posts for heraldic artists, one has been vacant for the past five years. Because of financial constraints it has not been possible to fill it. Another of these posts, which became vacant at the end of 1999, has now been filled by a candidate whose appointment has contributed to the transformation of the composition of the Bureau's establishment.

The Bureau of Heraldry has long had an experienced and stable staff, but further changes will also be made in the near future. At the end of July 2000, Mr FG Brownell, who joined the Bureau of Heraldry on 1 August 1977 as Assistant State Herald, and became State Herald on 1 May 1982, retired on pension. Since heraldry and its related disciplines are a specialised field and no successor had yet been identified, he was requested to continue as State Herald on a part-time contract basis until a successor is appointed. It is anticipated that the post of State Herald will be advertised early in the next report year.

### Training

Since there are no comprehensive training courses in either heraldry or vexillology on offer in South Africa, attendance of the international congresses offers a vitally important opportunity to the professional staff of the Bureau of Heraldry to keep abreast of developments elsewhere and to keep the international community informed of what is happening in these fields in South Africa.

Neither heraldry nor flag science exist in isolation and the 24rd International Congress of Genealogical and Heraldic Sciences, which was held in Bresançon, France, from 2-7 May 2000, provided an opportunity for the Assistant State Herald to make personal contact with professional colleagues and to exchange ideas with them and with other delegates.

The training of the Bureau's heraldic artists is undertaken on a continuous basis by the Chief Heraldic Artist. As part of a pilot project on the initiative of the Department of History and Culture History at the University of Pretoria, the State Herald presented a short course on heraldry and vexillology at Pretoria University at the end of June 1999. A similar course was presented from 19-22 June 2000. This was attended by the Chairman of the Heraldry Council.



Coat of arms of Western Cape Province

## WORK PERFORMED

### Registrations

During the past year 90 new applications for registration were received. The fact that the transformation of local government has only recently been completed, has resulted in a lower than expected demand for the Bureau's services from that sector. The time spent on the national coat of arms issue over the past year was prioritised over the Bureau of Heraldry's routine work.

The following registrations were effected:

Heraldic representations ————— 67

There were no registrations of names, special names or uniforms, but a number are in the pipeline.

### Art-work

The following art-work was completed by the Bureau's artists:

Certificates of registration ————— 60

Register drawings ————— 82

Designs/redesigns ————— 92

Additional drawings of registered heraldic representations ————— 16

Since its establishment in 1963, the Bureau has issued 3 210 illuminated certificates of registration.

An illuminated address for presentation by the Minister at a Heritage Day function on 24 September 2000, and draft designs for new symbols for Parliament were also prepared.

### Professional/Administrative work

A considerable number of personal, written and telephonic enquiries were dealt with during the past year. In addition to the normal administrative processing of applications for the registration of heraldic representations, the Bureau of Heraldry is regularly approached by individuals, members of the uniformed services and officials from associations, institutions and official and civic authorities for advice on heraldic, vexillological and related matters. Because of the extensive specialized knowledge and experience acquired by the staff of the Bureau over many years, this advisory aspect forms an important part of the Bureau's work. The advice thus rendered contributes directly and indirectly to the continuing efforts to raise the standards of heraldry and related fields in Southern Africa.

The Bureau has, since its early years, been endeavouring to create a distinctive South African heraldic idiom and this process will continue in line with the changing requirements and circumstances of the new South Africa. The rich diversity of the South African population and the need for new unifying and identifying symbols in many fields, presents an exciting challenge to the Bureau of Heraldry in the years ahead. Particular attention is being paid to the role which indigenous totemic symbols can play in the enrichment of South African heraldry.

An important task which will need to be addressed in the future is the creation of heraldic terminology in the indigenous African languages, to enable the Bureau of Heraldry to comply with the provisions of the Constitution.

### Computerization

To date, details of 3 200 of the heraldic representations registered under the Heraldry Act, 1962, have been processed by means of the National Archives' computerized information retrieval system. These details form the basis of The South African Armorial, a comprehensive publication of registered South African coats of arms, badges and flags. Each volume contains four hundred entries. Entries are processed on a continuous basis and Volume 8 has now been completed. All registrations under the Protection of Names, Uniforms and Badges Act, 1935, have been computerized. They are available under the title Names, Uniforms and Badges in four volumes. All these volumes have now been revised to incorporate cross-references arising from subsequent registrations. The Bureau of Heraldry's various computerized indices are also being updated. They replace the present card index system, in the interests of greater efficiency. All registered mottoes are also being computerized in alphabetical order.

