

**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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**TO THE HEADS OF GOVERNMENTAL BODIES**

Circular 1 of 2004

**APPLICATION OF THE SANS 15489 RECORDS MANAGEMENT STANDARD BY  
GOVERNMENTAL BODIES**

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 ISO 15489 Records Management Standard as a South African National Standard.
2. The standard does not replace the records management requirements contained in the National Archives and Records Service of South Africa Act, 1996 as amended. The National Archives and Records Service endorses the standard in so far as it serves as a benchmarking tool 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 records management legislation is 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. Your co-operation in ensuring that your office's records management practices complies with archival and records management legislation is appreciated.

**Dr Graham Dominy**  
**NATIONAL ARCHIVIST**