

**NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA
NASIONALE ARGIEF EN REKORDDIENS VAN SUID-AFRIKA
DIAKHAEFE TŠA BOSETŠHABA TŠA AFRIKA BORWA
INQOLOBANE YOKUGCINA AMAGUGU KAZWELONKE ENINGIZIMU AFRIKA**

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HEADS OF PROVINCIAL ARCHIVES SERVICES

CIRCULAR NO. 3 OF 2006

**APPLICATION OF THE SOUTH AFRICAN NATIONAL RECORDS MANAGEMENT
STANDARDS BY GOVERNMENTAL BODIES WITHIN THE FRAMEWORK OF
THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA ACT,
1996**

1. I am pleased to announce that the South African Bureau of Standards in collaboration with the National Archives and Records Service, has adopted the International Records Management Standards listed in Annexure A.
2. The standards do not replace the records management requirements contained in the National Archives and Records Service of South Africa Act, 1996 as amended, but affirm and support the statutory records management requirements. The National Archives and Records Service endorses the standards in so far as they serve as benchmarking tools for sound records management in governmental bodies.
3. Heads of governmental bodies are reminded that the detailed requirements regarding their records management obligations in terms of archival and

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7/1/P

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records management legislation are contained in the National Archives and Records Service's publications:

- *Records Management Policy Manual*;
- *Managing electronic records in governmental bodies: Policy Guidelines*;
- and
- *Performance criteria for records managers of governmental bodies*

These publications are available on the National Archives and Records Service's website <http://www.national.archives.gov.za> or can, alternatively, be requested in hard copy from the Records Management Division of the National Archives and Records Service.

4. Should your office wish to acquire copies of the South African National Standards, they can be obtained from Standards South Africa's Standards Sales Division Telephone: (012) 428-6883, fax: (012) 428-6928, e-mail: sales@sabs.co.za
5. Your co-operation in ensuring that your office's records management practices comply with archival and records management legislation is appreciated.

Dr Graham Dominy
NATIONAL ARCHIVIST

Annexure A

SANS Number	Year	Ed	Status	Title
SANS 480: 2006	2006	1	ST	Information and documentation – Archival paper – Requirements for permanence and durability
SANS 5963: 2006	2006	1	ST	Documentation – Methods for examining documents, determining their subjects, and selecting indexing terms
SANS 9706: 2006	2006	1	ST	Information and documentation – Paper for documents – Requirements for permanence
SANS 11798: 200	2006	1	ST	Information and documentation – Permanence and durability of writing, printing and copying on paper – Requirements and test methods
SANS 11799: 2005	2005	1	ST	Information and documentation – Document storage requirements for archive and library materials
SANS 14416: 2005	2005	1	ST	Information and documentation – Requirements for binding of books, periodicals, serials and other paper documents for archive and library use – Methods and materials