Although alphabetical and numerical indices have been prepared and are updated on a regular basis, the project to computerize full details of the South African National Defence Force heraldic representations registered with the Bureau of Heraldry, has had to be postponed because of staff constraints. This is a major and essential project to obviate the possibility of the duplication of designs, but with a professional staff component of only two, there is simply not the manpower to undertake it at present.

The Bureau of Heraldry has for some years been monitoring overseas developments in the digital imaging of coats of arms and flags. Although the Bureau of Heraldry's certificates, registers, and most draft designs are hand-painted, the A3 flatbed scanner which has been acquired, is proving to be most useful. This enables the Bureau of Heraldry to scan coats of arms, flags and badges registered with the Bureau. These scanned images are used in various ways to improve the services rendered by the Bureau. It is envisaged that a long-term project will be launched to scan all the images of the register in order to capture them digitally and to establish a visual electronic data base, for use in conjunction with The South African Armorial.

The computerized versions of the registers are now web-enabled, which is a great advance. With the assistance of the National Archives, the Bureau of Heraldry has broken new ground in this respect.

### Research

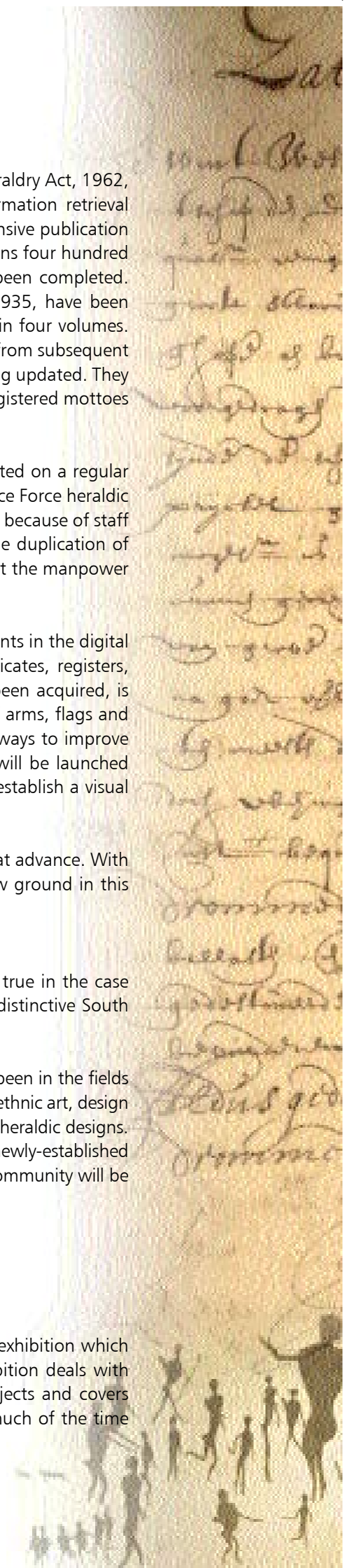
Heraldry is an extensive subject requiring ongoing research. This is particularly true in the case of the Bureau which, since its inception 38 years ago, has been developing a distinctive South African heraldic idiom and tradition.

Because of widespread interest, the main area of research over the past year has been in the fields of national symbols and flags, but the focus is being broadened to accommodate ethnic art, design and symbolism, which are playing an increasingly important role in South African heraldic designs. The Chairman of the Heraldry Council will be an ex officio member of the newly-established National Heritage Council. It is anticipated that this link with the wider heritage community will be beneficial to the Bureau of Heraldry.

## PUBLIC PROGRAMMING

### Heraldic and flag exhibitions

The Bureau has in its offices a steadily expanding permanent heraldic and flag exhibition which is used for training, research and general information to the public. The exhibition deals with the origins, theory and practical application of heraldry, flags and related subjects and covers some 150 linear metres of wall space and a number of display cabinets. For much of the time



the Bureau also maintains a separate exhibition in the entrance foyer of the National Archives Building, which may be viewed by all visitors.

During June and July 2000, an exhibition was mounted in the Pretoria Municipal Library, at the request of that institution.

#### Congress and lectures

From 2-7 May 2000, the Assistant State Herald attended the 24th International Congress of Genealogical and Heraldic Sciences, which was held in Bressançon, France. At this Congress he delivered a paper on the new South African national and provincial coats of arms.

