

ENGLISH

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

DEPARTMENT OF ARTS, CULTURE,
SCIENCE AND TECHNOLOGY

1999-2000

CONTENTS

ANNUAL REPORT OF THE NATIONAL ARCHIVIST

Mission	5
Objects and functions	5
Corporate overview	
<i>Building South Africa's new archives system</i>	6
<i>Transformation</i>	7
<i>Supporting transition</i>	9
<i>International engagement</i>	9
Performance reports	
<i>Acquisition, custody and control</i>	10
<i>Arrangement and description</i>	13
<i>Preservation</i>	14
<i>Access and use</i>	15
<i>Public programming</i>	17
<i>Records management</i>	20
Corporate management	
<i>Organisation</i>	22
<i>Finance</i>	25
<i>Human resources</i>	26
<i>Accommodation</i>	27
Appendix A: List of disposal authorities	28
Appendix B: Professional contributions of staff beyond official duties	32

ANNUAL REPORT OF THE STATE HERALD

Mission	36
Functions	36
Corporate management	
<i>Organisation</i>	36
<i>Finance</i>	37
<i>Income</i>	37
<i>Human resources</i>	37
<i>Training</i>	37
Work performed	
<i>Registrations</i>	38
<i>Art-work</i>	38
<i>Professional/administrative work</i>	39
<i>Computerisation</i>	39

Research

40

Public Programming	
<i>Heraldic and flag exhibitions</i>	40
<i>Congress and lectures</i>	41
<i>Visitors</i>	41
<i>Publications</i>	41
<i>Awards</i>	42
Heraldry Council	42
Heraldry Committee	43
Appendix A: Professional contributions of staff beyond official duties	44
CONTACT ADDRESSES	45

ANNUAL REPORT OF THE NATIONAL ARCHIVIST**1999 - 2000**

THE MINISTER OF ARTS, CULTURE, SCIENCE AND TECHNOLOGY

It is with pleasure that I report, in terms of section 10 of the National Archives of South Africa Act (Act 43 of 1996), on the activities of the National Archives for the period 1 April 1999 to 31 March 2000.

I wish to express my thanks to the staff of the National Archives for their dedication and hard work.

Marie Olivier
NATIONAL ARCHIVIST

MISSION

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:¹

- 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.

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

CORPORATE OVERVIEW

Building South Africa's new archives system

As in the 1998/9 report period, the National Archives' activities in the period under review focused on consolidating the foundations and beginning to build 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, and is delineated principally by the National Archives of South Africa Act (1996) and its subsidiary regulations. Other interlinking pieces of national legislation 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.

The coming into operation of the Legal Deposit Act has added a new dimension to the National Archives' role. During the report period 148 audiovisual publications were deposited with the National Film, Video and Sound Archives. In February 2000 the Promotion of Access to Information Act was passed. The provision of access to holdings in terms of the National Archives of South Africa Act will be subject to the provisions of this Act. Another Act 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.

The final report of the Truth and Reconciliation Commission made comprehensive recommendations in relation to the positioning, mandate and resourcing of the National Archives. Hopes that this would lead to a substantive review of the national system did not materialise.

A crucial element in the new system is the National Archives Commission. Appointed by the Minister through 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. Unfortunately the work of the Commission has been hampered by disputes over resourcing, and by the end of the report period its operations had been suspended until a resolution of the difficulties could be found. One of the amendments to the National Archives of South Africa Act mentioned above is designed to address the problem.

On 1 April 2000 the Port Elizabeth facility was formally devolved to the Eastern Cape Province with a commitment of budgetary support through 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. The Province has still not passed its own archival legislation. And it is difficult to justify the cost of the King William's Town facility (for which an exorbitant monthly rental is paid), which remains almost devoid of archival holdings after several years of use.

Fully operative provincial archives services will form the cornerstone of the new archives system. The National Archives now 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. The other provinces have received advice and direct service provision from the National Archives. 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, the Council's Technical Committee, and all nine provinces. The period under review has seen the National Archives assisting all the provinces except North West with the drafting of their own archival legislation. In 1999 the Free State passed its own Archives Act, but has still not formally requested the devolution of the National Archives' Bloemfontein facilities.

Progress with the provincialisation process has been slow. Only in the Eastern Cape has the devolution of a National Archives facility taken place. A formal request for devolution from KwaZulu-Natal is being processed. Both the Free State and Western Cape have thus far declined to engage the process. Provinces with little or no archival infrastructure – Gauteng, Mpumalanga, Northern Cape, the Northern Province and North West – are in dispute with national government as to who is responsible for funding basic infrastructural needs. A broad consultative forum facilitated by the International Records Management Trust met during 1999 to address the problem. The report of this forum was shaped into a funding proposal by the Council of Culture Ministers. The proposal will be presented to the Technical Committee for Finance early in 2000.

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, explained to staff and implemented. Appropriate monitoring mechanisms have been put in place. The Head of Transformation has continued to drive processes and create forums to address problems and identify opportunities. Two further rounds of transformation workshops for staff were run by her. 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 we hope marks a transition from policy formulation and education to implementation. We have consequently initiated a review process designed to reposition transformation co-ordination accordingly. The dramatically increased capacity of the Department of Arts, Culture, Science and Technology to support transformation endeavours is a key consideration here.

Transforming core archival functions has continued to receive sustained attention. The flagship endeavour in this regard during 1999/2000 has been the Oral History Project. A joint venture with various components of the Department of Arts, Culture Science and Technology, the project is focused on developing a national programme for encouraging and supporting the introduction of orality into conventional archival spaces.

A panel of experts was appointed by the Minister to develop a conceptual and strategic framework for such a programme. At the same time, through an oral history pilot project, the National Archives began developing the expertise it needs to participate meaningfully in the programme at the same time as documenting societal processes ignored by public archives in the past. It is anticipated that this project will play a key role in challenging traditional notions of what a public archives service is, and in creating spaces for indigenous ways of knowing to shape our services.

