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**NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA
NASIONALE ARGIEF EN REKORDDIENS VAN SUID-AFRIKA
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TO THE HEADS OF GOVERNMENTAL BODIES

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**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

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**Departement van Kuns en Kultuur
Lefapha la Botsweretshi le Setso
Umnyango Wezobuciko Namasiko
Ndzawulo ya Vutshila ni Mfuwo**

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 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.

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