On 10 May 2000, the State Herald delivered the annual Mike Slotlow Memorial Lecture to the Africana Society in Pretoria. He spoke on the newly adopted national coat of arms.

A number of groups visiting the Bureau of Heraldry were also addressed. These were mainly school and youth groups.

During February 2001 the Bureau of Heraldry again hosted the Annual General Meeting of the Southern African Vexillological Association, in which staff of the Bureau of Heraldry play a leading role. The State Herald was a founder member of the Association. After having served on the executive for the past ten years, he did not make himself available for re-appointment. The Assistant State Herald continues to serve as librarian to the Association, which places at the disposal of the Bureau of Heraldry, the Association's extensive periodical collection.

A list of professional contributions by the staff of the Bureau of Heraldry, beyond their official duties, will be found at Appendix A.

#### Visitors

Many of the Bureau of Heraldry's clients pay personal visits to the Bureau's offices. The discussions and interchange of ideas which then take place greatly facilitate the preparation of appropriate designs for coats of arms, badges and flags.

As a member of the Directorate of the National Archives, the State Herald also meets with important visitors to the National Archives.

#### Publications



Coat of arms of the Manala Mahgagwa Traditional Authority

The content of the Bureau of Heraldry's publications and finding aids is revised and updated on a continuous basis. Volume 8 of The South African Armorial has now been completed, while Volumes 1-7 are in the process of revision, to incorporate details of subsequent registrations by means of cross-references.

The alphabetical and numerical indices to registered SANDF heraldic registrations have also been revised.

### National Coat of Arms

A new national coat of arms was taken into use on 27 April 2000. The process by which it was adopted, was dealt with in the State Herald's report for 1999-2000.

The Government Communication and Information System (GCIS) has been given responsibility for co-ordinating the implementation strategy.

### HERALDRY COUNCIL

The Heraldry Council, which is South Africa's heraldic policy-making body, was reconstituted with effect from 19 August 1998, for a term of office of five years.

Its composition is as follows:

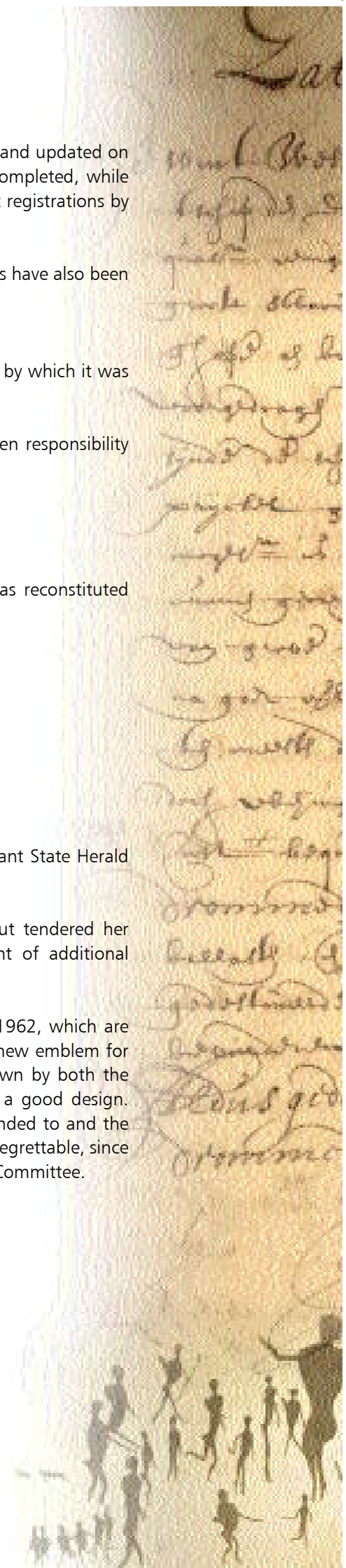
- Prof. C.T. Msimang (Chairman)
- Mrs. P. Broberg
- Prof. B. Magubane
- Mrs. A.J. Merrington
- Prof. M. Legassick
- Prof. M.V. Mzamane
- Mr. F.G. Brownell (State Herald)

The State Herald is ex officio a member of the Heraldry Council and the Assistant State Herald acts as secretary.