One of the major problems confronting transformation is the scarcity of qualified archivists, especially those with qualifications appropriate to South African realities. The National Archives was 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 1999/2000 the National Archives assisted both UNISA and the University of the Witwatersrand to launch successfully courses in archival studies, and continued to support Technikon SA with the transformation of their archives and records management courses. We also worked with the University of Pretoria in the development of an archives and records management course.

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.
- The expansion of training and development programmes.
- The securing of resources to support enhanced service delivery.

These instruments all require financial commitment. 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 transition

South Africa's transition to 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 transition in numerous other ways:

- We have been a willing participant in government-wide programmes.
- We have commented on a variety of Bills and white papers.
- We have participated fully in the internal transformation processes of the Department of Arts, Culture, Science and Technology.
- We have been an active participant 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.
- We are participating in a number of joint projects (detailed elsewhere in this Report) with other institutions, focused around building democracy.
- We have continued to advise and assist 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.
- We have advised and assisted the Department of Land Affairs (DLA) and the Commission for the Restitution of Land Rights (CRLR) in their investigations of land claims. We participated with them in a joint project designed to locate, arrange and describe all extant records required for the settling of such claims. Launched on 1 March 1998, the project was funded by the Swiss Development Council and utilised 19 contract workers trained and supervised by the National Archives. It was successfully concluded in 1999.
- We continue to contribute to the quantitative and qualitative transformation of South Africa's international engagement.

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). In 1999 the National Archivist successfully completed her two-year incumbency as Chairperson of the ESARBICA Executive Board. At the same time one of our deputy directors 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).

Space does not allow an account of all the international activities in which the National Archives engaged during the period under review. Worthy of special mention are the following:

- 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 an envisaged three batches have been despatched to Namibia after microfilming.
- The National Archives was 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).
- As Chairperson of the ESARBICA Executive Board, the National Archivist has co-ordinated and facilitated numerous regional processes.
- 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 in joint projects. Subsequently we participated in a South Africa-United States Partnership process with Michigan State and representatives of the South African archives sector.
- We participated in the Netherlands/South Africa Towards a New Age of Partnership Programme.
- A member of staff was appointed to the Editorial Board of the international journal *Archival Science*.

Members of staff attended courses and gatherings in Australia, Botswana, Hungary and Zanzibar. Official visitors were received from Argentina, China, Mozambique, the Netherlands, the United Kingdom, the United States, and Zimbabwe.

PERFORMANCE REPORTS

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 six archives repositories and four records centres situated in six 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 2 384 linear metres of paper-based textual records were acquired during the period under review, of which 59 linear metres represent non-public records. Other acquisitions (excluding electronic records) were as follows: 230 maps, 85 posters, 797 photographs, 84 microfilms, 29 film reels (all non-public records), 116 video cassettes

and 296 sound recordings (all non-public records). In the report period the National Film, Video and Sound Archives acquired 148 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. Further discussions (supported by on-site inspections) were conducted with staff of the Truth and Reconciliation Commission concerning the transfer into archival custody of that body's electronic records systems, now targeted for the end of 2000. Capacity for the archival storage of electronic records is limited to Pretoria. This, and the fact that only one acquisition was effected during the period under review, 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 2 000 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, the Johannesburg 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.

During 1999 an Oral History Project was launched, involving a number of structures in the Department of Arts, Culture, Science and Technology. For an account of this project and the records generated by it, see the "Joint Projects" section of this report. The Free State Archives Repository initiated a modest oral history project, which in the course of the report period generated seven interviews with members of the greater Bloemfontein community.

Close liaison with the Truth and Reconciliation Commission (TRC) was maintained by a task team appointed early in 1999. Staff of the National Archives were made available to the TRC to assist in the consolidating, arrangement and description of TRC records. The formal acquisition of the TRC archive is targeted for late in 2000.

	Shelf space occupied (linear metres)	Shelf space unoccupied (linear metres)
National Archives Repository (Pretoria)	61 335	14 235
National Film, Video and Sound Archives (Pretoria)	5 704	1 083
Cape Town Archives Repository	30 512	9 626
Durban Archives Repository	5 120	4 370
Free State Archives Repository (Bloemfontein)	4 659	4 058
Pietermaritzburg Archives Repository	8 017	5 635
Cape Town Records Centre	5 263	1 142
Free State Records Centre (Bloemfontein)	936	2 440
Johannesburg Records Centre	4 929	773
Pretoria Records Centre	14 960	156
TOTAL	141 435	43 518

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 637 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; Horst Kleinschmidt (ex-chairperson of IDAF); Beyers Naude; Barbie Schreiner (tapes of interviews with community leaders); and the Simon van der Stel Foundation.

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 was increased over threefold in the report period – 4 415 linear metres of such records were finalised. This took extraordinary commitment from staff, involving substantial overtime duties. The volume of records without even a rudimentary finding aid was reduced to 4 593 linear metres. However, this area of professional endeavour remains a concern. Given that we acquired 2 384 linear metres of paper-based textual records in the report period, the backlog was not substantially reduced. 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 19 816 items.

Priority attention was again given to land records and the records of the Constitutional Assembly. The former were addressed by means of a joint project with the Department of Land Affairs and the Commission on the Restitution of Land Rights, described in the Corporate Overview section of this Report. The latter are being processed by a team of professional staff working on a remunerated overtime basis. The land records project was completed successfully in the report period.

The interdivisional Committee for the Improvement of Finding Aids is systematically addressing the need to update and upgrade our manual finding aids. This work is focused on the National Archives Repository, but all repositories will be drawn into the Committee's ambit. During the year under review the Free State Archives Repository updated and translated 53 inventories.

