

Inombolo yefayili: 8/1/P
Isalathiso: 20211129-8361

ISetyhula: 0003/2022
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela-Balawuli, kwiiNgcali zeMfundo eziziiNtloko, kumaSekela eeNgcali zeMfundo eziziiNtloko, kooMabhalana beRejistri eyiNtloko (kwaNdlunkulu nakwii-ofisi zezithili), kuBaphathi beeSekethe, kumaGosa eZithili, kwiiNqununu nakuBaphathi beeRekhodi abaNcedisayo

Isishwankathelo esifutshane: *Injongo yale setyhula kukwazisa nokuchaza uMgaqo-nkqubo woLawulo lweeRekhodi (Records Management Policy) ovunyiweyo osebenza kubo bonke abaqeshwa abaqeshwe liSebe leMfundo leNtshona Koloni (abasisigxina, abasalingwayo, abeemvumelwano zethuba eliqingqiweyo, abacebisi nakwabasaqheliswa umsebenzi (interns).*

ISihloko: UMgaqo-nkqubo woLawulo lweeRekhodi oHlaziyiweyo: weSebe leMfundo leNtshona Koloni

1. Intshayelelo

- 1.1 Indima edlalwa yingcaciso njengomba obalulekileyo kwinkqubo yolawulo kurhulumente, iye yathathelwa ingqalelo ngoorhulumente kwilizwe jikelele kuqukwa nowaNtshona Koloni. Oku kuthathelwa ingqalelo kubangelwa kukuba ingcaciso inika inkcazo ngeendidi zemisebenzi neenkqubo ezifaka igalelo ekwenziweni kweenkonzo, ezifana nokuthathwa kwezigqibo, ukucwangcisa, ukusombulula ingxaki, ukuqalisa izinto ezintsha, impatho esemgangathweni, noxanduva lokuphendula ngokwenzileyo. Le ngcaciso igcinwa kwiirekhodi.
- 1.2 Ulawulo lweerekhodi lugxininisa ekwenziweni, ekuhlolweni, ekugcinweni, ekufikeleleni, ekufunyanweni, ekuhanjiseni, nakusetyenzisweni kweerekhodi nemeko yeendawo ezikuyo nakweyiphi na imo okanye indlela yokwenza okuthile. Ulawulo lweerekhodi ke ngoko aluyiyo imo ethile okanye indlela ethile ethe ngqo okanye alunamida ezizithintelo zexesha nendawo.
- 1.3 Ulawulo lweerekhodi ngumsebenzi oluxanduva lwegosa likarhulumente ngalinye elichaphazelekayo kumba omnye okanye kwengaphezulu yolawulo lweerekhodi. Lo mgaqo-nkqubo, ke ngoko wenzelwe ukubonelela ngemigaqo ekumgangatho ophezulu wokulawulwa kweerekhodi zabo bonke abaqeshwa beSebe leMfundo leNtshona Koloni (ISebe i-WCED) ngokwe- *Provincial Archives and Records Service of the Western Cape Act, 2005 (Act 3 of 2005)*.
- 1.4 Njengoko kuchaziwe kuMgaqo woKuziphatha, kwisahluko 2, ngumsebenzi oluxanduva lwawo onke amagosa ukuqinisekisa ukuba amaxwebhu afunyenweyo okanye enziwe ngawo lo gama besenza

umsebenzi wawo **KUFUNEKA** afayilishwe kwisicwangciso esivunyiweyo saseburhulumenteni seSebe i-WCED. Lo mqathango ukwachaziwe kuMgaqo-nkqubo woLawulo lweeRekhodi ovunyiweyo.

- 1.5 Kubaluleke ngokugqithisileyo ngaloo ndlela ukuba ingcaciso eyenziweyo okanye efunyenweyo ngamacandelo ifumaneka hayi nje kuphela ngesizathu sokuyifumana kwakhona kodwa nakwiimeko apho kufuneka kuphunyezwe umthetho i-Promotion of Access to Information, 2000 (uMthetho 2 ka-2000) okanye uMthetho i-Promotion of Administrative Justice, 2000 (uMthetho 3 ka-2000), ukwenzela ukuba iSebe iWCED linike ingcaciso eceliweyo efanelekileyo likhokelwa yile Mithetho.