Miss M.E. Olivier, the then National Archivist, also served on the Council, but tendered her resignation on retirement at the end of September 2000. The appointment of additional members to the Council is receiving attention.

The Council has given attention to certain amendments to the Heraldry Act, 1962, which are being addressed in the Cultural Laws Amendment Bill, 2001. The design of a new emblem for the South African Army was submitted for consideration, but was turned down by both the Heraldry Committee and the Heraldry Council, on the grounds that it is not a good design. An invitation that consultations be held to resolve the problem was not responded to and the emblem was adopted by the Army shortly afterwards. Actions of this nature are regrettable, since they disregard the statutory competence of the Heraldry Council and Heraldry Committee.

### HERALDRY COMMITTEE



The Heraldry Committee, whose primary function it is to advise the State Herald on technical matters which he refers to it, and to consider appeals against decisions by the State Herald, is drawn from the Council.

It is constituted as follows:

- Prof. C.T. Msimang (Chairman)
- Mrs. P. Broberg
- Prof. B. Magubane
- Mrs. A.J. Merrington
- Mr. F.G. Brownell (State Herald)

As with the Heraldry Council, the State Herald is ex officio a member of the Heraldry Committee and the Assistant State Herald acts as secretary.



Mayoral flag of the Greater Johannesburg Metropolitan Council

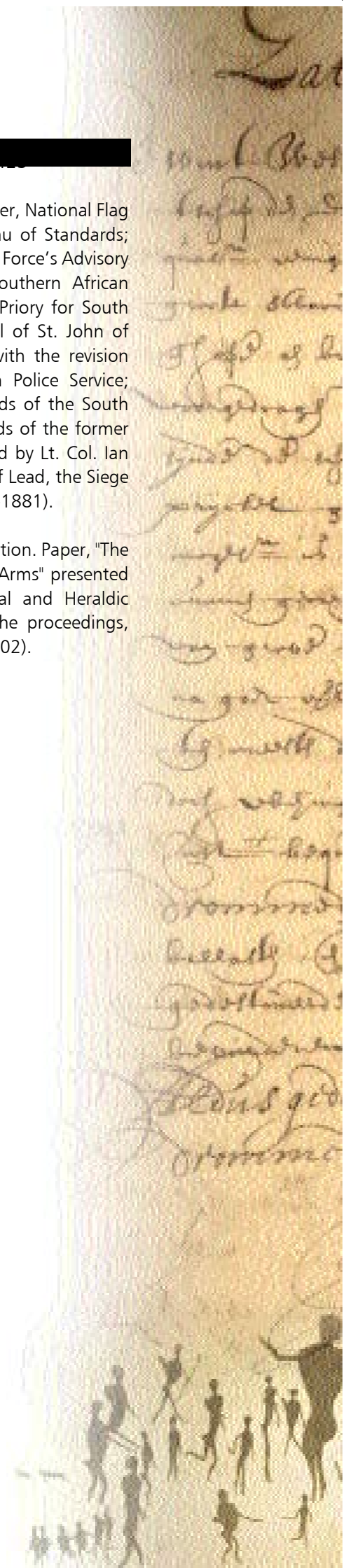


BROWNELL, Fred.

Member, Advisory Council on National Orders; Member, National Flag Specification Committee of the South African Bureau of Standards; Member, Chief of the South African National Defence Force's Advisory Panel on Honours and Awards; Vice-Chairman, Southern African Vexillological Association; Member, Chapter of the Priory for South Africa of the Most Venerable Order of the Hospital of St. John of Jerusalem. Member, technical committee dealing with the revision of the honours and awards of the South African Police Service; contributor to Terence King's book, Gallantry Awards of the South African Police, with particular reference to the awards of the former Independent and National States; also acknowledged by Lt. Col. Ian Bennett, for assistance in the preparation of A Rain of Lead, the Siege and Surrender of the British at Potchefstroom (1880-1881).

VAN ROSSUM, Marcel.

Librarian to the Southern African Vexillological Association. Paper, "The New South African National and Provincial Coats of Arms" presented at the 24th International Congress of Genealogical and Heraldic Sciences, Besançon, May 2000, and published in the proceedings, Jean Murichon (ed.), La Vie Genealogique, No 29 (2002).



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Fax: (012) 344 5143  
E-mail: film01@hotmail.com

Cape Town Archives Repository

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Cape Town 8000  
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Fax: (021) 465 2960  
E-mail: capearch01@hotmail.com

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