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 313 596 records were dataprocessed (including 148 272 by the land records project mentioned above), and 222 550 data forms were captured and added to the databases. This brings to 6 596 606 the total number of records now described in the computerised information retrieval system. It is estimated that close on a quarter of the National Archives' holdings are retrievable by computer.

A total of 26 guides, inventories, indexes and other finding aids were published.²

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 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. The deficiencies of our other facilities are being addressed systematically within budgetary constraints, with the repositories enjoying priority.

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 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. But for over three years the Department has failed to deliver on the approved plan. It is hoped that the upgrading work will begin during 2000.

All our facilities were fumigated regularly. A total of 4 871 new archival boxes were utilised for the protection of records, while 171 maps, 152 photographs and 187 books were partially encapsulated or covered in archival polyester.

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

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2. For a complete list of publications in print, see *List of Publications for Sale* (National Archives, Pretoria, 1999).

environment, the preferred conversion is to microfilm. The Cape Town Archives Repository has a single microfilm camera but possesses inadequate other resources to sustain 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 (without specialist expertise). During this time the unit restored 4 505 documents, 115 maps, and 162 bound volumes. In-house repair work done by archivists in the other repositories saw 184 documents and books being repaired, as well as the ongoing repair of film (4 134 reels).

Considerable preparatory work was done towards the launching of a pilot digital imaging project. The launch is planned for 2000.

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,³ an indication of the extent to which the National Archives is reaching users other than academic users. Reading room users consulted 2 203 maps and plans, 1 318 microfilms, 137 video recordings, 4 134 film reels, 7 sound recordings, 2 186 official publications, 3 202 library items and 98 588 other records. Statistics on photographs consulted are not provided as in some repositories users have free access to standard prints in the reading rooms.

3. Details of theses which were researched by academic users can be provided on request.

	Number of Visitors	Number of Visits	Number of Registered Researchers	Number of Registered Degree Researchers
National Archives Repository (Pretoria)	410	1 587	310	35
National Film, Video and Sound Archives (Pretoria)	477	576	477	5
Cape Town Archives Repository	2 219	7 289	2 219	27
Durban Archives Repository	551	865	66	37
Free State Archives Repository (Bloemfontein)	647	846	267	17
Pietermaritzburg Archives Repository	1 138	1 722	19	16
Cape Town Records Centre	44	72	0*	0*
Johannesburg Records Centre	23	23	0	0
TOTAL	5 509	12 980	3 358	137

Figure 2: Reading Room Visitors (* The registration of researchers at the Cape Town Records Centre is managed by the Cape Town Archives Repository.)

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.

Many governmental bodies require the temporary return of records for operational purposes. A total of 55 137 records were returned on this basis, 47 594 by the Pretoria Records Centre alone.

Staff dealt with 19 965 telephonic and written enquiries from users.

Work towards securing a National Archives presence on the Internet is far advanced. A pilot website is in place, but enormous technical difficulties have arisen in attempting to ensure access to our databases through the website.

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. A preliminary assessment of this deficiency was made during the report period. 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.

Publications

The Publications Division produced 59 publications.⁴ Most of these were finding aids of various kinds. The Division's work was seriously hampered by problems experienced with the conversion to a new AS/400 computer. In the report period, the Division finalised the *Directory of Archival Repositories in South Africa* and the *Directory of Oral History Projects*, and translated the promotional video *Our Archives, Our Stories* into three official languages other than English.

4. For a complete list of publications in print, see *List of Publications for Sale* (National Archives, Pretoria, 1999).

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*.

A total of 357 publications were sold. Many more, including the above-mentioned brochure, were distributed free of charge.

A thorough review of the publications programme, in order to identify ways of reaching a wider audience, was completed.

Open days, exhibitions and group visits

An open day was conducted by the Cape Town Archives Repository. This repository and the National, Free State and Pietermaritzburg Archives Repositories maintained exhibitions (changed periodically) in public space for the benefit of visitors. A total of 66 group visits were received by the repositories, comprising mainly school and university students. A total of 1 482 visitors were received in this way. The National Film, Video and Sound Archives offered one film screening to a visiting group.

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 being investigated to support this service.

Joint projects

- The joint project on land records with the Department of Land Affairs and the Commission on the Restitution of Land Rights is reported on in the Corporate Overview section of this Report.
- The National Archives participated in the Department of Arts, Culture, Science and Technology's Legacy Project and National Oral History Project. The latter was formally launched on 23 March 2000, and is designed to sustain a national programme which will fund community-based initiatives. As part of the project, the National Archives managed a pilot project on the 1956 women's anti-pass march.
- The National Archives was a participant in the Netherlands/South Africa Towards a New Age of Partnership Programme.
- An agreement was entered into with Michigan State University to engage in joint endeavour from 2000.

- 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.
- The National Archives is represented on the National Digital Imaging Project Committee, embracing five institutions and funded by the Mellon Foundation.
- In co-operation with the South African Society of Archivists, the National Archives published a *Directory of Archival Repositories in South Africa*.
- Archival materials were made available for five exhibitions and festivals presented by other bodies, in Bloemfontein, Pietermaritzburg and Potchefstroom. Four videos were screened at the Aardkop kunstefees.
- 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.

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 were hosted in National Archives facilities, staff members served 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. Extensive support was given to UNISA, the University of Pretoria and the University of the Witwatersrand in the design and development of their archival courses. The National Archives worked closely with stakeholders to establish a Standards Generating Body for Archives and Records Management, under the aegis of SAQA. The Mayibuye Centre was provided with storage space and professional assistance by the Cape Archives Repository.

