



Item A33. 04.12.2023

RECORDS MANAGEMENT POLICY

A Thompson-Rossouw: Manager: Administrative Services

(Ref: 5/3/B)

PURPOSE

For Council to approve the reviewed Records Management Policy.

BACKGROUND

The Records Management Policy is aligned with the provisions of the Protection of Personal Information Act, 2013, and was approved by Council on 5 December 2022.

PROGRESS

After Council's approval the amendments and additions to the approved Records Management Policy was submitted to Western Cape Archives for their final approval. The policy document was evaluated by Western Cape Archives and approved on 17 July 2023.

CURRENT SITUATION

No further amendments or additions to the policy have been proposed by WCARS and, therefore, no additions or amendments are recommended to Council for approval.

ATTACHMENT

Records Management Policy (adopted 5 December 2022)

LEGISLATIVE FRAMEWORK

- National Archives and Records Services Act, 1996 (Act 43 of 1996)
- Provincial Archives and Records Services Act, 2005 (Act 3 of 2005)
- Protection of Personal Information Act, 2013 (Act 4 of 2013)

FINANCIAL IMPLICATIONS

None

RESOLVED : (Proposed by Cllr A Klaas and seconded by Cllr D Julius)

- 1) Council approves the reviewed Records Management Policy.

**CERTIFIED A TRUE EXTRACT FROM THE MINUTES OF THE COUNCIL MEETING HELD
ON 04 DECEMBER 2023.**



**R BOSMAN
MUNICIPAL MANAGER**