

CIRCULAR NO. 1 OF 1994

TO ALL STATE DEPARTMENTS

1994-04-15

RESTRUCTURING OF STATE OFFICES : CONTROL OVER ARCHIVES

1. The restructuring of state offices which will take place after April 1994 will involve changes in names and functions of offices and the termination and transfer of functions to other offices. These changes will necessitate the transfer of archives between offices, the compilation of new filing systems and the disposal of archives.
2. In terms of the Archives Act, no. 6 of 1962¹, all archives of state offices fall under the control of the Director Archives. You are therefore urgently requested to contact the State Archives Service² to obtain guidelines when your office is affected by the above changes.

¹ National Archives and Records Service of South Africa Act (Act No. 43 of 1996 as amended).

² Name changed to National Archives and Records Service by the National Archives and Records Service of South Africa Act (Act No. 43 of 1996 as amended).