The Durban and Pietermaritzburg offices provided extensive training in all aspects of archives and records management 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. Four technikon students were accommodated for training attachments. The Free State Archives Repository provided training in paper restoration and bookbinding to outside agencies on ten occasions. This Repository also initiated a schools project which in the report period embraced visits to six schools. The Records Management division in Pretoria accommodated employees of the South African Navy and Technikon SA on an eight-week records management course. A deputy director 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:

- Marie Olivier, Verne Harris, Malefyane Mogale and Abbey Sathekge attended the ESARBICA Biennial Conference in Zanzibar.
- Mandy Boatametse Gilder attended the CITRA gathering in Budapest.
- Verne Harris participated in the annual meeting of the ICA Committee on Archival Legal Matters in Australia.
- Abbey Sathekge, Simon Kgomo, Isabel Kelly and Joseph Dlamini attended an ESARBICA records management course in Botswana.

The following foreign visitors were received by the National Archives: Peter Mazikana (consultant, Zimbabwe), Dr Joel Tembe (Mozambique National Archives), Marisa Pineau (academic, Argentina), Dr Jos Johnston (Commonwealth Secretariat), and Dr Michael Cook (University of Liverpool). In addition, formal delegations were received from China, the Netherlands (the Towards a New Age of Partnership Programme) and the United States (Michigan State University and the Northeastern Document Conservation Centre). A group of 47 students was received from the Centre for Global Education in the United States.

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. During the period under review the directive "Guidelines for the Compilation of a Records Management Policy" was issued, and the directive "The Status and Responsibilities of a Records Manager" updated.

In total, 204 records classification systems of governmental bodies were assessed and commented on, 82 of them being approved for implementation. Revisions and additions to approved systems submitted for approval amounted to 935. Also approved for implementation were two microfilm projects and two electronic records system.

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 focused on the development of policy and instruments which will enable the National Archives to address this problem effectively. A Guide to the Management of Electronic Records and a brochure, *Electronic Records and the Law: What Governmental Bodies Need to Know*, were finalised. Inputs were made to a process designed to develop a government-wide IT policy. A demonstration of the TRIM Captura records management software was arranged, and a pilot project designed to test this software in the archival environment is being investigated.

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 disposal authority were received, resulting in the issuing of 82 authorities.⁵ A total of 65 applications are still receiving attention. Overarching macro-appraisal endeavour had to be put on hold due to stretched resources. Monitoring of the appraisal programme by the National Archives Commission went smoothly, with no cases of dispute occurring.

The National Archivist has the power to inspect the records of governmental bodies in order to audit compliance with the provisions of the National Archives of South Africa Act. A total of 99 inspections were carried out, twelve were of a routine nature and the remainder related to appraisals and the implementation of records classification systems, or were carried out response to specific problems or needs.

A crucial element in the records management programme is the training of public servants with responsibility for the management of records. The five-day Records Management Course was presented on 20 occasions (14 in English, 6 in Afrikaans) in Pretoria, Pietersburg, Bloemfontein and Cape Town. A total of 526 officials attended these courses, 448 of them completing the course successfully.

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

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

- Department of Education, Western Cape. Financial and related records allegedly were stolen and are the subject of a South African Police Service investigation.
- Master of the High Court, Cape Town. A fire destroyed records. At this stage it is unclear exactly what was lost.
- The Paarl Local Authority (minute books, 1840-1858, 1864-1868). These records were destroyed in a fire which occurred in 1928.

One investigation remains incomplete, owing to a lack of co-operation on the part of the client office concerned:

- The possible loss of certain correspondence files by the Department of Land, Housing and Local Government of the Northern Province is still being investigated. The investigation has located many of the files originally thought to be lost.

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 only twelve routine inspections during the period under review. Ideally, each of the many hundreds 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 3. A work study investigation during 1999 confirmed the appropriateness of the structure, but

argued for the creation of numerous additional posts. In the report period two new middle management level posts were approved as a result of the investigation, both located at the National Film, Video and Sound Archives.

The new organisational structure introduced in 1996 (see Figure 3) has remained in place but was subjected to a thorough review during 1998. The review resulted in the definition of the role of the Head of Transformation being firmed up, and responsibility for education, training and development being integrated into an overarching function under the Deputy Director: Planning, Co-ordination and Transformation. At present the organisational structure (and staff establishment) is being subjected to a work study investigation. This will be tested against its capacity to facilitate transformation processes, foster a democratic corporate culture, and enhance service delivery.

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 five other cities are four archives repositories, three records centres and three records management components - over time these facilities will be devolved to the provinces in which they are located as part of provincial archives services. On 1 April 1999 the Port Elizabeth facility was successfully devolved to the Eastern Cape Province. 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.

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 weekly in Pretoria, while monthly meetings are convened between the Directorate and Pretoria component heads. Component management meetings are held regularly. Members of the Directorate visit components as often as budgetary constraints allow. 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. The AS/400 computer was replaced. Year 2000 compliance procedures were implemented effectively. Internet connectivity was expanded significantly, with 37 of the organisation's 71 PCs in a network environment. The entire Records Management Division in Pretoria was given Internet/e-mail capacity in order to enhance service delivery.

Figure 3: 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. 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 initial budget allocation for 1999/2000 was R14 498 000, considerably less than the R16 968 000 spent in the 1998/9 financial year. After vigorous representations, the final adjusted budget was increased to R17 488 000. 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
13 024	1 372	513	823	1 544	212	17 488

Figure 4: Final Adjusted Budget, 1999/2000

Total expenditure for 1999/2000 was R17 116 000. Figure 5 provides a return of expenditure per budget item. It should be noted that the apparent savings should be weighed against R657 881 committed but not yet spent on 31 March 2000.

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 5: Total Expenditure, 1999/2000

Revenue generated by the National Archives of South Africa in 1999/2000 (including revenue generated by the Bureau of Heraldry) through the payment of fees amounted to R190 551,74. 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 interrepository transfer of records. All fees are determined by the Treasury.

Human resources

As Figure 6 demonstrates, the National Archives is still carrying a crippling number of vacant posts – almost 12% of the posts are vacant. The Work Study investigation referred to in the “Organisation” section of the Report recommended the filling of all vacancies as well as the creation of numerous new posts. Action in this regard is dependent on a more generous budgetary allocation for personnel expenditure.

