



Reference: 20210310-1517
File no: 8/1/8/5/1
Enquiries: Z Jones

Knowledge and Information Management Minute: 0006/2021

To: Deputy Directors-General, Chief Directors, Directors (Head Office), Deputy Directors (Head Office), Chief Education Specialists, Deputy Chief Education Specialists, Chief Registry Clerks (Head Office) and Western Cape Education Department employees on the establishment (permanent, probation, fixed term contracts, consultants and interns)

Subject: Request to return official barcoded files/records and correspondence to the various registries in the Grand Central and Golden Acre Buildings

1. The purpose of this minute is to describe the procedure for the return of official barcoded files and correspondence to the various registries located in the Grand Central and Golden Acre buildings prior to the planned move of the Western Cape Education Department (WCED) Head Office to 2 Lower Loop Street, which already commenced on 07 April 2021.
2. To assist the Auditor-General (AG) with the provision of information, and, ultimately, help clear your unit office as you move to the new WCED Head Office, Sub-directorate: Records Management requests the assistance of every employee to ensure that all official barcoded files of the registries are returned to the various registries before you move to the new building.
3. In this regard, please ensure that all official barcoded files are returned to the various registries. You are requested to return the files to the registries for safekeeping and storage.
4. Sub-directorate: Records Management is preparing for the annual provision of information requests by the AG and will need to ensure that files requested by the auditors are available and handed over within the prescribed time frames as indicated by the auditors. The assistance and cooperation of all employees will be much appreciated to ensure that the provision of information is readily available for the upcoming audit period and correspondence is sent to the registries for filing and storage.

5. Guided by the National Environmental Management Waste Act, 2008 (Act 59 of 2008) and the Provincial Archives and Records Service of the Western Cape Act, 2005 (Act 3 of 2005), paper in offices is typically divided into
 - Wastepaper and
 - Wastepaper of a confidential nature.

6. As staff move to the new building, it is requested that correspondence is sorted into three types of paper:
 - a) **Wastepaper:**

These documents or paper types bear no archival or preservation value; these are unofficial paper (shredded or non-shredded) and can be used for recycling. No destruction certificate is needed for the removal of general wastepaper.

 - b) **Official records linked to the approved file plan (approved 01 October 2016):**

The WCED file plan was approved on 01 October 2016 and bears classification for reference to series 01-15, attached as Annexure A. Due to the evidentiary nature of records, it is important that these are retained. Records shall be kept for as long as they are needed to satisfy operational, legal, regulatory, research or historical requirements. Official correspondence must be allocated a file number. The official correspondence must be batched, sorted, and bear the single instruction to the various registries to "Please file the correspondence". It should be accompanied by a signature and date from the client to act on the instruction. Then it must be taken to the various registries for filing.

 - c) **Wastepaper of a confidential nature**

For official correspondence and records that are no longer needed by an office, the office needs to supply a destruction date and retention period, as the authors of the records. The "Request for the disposal of records", referred to in Annexure A, must be completed by the client. Sub-Directorate: Records Management will proceed with the facilitation process to ensure the destruction request is approved from the Western Cape Archives and Record Services (WCARS). Once an approved destruction authority is received from the Western Cape Archives and Record Services, the departmental appointed service provider will start the destruction process.

7. All barcoded files, wastepaper, and wastepaper of a confidential nature should be returned to the offices mentioned below. You are expected to liaise with the relevant representative to ensure that your records, correspondence and wastepaper are accommodated for in each registry.

Registry	Officials' contact details
<p>Main Registry, 6th floor, Grand Central Building Records, files, correspondence, and wastepaper for all WCED directorates, except directorates, belonging to Chief Director Financial Management (CDFM) and Chief Director People Management Practices (CDPMP)</p>	<p>Ms Nolitha Habe Telephone: 021 467 2496 Email: Nolitha.Habe@westerncape.gov.za</p>
<p>Finance Registry, 7th floor, Grand Central Building All directorates which are part of CDFM</p>	<p>Ms Chantelle Van Heerden Telephone: 021 467 2283 Email: Chantelle.Vanheerden@westerncape.gov.za</p>
<p>Human Resource Registry, 10th floor and 11th floor All directorates part of CDPMP, except Employee Relations</p>	<p>Ms Thalia Warner Telephone: 021 467 2406 Email: Thalia.Warner@westerncape.gov.za</p> <p>Ms Yolanda Onverwacht Telephone: 021 467 2398 Email: Yolanda.Onverwacht@westerncape.gov.za</p>
<p>Employee Relations Registry, Golden Acre, 17th Floor Only directorate: Employee Relations</p>	<p>Ms Yolanda Peregrino Telephone: 021 467 2425 Email: Yolanda.Peregrino@westerncape.gov.za</p>

8. For escalations of queries and concerns with regards to Records Management, the following practitioners can be contacted:

<p>Main Registry: Assistant Director (ASD)</p>	<p>Ms Matsela Molaba Telephone: 021 467 2742 Email: Matsela.Molaba@westerncape.gov.za</p>
<p>Main Registry: ASD</p>	<p>Mr Lwandiso Mahlanyana Telephone: 021 467 9380 Email: Lwandiso.Mahlanyana@westerncape.gov.za</p>

Main Registry: ASD	Ms Bukeka Mahashe Telephone: 021 467 2398 Email: Bukeka.Mahashe@westerncape.gov.za
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9. Your assistance to ensure the return of official barcoded files and correspondence would be highly appreciated.
10. Supervisors are requested to ensure that all personnel under their control are notified of this minute.

SIGNED: MS ABRAHAMS
DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING
DATE: 2021-04-06