2. Injongo

- 2.1 Injongo yalo mgaqo-nkqubo kukubonelela ngemigaqo kwiSebe iWCED emalunga nokulawulwa kweerekhodi ukulungiselela ulawulo olusemgangathweni, ukuphendula ngokwenzileyo kwakunye nangeenkqubo zokufunyanwa, nokugcinwa kwengcaciso yeziko nengcaciso ekwabelwana ngayo ngabantu (*corporate and social memory*). Injongo yalo mgaqo-nkqubo:
- 2.1.1 Kukumisela ulawulo lweerekhodi zeSebe loMphathiswa nezeSebe iWCED kwisistim ecwangcise kakuhle yokugcinwa kweerekhodi (*well-structured recordkeeping system*) nokumisela imigaqo-nkqubo eyimfuneko neemigaqo esebenzayo ukuqinisekisa ukuba iinkqubo zokugcinwa kweerekhodi nokulawulwa kweerekhodi ziyayithobela imigaqo yeemfuno ezimiseliweyo zoMthetho we-Provincial Archives and Records Service of the Western Cape Act noMgaqo-nkqubo woLawulo lweeRekhodi ovunyiweyo (*Records Management Policy*) we-Western Cape Governmental Bodies, womhla we-31 Matshi 2017.
- 2.1.2 Kukugcina nokuphucula ixabiso loovimba bengcaciso (*information resources*) beSebe loMphathiswa wezeMfundo neSebe leMfundo. Ingcaciso nguvimba obaluleke ngokufanayo nolawulo olusemgangathweni kanye oku kwabanye oovimba abasemgangathweni. Ngenxa yeso sizathu oovimba bengcaciso beSebe loMphathiswa wezeMfundo nabeSebe leMfundo mabaphathwe njenge-asethi. Ulawulo lweerekhodi oluchanekileyo ngumba obalulekileyo wokugcinwa nokuphuculwa kwexabiso lale asethi. ISebe loMphathiswa wezeMfundo neSebe leMfundo lizithatha iirekhodi zalo njenge-asethi exabisekileyo:
- Eyenza ukuba iSebe loMphathiswa wezeMfundo neSebe leMfundo afumane ingcaciso echanekileyo ngokulula nangokugqibeleleyo;
 - Eyenza ukuba iSebe loMphathiswa wezeMfundo neSebe leMfundo enze imisebenzi yawo, ngokuyimpumelelo nangendlela ekukuthwala uxanduva lokuphendula ngokwenzekayo;
 - Enika inkxaso kwiimfuno zokwenziwa komsebenzi, zezomthetho nezokuphendula ngokwenzileyo zeSebe loMphathiswa nezeSebe iWCED;
 - Ekuqinisekiseni ukwenziwa komsebenzi ngendlela enocwangco, enobuchule nekwenza ubenokuphendula ngokwenzileyo;
 - Ekuqinisekiseni ukwenziwa kweenkonzo;
 - Ekunikeni inkxaso nokubhala phantsi ukwenziwa komgaqo-nkqubo nokwenziwa kwezigqibo ezimalunga nolawulo;
 - Ekuboneleleni ngokuqhubeka kolawulo apho kunokwenzeka intlekele;
 - Ekukhuseleni ezona zinto zilungiselela iSebe loMphathiswa wezeMfundo neSebe leMfundo ngeyona ndlela ibhetele namalungelo abaqeshwa, abenzelwa iinkonzo nabathathi-nxaxheba bangoku nabexesha elizayo;

- i) Ekunikeni inkxaso nokurekhoda ngokubhala iinkqubo/imisebenzi yeSebe loMphathiswa wezeMfundo neSebe leMfundo, iinkqubo ezintsha zokuphucula umgangatho nempumelelo, kunye
- j) Nasekuboneleleni ubungqina bokwenziwa komsebenzi owenziwa kwiziko nokufaka igalelo ekuzichazeni kweziko nengcaciso eyingqokelela yalo.