Category	Posts	Vacancies
Professional	68	9
Non-professional	120	13
TOTAL	188	22

Figure 6: Staff Establishment of the National Archives⁶

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 Head of Transformation participates in all appointment procedures, from the advertising of posts through to the design of orientation and training courses. She was presented a series of transformation workshops designed to identify problem areas and address them timeously. The National Archives participates in the Department of Arts, Culture, Science and Technology’s Transformation Unit, Gender Equality Committee and HIV/AIDS/STD Committee.

Early in 1999 responsibility for co-ordinating staff education, training and development endeavours was assigned to the Deputy-Directorate: Planning, Co-ordination and Transformation. 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.

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.

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. Training in Northern Sotho usage was given to 20 staff members on-site at the Pretoria head office. 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 attended a pre-Conference Seminar at the ESARBICA Biennial Conference in Zanzibar. Four junior staff with records management responsibilities participated in an ESARBICA – convened records management course in Botswana. External training was supplemented by a wide range of in-service programmes, both formal and informal.

Accommodation

The National Archives occupies six state-owned buildings and four 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 has still not been started, placing archival holdings at severe risk. Urgent representations led to an undertaking that the refurbishment would begin early in 2000.

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 1999 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) is placing the records at inordinate risk. A decision has been taken to close the Centre and move the records to the National Archives Repository.

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

PSA-1V	Allanridge Municipality. Filing system.
PSB-7V	Bothaville Municipality. Filing system.
PSC-2V	Cornelia Municipality. Filing system.
PSD-1V	Dealesville Municipality. Filing system.
PSE-3V	Edenburg Municipality. Filing system.
PSE-2V	Excelsior Municipality. Filing system.
PSE-1V	Fauresmith Municipality. Filing system.
PSG-1V	Gariepdam Municipality. Filing system.
PSJ-3V	Jacobsdal Municipality. Filing system.
PSJ-2V	Jagersfontein Municipality. Filing system.
PSK-10V	Kestell Municipality. Filing system.
PSK-9V	Koffiefontein Municipality. Filing system.
PSK-8V	Koppies Municipality. Filing system.
PSL-2V	Ladybrand Municipality. Filing system.
PSL-1V	Lindley Municipality. Filing system.
PSO-2V	Odendaalsrus Municipality. Filing system.
PSP-9V	Parys Municipality. Filing system.
PSP-6V	Paul Roux Municipality. Filing system.
PSP-4V	Petrus Steyn Municipality. Filing system.
PSP-5V	Petrusberg Municipality. Filing system.
PSR-2V	Reddersburg Municipality. Filing system.

PSR-1V	Rouxville Municipality. Filing system.
PSS-5V	Senekal Municipality. Filing system.
PSS-4V	Steynsrus Municipality. Filing system.
PST-4V	Theunissen Municipality. Filing system.
PSV-8V	Ventersburg Municipality. Filing system.
PSV-11V	Viljoenskroon Municipality. Filing system.
PSV-7V	Villiers Municipality. Filing system.
PSV-11	Vrede Municipality. Filing system.
PSV-10V	Vredefort Municipality. Filing system.
PSW-2V	Wepener Municipality. Filing system.
PSZ-2V	Zastron Municipality. Filing system.
25S-2V	Free State Provincial Government: Department of Health. Filing system.

Limited Disposal Authorities

25B-10V	Free State Provincial Government: Department of Public Works. Terminated roads case files, 1913-1973.
25B-11V	Free State Provincial Government: QwaQwa Homeland Government: Public Service Commission. Terminated filing system, 1969-1996.

CAPE TOWN

Standing Disposal Authorities

65/5-S2KW	Provincial Administration: Western Cape, Department of Health and Social Services. Amendments and additions to filing system.
PSB10KW	Bredasdorp Municipality. Amendments and additions to filing system.
PSG1KW	Greater Hermanus Municipality. Filing system.
PSD4KW	De Doorns Municipality. Records Control Schedule (Part A).
PSD5KW	De Doorns Municipality. Filing system.
PSK80KW	Klein Karoo District Council. Records Control Schedule (Part A).
PSM8KW	Mossel Bay Municipality. Records Control Schedule (Part A).
PSM9KW	Moorreesburg Municipality. Filing system.
PSO1KW	Oudtshoorn Municipality. Filing system.

PSP6KW	Paarl Municipality. Records Control Schedule (Part A).
PSR3KW	Rawsonville Municipality. Records Control Schedule (Parts A and B).
PSS10KW	Swellendam Municipality. Records Control Schedule (Parts A and B).
PST2KW	City of Tygerberg. Records Control Schedule (Part A).

Limited Disposal Authorities

PBG3KW	Goodwood Municipality. Terminated correspondence files, 1938-1996.
PBK16KW	Knysna Municipality. Terminated correspondence files, 1946-1998.
PBM10KW	Mbekweni Town Council. Terminated correspondence files, 1987-1995.
PBM11KW	Malmesbury Divisional Council. Terminated correspondence files, 1929-1983.
PBO4KW	Oudtshoorn Municipality. Terminated correspondence files, 1958-1997.
PBP5KW	Paarl Municipality. Terminated correspondence files, 1953-1998.
PBR1KW	Rawsonville Municipality. Terminated correspondence files, 1932-1996.
PBW4KW	Winelands District Council. Terminated correspondence files, 1996-1998.
PBW5KW	Winelands District Council. Terminated correspondence files, 1980-1996.

DURBAN

Standing Disposal Authorities

PSD40N	North and South Central Local Council, Durban: Development and Planning Unit. Elevation control records.
PSD41N	Municipality of Dolphin Coast. Records Control Schedule.

