CIRCULAR NO. 3 OF 1984

TO HEADS OF ALL GOVERNMENT DEPARTMENTS, S.A. TRANSPORT SERVICES, POSTS AND TELECOMMUNICATIONS, PROVINCIAL ADMINISTRATIONS, DEVELOPMENT BOARDS, LOCAL AUTHORITIES, COMMUNITY BOARDS AND DECLARED INSTITUTIONS

WORD PROCESSOR : INSTRUCTIONS FOR USE[1]

1984-10-01

1.   For archival purposes two basic applications of the Word Processor have been identified, viz.

(i)	Primary Application	: Customary editing of type written text.
		: Storage of standard letters/forms for periodical use.
(ii)	Secondary Application	: Storage of correspondence (other than standard letters), reports etc. when copies are not placed on correspondence files
		: Transmission of information directly between inter town/city linked word processors.
		: Linked to mainframe computer of the office.

2.   All controlling offices where a word processor is in use are required to institute the following steps immediately to ensure that a complete record of all transactions is available on correspondence files:

(i)   An office instruction directed to all offices/ departments/sections that when the word processor is used a copy of each finalised item or revised finalised item be placed on correspondence files of the office. This instruction does not apply to amended drafts but to final copies only.

(ii)   Offices employing the word processor for secondary application, as set out above, must report such usage to this office supplying full details as regards each application.

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[1]   The National Archives and Records Service's publication *Management of electronic records in governmental bodies: Policy guidelines, 2003* contains the latest guidelines regarding the management of electronic records.