

EXTRACT FROM THE COUNCIL MINUTES HELD ON 29 JUNE 2020

Item A77. 26.06.2020

APPROVAL RECORDS MANAGEMENT POLICY

L Potgieter: Snr Manager Corporate Services

PURPOSE

To approve the amendments and adjustments to the Records Management Policy.

BACKGROUND

The Records Management Policy was approved on 5 December 2017 by the Council. Some deficiencies were identified that need to be reviewed on UNANIMOUSLY RESOLVED of the Western Cape Archives and Records Services to comply with the National Archives and Records Services Act, 1996.

ATTACHMENT

- The amended Records Management Policy

LEGISLATIVE FRAMEWORK

- National Archives and Records Services (Act No. 43 of 1996)
- Provincial Archives and Records Services (Act 3 of 2005)
- Records Management Policy Manual

FINANCIAL IMPLICATIONS

None

UNANIMOUSLY RESOLVED

- a) That the previous decision, Item A147 of 5 December 2017, be repealed.
- b) Council adopts the amended Records Management Policy as of 1 July 2020.