PRETORIA

Standing Disposal Authorities

31-S1NA	Department of Agriculture: Directorate Financial Assistance. Approved filing system.
47-S1NA	Department of Correctional Services. Records other than correspondence files.
44-S2NA	Human Sciences Research Council. Case files in current approved filing system.
PSB1NA	Bethal Transitional Council. Revisions and additions to approved filing system.
PSB2NA	Brits Transitional Council. Updated and consolidated disposal authority on approved filing system.

- PSC2NA Carletonville Town Council. Revisions and additions to the approved filing system.
- PSN3NA Northern District Council. Amendments and additions to approved filing system.

Limited Disposal Authority

4-B4NA	Department of Foreign Affairs. Terminated staff records in the S-series, 1938-1994.
4-B5NA	Department of Foreign Affairs. Terminated records of the former Venda Department of Foreign Affairs, 1979-1994.
7-B1NA	Department of Trade and Industry: Registrar of Companies. Terminated microfilm project: companies case files, 1979-1998.
36-B1NA	Department of Health: Directorate Health Technology. Terminated correspondence files.
40-B1NA	Office of the President: Presidential Project Team (Eastern Cape). Terminated correspondence files, 1996-1999.
49-B1NA	Department of Land Affairs: Directorate Land Management. Terminated correspondence files, 1993-1998.
56-B1NA	Department of Education. Terminated correspondence files of the former Department of Education and Culture, 1970-1984.
12-B5NA	Spoornet: Human Resources. Terminated correspondence files, 1922-1992.
84-B1NA	Committee of University Principals: Matriculation Board. Terminated correspondence files of former Joint Matriculation Board (1918-1992) and of the Matriculation Board (1992-1999).
85-B1NA	Dry Fruit Board. Terminated correspondence files.
64-B4NA	Gauteng Provincial Administration: Department of Transport and Public Works. Terminated correspondence files of the former Transvaal Provincial Administration Functional Services Branch, 1917-1994.
PBC1NA	City Council of Carletonville. Terminated correspondence files, 1973-1995.
PBP1NA	City Council of Potchefstroom. Terminated correspondence files, 1927-1984.
PBS2NA	Standerton Transitional Council. Terminated other records, 1991-1997.

APPENDIX B: PROFESSIONAL CONTRIBUTIONS OF STAFF BEYOND OFFICIAL DUTIES

- CALITZ, Letitia. Representative for National Archives on National Digital Imaging Committee.
- DU BRUÿN, Hendrick. Secretary/Treasurer, Free State Branch, South African Society of Archivists.
- GEORGE, Marian. Paper, "Effects of Restructuring on the Management of Records", presented at seminar on Records Management convened by the South African Society of Archivists, Western Cape Branch, June 1999.
- GEORGE, Shervelda. Article, "Internship at Ohio Historical Society, Columbus, Ohio, United States of America", *Archives News* 41,4 (1999).
- GILDER, Mandy Boatametse. Represented the National Archives on: JICPA; KOPANO initiative; Restitution-Archives Project; Legacy and Legacy Steering Committees; Sub-committee on Heritage Matters for Constitution Hill Legacy Project; Joint Task Team for National Oral History Project; and the Department of Arts, Culture, Science and Technology's Committee on Exhibitions, Committee on HIV/AIDS/STD, Gender Unit and Transformation Unit. Member, National Archives' Standing Committee on Exhibitions. Chairperson, National Archives' Committee on the Improvement of Finding Aids. Member, Management Committee for Land Records Joint Project. Member, National Committee of South African Society of Archivists. Co-opted member, National Archives Commission Sub-committee for Oral History. Member, Organising Committee of African Renaissance Colloquium, February 2000. Member, South African National Advisory Committee, USA/SA Partnership Programme. Paper, "Preservation of Oral History: The Case of South Africa", CITRA Conference, Budapest, October 1999.
- GOKOOL, Neesha. Committee member, KwaZulu-Natal Branch, South African Society of Archivists.
- HARRIS, Verne. Named as one of main speakers for the four-yearly International Congress on Archives, Spain, 2000. Member, Departmental Bargaining Council. Member, Organising Committee for "Refiguring the Archive" Project. Member, Standards Generating Body for Archives and Records Management. Member, *South African Archives Journal* Editorial Committee. Member, *Archival Science* Editorial Board. Member, Executive Board of ESARBICA. Editor, *ESARBICA Journal*. Member, ICA's Committee on Archival Legal Matters. Designed and presented (with Elizabeth Shepherd) the pre-Conference Seminar "The Concept of the User", at the 15th ESARBICA Biennial Conference, Zanzibar, 1999. External referee for National Research Foundation. External examiner for University of Botswana. Part-time tutor for University of the Witwatersrand (archives course in heritage studies programme). Gave instruction on archival legislation at Department of Justice workshops, Justice College. Wrote a unit of the Technikon SA's post-graduate archives course. Editor, *Archives and the Protection of People's Rights* (ESARBICA 1999). Article, "Introductory Essay: Refiguring the Archive", *South African Archives Journal* 40 (1998). Article, "Postmodernism and Archival Appraisal: Seven Theses", *South African Archives Journal* 40 (1998). Article, "Some

Thoughts on the Relationship between the National Archives and Community Archives”, *South African Archives Journal* 40 (1998). Article, “Archons and Concrete: A Reminiscence of being in the State Archives Service during the 1980s”, *Archives News* 42,1 (1999). Article, “The Archive and Secrecy in South Africa: A Personal Perspective”, *Janus* 1991.1. Article, “Knowing Right from Wrong: The Archivist and the Protection of People’s Rights”, *Janus* 1999.1. Paper, “They Should have Destroyed More: The Destruction of Public Records by the South African State in the Final Years of Apartheid, 1990-4”, presented at the Conference “The TRC:Commissioning the Past”, University of the Witwatersrand, June 1999. Paper, “Blindness and the Archive”, presented at the Conference “Listen to their Voices”, University of Natal, Pietermaritzburg, July 1999. Paper, “Knowing Right from Wrong: The Archivist and the Protection of People’s Rights”, presented at the XVth ESARBICA Biennial Conference, Zanzibar, July 1999. Paper, “The Open Democracy Bill: Implications for the National Archives”, presented at a South African Society of Archivists and Freedom of Expression Institute Workshop, Johannesburg, October 1999.