3. Ulawulo lweerekhodi nemodeli esisikhokelo

- 3.1 Lo mgaqo-nkqubo unika inkxaso i-Records Continuum Model (RCM) eyimodeli yekhonsepthe enceda ukuba kuqondwe yaye kuphononongwe iinkqubo zokugcinwa kweerekhodi ngokumalunga neemeko-bume ezingqonge oku ezininzi namalunga nendawo nexesha loku. Iinkqubo zokugcinwa kweerekhodi ziqhubeka phambi kokuba iirekhodi zenziwe ngokuthi kwaziwe iimfuno ezimiselayo zokugcinwa kweerekhodi kwimigaqo-nkqubo, kwiisistim, kwimibutho, kwiinkqubo, kwimithetho, nakumagunya asekuhlaleni achaphazela lo rekhodi yenziwayo nokuba inokulawulwa njani na ngokumalunga nendawo nexesha.
- 3.2 I-RCM ifuna kuqwalaselwe imbono eqhelekileyo eyahlukanisa ii-akhayivu neerekhodi njengee-entithi ezahlukeneyo. Ngoko ke, indlela yokuqhubekela kweenkqubo iqaqambisa ukuba iirekhodi zezangoku yaye zikwakulungele ukuba zibe zii-akhayivu ngethuba lokwenziwa kwazo njengoko kuye kwaqndakala ukuba iirekhodi zinokusetyenziswa okoko ukuba zithathwa njengezixabisekileyo ngexesha ezenziwa ngalo.
- 3.3 Ngolawulo olufanelekileyo lwekhontenti, indawo yokugcinwa kwazo, nobukhulu (*volume*) berekhodi, sinako ukunciphisa ukuba semngciphekweni kwazo kwimingeni yezomthetho okanye kwiilahleko zezemali nokukhuthaza ukuxabiseka kwazo ngokumalunga nemithombo engabantu nendawo ngokuququzelelwa okungaphezulu kweesistim zengcaciso nokugcinwa kwazo.
- 3.4 Yonke imbalelwano yeSebe iWCED **KUFUNEKA** ibe nazo zonke ezi zinto zilandelayo:
 - a) Ilogo nedilesi yeSebe iWCG,
 - b) Umhla wokwenziwa kweerekhodi,
 - c) Inombolo esisalathiso yefayili (esuka kwisicwangciso sefayili esivunye yi-*Western Cape Archive and Record Services*),
 - d) Umbhali/ababhali berekhodi,
 - e) Abo kuthunyelwa kubo imbalelwano,
 - f) Isignitsha yombhali okanye yalowo kugqithiselwe amagunya kuye. Kwimeko yeerekhodi ezisekhompyutheni kusebenza amacandelo 13(4) no-28(2) omthetho i-*Electronic Communications and Transactions Act, 2002* (umthetho 25 ka-2002 25 of 2002) apply, kunye
 - g) Nenkcazo yeefayili eziqhotyoshelweyo kunye/okanye iilinki ezimalunga nezinye iirekhodi kunye nomxholo oqulethweyo.

4. linkqubo nemigaqo yoluleko

- 4.1 Ukuphazamisana nokonakaliswa ngabom kweerekhodi nokulahlwa /nokutshatyalaliswa kweerekhodi zikarhulumente lulwaphulo-mthetho yaye kunokukhokelela kwinyathelo lokutshutshiselwa ulwaphulo-mthetho.
- 4.2 Ukophulwa kwemigaqo yalo mgaqo-nkqubo kuqwalaselwa njengokuziphatha kakubi, yaye makuthathwe amanyathelo oluleko apho kuyimfuneko.

5. Ukubeka esweni noKuhlolwa koMgaqo-nkqubo

- 5.1 Ukuthotyelwa kwalo mgaqo-nkqubo ungokugcinwa kweerekhodi neenkqubo zolawulo lweerekhodi zeSebe loMphathiswa wezeMfundo neSebe iWCED kuya kubekwa esweni nguMphathi weeRekhodi, ngaBaphathi beeRekhodi aBancedisayo nangabasebenzi ababelwe lo msebenzi beCandelo loLawulo lweeRekhodi abanika ingxelo ngokusebenza kwawo kwiNtloko yeSebe leMfundo neengcebiso ngokuba kunokuphuculwa njani na ukusebenza ngokuyimpumelelo kwawo ukuba kukho ukusilela okanye iimposiso eziqwalaselweyo.

6. Ukwamkelwa noKuphunyezwa koMgaqo-nkqubo

- 6.1 Ukungqinelaniswa koMgaqo-nkqubo woLawulo lweeRekhodi weSebe i-WCED kwavunywa yaye kwamkelwa yi-Western Cape Archives and Records Services ngowe-18 Februwari 2021. Umhla wokuphunyezwa kwawo lo mgaqo-nkqubo kwiSebe loMphathiswa wezeMfundo nakwiSebe iWCED uqala ukusebenza ukususela ngowe-**01 Februwari 2022**.
7. Uncedo lwenu lokuqinisekisa ukuba ninolwazi ngokukule ngcaciso imfutshane lunokuba yinzuzo, njengoko ukwenziwa nokufunyanwa kweerekhodi kuluxanduva lwabo bonke abasebenzi yaye zonke iirekhodi ezenziweyo yaye zafunyanwa liSebe iWCED ziya kulawulwa ngokungqinelana nemigqaliselo yolawulo lweerekhodi equlethwe kwicandelo 9 lomthetho i-*Provincial Archives and Records Service of the Western Cape Act, 2005* (uMthetho 3 ka-2005).
8. Kucelwa iisuphavyiza ziqinisekise ukuba bonke abasebenzi abaphantsi kolawulo lwazo bayaziswa ngale ngcaciso imfutshane ukuze bayithathele ingqalelo.

ISAYINWE: NGU-B WALTERS

INTLOKO: YESEBE LEMFUNDO

UMHLA: 2022-01-12