- HATANG, Sello. Member, Oral History Project. Member, Standards Generating Body for Archives and Records Management. Article, “Archives, Identity and Place: A Dialogue on what it (Might) Mean(s) to be an African Archivist”, *ESARBICA Journal* 19 (2000) (with Verne Harris). Article, “Converting Orality to Material Custody: Is it a Noble Act of Liberation or is it an Act of Incarceration?”, *ESARBICA Journal* 19 (2000).
- HAWLEY, Judith. Member, Alan Paton Centre Functions Sub-committee.
- KELLY, Isabel. Secretary, Transvaal Branch of South African Society of Archivists. Article, “Records Management and Training”, *Archives News* 41,4 (1999). Article, “Editorship of the Archives News”, *Archives News* 41,4 (1999).
- KGOMO, Simon. Article, “Outline on ESARBICA Workshop, Botswana, 6-10 December 1999”, *Archives News* 41,3 (2000).
- KIRKWOOD, Clive. Chair, Departmental Bargaining Council. Article, “National Register of Oral Sources”, *AMLIB Newsletter* 68 (June 1999). Article, “Developments in the Management of Archives News”, *Archives News* 41,4 (1999). Article, “New Tool for Promoting Archival Co-ordination: A Directory of Archival Repositories in South Africa”, *Archives News* 42,1 (1999). Article, “Proposed Internet Enablement of the National Automated Archival Information Retrieval System (NAAIRS)”, *Archives News* 42,2 (1999). Article, “Tools for Archival Inter-institutional Co-operation in South Africa: National Registers of Non-Public Records and Directories”, *Archives News* 42,2 (1999). Article, “Records Management and Information Systems Sub-Directorate of the National Archives – News Snippets”, *SASA Newsletter* 2000-1 (2000). Paper, “Finding Orality in Archives: The National Register of Oral Sources”, presented at a seminar to launch the National Oral History Programme, Pretoria, March 2000.

- KRIGER, Ethel. Member, National Task Team for "The Book in Africa" Project. Chair, Working Group on Human Resources Development, Workshop convened by International Records Management Trust, May 1999. Member, Inter-departmental Committee for the International Year of Older Persons. Member, Departmental Transformation Unit. Member, selection panel for Heinrich Böll Foundation. Designed and facilitated workshop on archives for Moravian Church of South Africa. Researched and identified archival materials for the exhibition "The TRC: Commissioning the Past", University of the Witwatersrand, June 1999. Reference for research proposal, University of Massachusetts. Six contributions for "Archival Matters", *Archives News*. Paper, "Transformation as an Overarching Endeavour in the Process of Provincialisation", workshop on provincialisation convened by International Records Management Trust, Nelspruit, May 1999. Paper, "Transformation in the National Archives: Processes and Programmes", National Archives Commission, June 1999. Paper, "Strategies of Outreach", seminar of the South African Society of Archivists, Bloemfontein, October 1999. Paper, "Recovering the Silences in the Stories of the Rainbow Nation: The Use of Narrative in the Transformation Process in the National Archives of South Africa", Annual Conference of the Oral History Association, Anchorage, Alaska, October 1999.
- LOURENS, Lunette. Committee member, Western Cape Branch, South African Society of Archivists.
- MATLALA, Portia. Member, Oral History Project team.
- MEYER, Madelaine. Editor, *Archives News*. Secretary, Transvaal Branch, South African Society of Archivists.
- MOHLALOWA, Philemon. Shop steward, NEHAWU.
- MOKOENA, Lebo. Member, Oral History Project team. Member, Departmental Transformation Unit.
- NARRINE, Unnay. Secretary/treasurer, KwaZulu-Natal Branch, South African Society of Archivists.
- NAIDOO, Radmila. Member, Transvaal Branch South African Society of Archivists. Shop steward – PSA. Article – Internship, Stanley A Ferguson Archives, Cleveland, USA.
- NEL, Pieter. Chairperson, KwaZulu-Natal Branch, South African Society of Archivists. Member, Alan Paton Centre Functions Sub-committee.
- VENTER, Louisa. Article, "Transforming Public Service Delivery: The Records Management Division of the National Archives of South Africa", *Archives News* 41,4 (1999).
- VERSTER, François. Article, "To be or not to be ... politically correct", *Archives News* 41,3 (1999).
- WHEELER, Ferdi. Chairperson, Free State Branch, South African Society of Archivists.

ANNUAL REPORT OF THE STATE HERALD

1999 - 2000

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 1999 to 31 March 2000.

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.

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 weekly, 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 R87 095 was received in respect of the registration of heraldic representations, names, special names and uniforms. This is within 1,5% of 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.

One of the five posts for heraldic artists has been vacant for the past four years and a further two were filled on a part-time basis. One of the part-time artists resigned at the end of 1999, and the post has been advertised. In the filling of this post, it is hoped to address the important task of transforming the composition of the Bureau's establishment. Financial constraints have made it impossible to fill the other vacancy. A work-study investigation aimed at determining the Bureau's requirements has been undertaken as part of a comprehensive investigation into the National Archives Directorate. Although the current shortage of technical staff is a matter of concern, and has had an adverse effect on production, the Bureau has nonetheless succeeded in maintaining the high standard of heraldic design and finished art-work for which it is known.

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 18th International Congress of Vexillology, which was held in Victoria, British Columbia, from 27 July until 1 August 1999, provided an opportunity for the 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. This was attended by three members of staff of the Bureau of Heraldry. A similar course will be presented in June 2000.

WORK PERFORMED

Registrations

During the past year 96 new applications for registration were received. The fact that the transformation of local government has not yet 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 has also had a negative impact on the Bureau of Heraldry's routine work.

The following registrations were effected:

Heraldic representations.....	62
Names, special names and uniforms.....	22
	84

Art-work

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

Certificates of registration.....	66
Register drawings.....	142
Designs/redesigns.....	95
Additional drawings of registered heraldic representations.....	12

Since its establishment in 1963, the Bureau has issued 3 150 illuminated certificates of registration.

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.

As a member of the technical committee of the Advisory Council for National Orders, which is appointed by the President, the State Herald was actively involved in research for and the preparation of the extensive "Supplementary Report on the Transformation of National Orders in South Africa". The results of research into indigenous symbols and symbolism conducted during the preparation of this report will be of considerable value to the Bureau of 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.

Computerisation

To date, details of 3 100 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 is in the process of preparation. All registrations under the Protection of Names, Uniforms and Badges Act, 1935, have been computerized. The Bureau of Heraldry's case file index is also being computerized to replace the present card index system, in the interests of greater efficiency, as are all registered mottoes.

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.

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*.

Research

Heraldry is an extensive subject requiring ongoing research. This is particularly true in the case of the Bureau which, since its inception 37 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. The current exhibition deals with the Anglo-Boer/South African War, and the section dealing with uniforms and badges was prepared by the Assistant State Herald.

Congress and lectures

From 27 July until 1 August 1999 the State Herald attended the 18th International Congress of Vexillology which was held in Victoria, British Columbia, Canada. At this Congress he delivered a paper on the flags of the Uniformed Services of the former South African “homelands”. He also held discussions with the Chief Herald of Canada, and was able to obtain useful material on the provincial honours systems of Canada for the Advisory Council for National Orders, of which he is a member.

During the year the State Herald addressed the Jewish Genealogical Society in Johannesburg, the West Rand Family History Society in Florida and meetings of the Genealogical Society and the Association of Retired Persons and Pensioners in Pretoria. He gave two radio talks.

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

During February 2000 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, who was a founder member, relinquished the Chairmanship of the Association, but was elected Vice-Chairman. The Assistant State Herald continues to serve as librarian to the Association.

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

The content of the Bureau of Heraldry’s, publications and finding aids is revised and updated on a continuous basis. Three quarters of the data which will go into Volume 8 of *The South African Armorial* has already been processed.

The system of national honours is currently under review and, as already mentioned, the State Herald has been closely involved in the preparation of the “Supplementary Report of the Transformation of National Orders in South Africa”, which will be submitted to the President. He was also a member of the editorial committee for the Proceedings of the

XVII International Congress of Vexillology, which was published in July 1999 under the title *Flags in South Africa and the World*.

Awards

For services to South Africa, in particular for the role played by him in the creation of the National Flag, the State Herald was invested by President Mandela with the Order for Meritorious Service, Class II, Silver, on 10 June 1999. At the same ceremony Professor Ben Magubane, a member of the Heraldry Council, was invested as a Member of the Order of the Star of South Africa (Non-Military), for services to the Social Sciences.

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
Miss M.E. Olivier
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.

In addition to its normal duties, the Heraldry Council was mandated by Cabinet to put forward proposals for a new national coat of arms for South Africa after a process of public participation. The Council held three meetings during the latter part of 1999, which focused mainly on Cabinet's request. The proposals prepared by the Heraldry Council did not, however, find favour and Cabinet decided that design studios should also be brought into the process.

This latter phase was, in effect, managed by the Government Communication and Information System, with some technical input by the State Herald. At the request of the Cabinet Committee, the Heraldry Council convened on 23 March 2000 to comment on a short list of three proposals which were to be submitted to Cabinet. A design prepared by Mr. Jaan Bekker of FCB South Africa was chosen by Cabinet as the new national coat of arms of South Africa, at its meeting on 29 March 2000.

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.

Since the full Heraldry Council needed to be involved in the national coat of arms issue, the Heraldry Committee did not convene separately during the past year.

APPENDIX A

PROFESSIONAL CONTRIBUTIONS OF STAFF BEYOND OFFICIAL DUTIES

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; Chairman/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, Editorial Committee of the Southern African Vexillological Association.

VAN ROSSUM, Marcel. Librarian to the Southern African Vexillological Association.

CONTACT ADDRESSES

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E-mail: arg02@dacst4.pwv.gov.za

National Film, Video and Sound Archives

Postal address: Private Bag X236, Pretoria 0001
Street address: 698 Church Street East, Arcadia, Pretoria
Telephone: (012) 343 9767
Fax: (012) 344 5143
E-mail: film01@hotmail.com

Cape Town Archives Repository

Postal address: Private Bag X9025, Cape Town 8000
Street address: 72 Roeland Street, Cape Town
Telephone: (021) 462 4050
Fax: (021) 45 2960
E-mail: capearch01@hotmail.com

Durban Archives Repository

Postal address: Private Bag X22, Greyville 4023
Street address: Nashua House, 14 De Mazenod Road, Greyville, Durban
Telephone: (031) 309 5681-4
Fax: (031) 309 5685
E-mail: darch01@hotmail.com

Free State Archives Repository

Postal address: Private Bag X20504, Bloemfontein 9300
Street address: 26 Badenhorst Street, Universitas, Bloemfontein
Telephone: (051) 522 6762
Fax: (051) 522 6765
E-mail: fsarch01@hotmail.com

Pietermaritzburg Archives Repository

Postal address: Private Bag X9012, Pietermaritzburg 3200
Street address: 231 Pietermaritz Street, Pietermaritzburg
Telephone: (033) 342 4712
Fax: (033) 394 4353
E-mail: pmbarch01@hotmail.com

Pretoria Records Centre

Postal address: Private Bag X236, Pretoria 0001
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