



arts and culture

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**NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA
NASIONALE ARGIEF EN REKORDDIENS VAN SUID-AFRIKA
DIAKHAEFE TŠA BOSETŠHABA TŠA AFRIKA BORWA
INQOLOBANE YOKUGCINA AMAGUGU KAZWELONKE ENINGIZIMU AFRIKA**

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The National Sales Manager
The Document Warehouse
P.O. Box 38663
BOOYSENS
2016

18 May 2015

Attention: Ms Moira Kahn

**INSPECTION OF THE COMMERCIAL OFF-SITE STORAGE FACILITY OF THE
DOCUMENT WAREHOUSE IN SELBY BY OFFICIALS OF THE NATIONAL
ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA (NARSSA)**

Your e-mail of 30 January 2015 has reference.

1. In terms of the National Archives and Records Service Act (Act No.43 of 1996 as amended), the National Archivist has the overarching responsibility regarding the care, custody and control of public records of all national governmental bodies. The statutory requirements that governmental bodies need to comply with in terms of the Act are contained in the Records Management Policy Manual, which is accessible on the website of NARSSA at <http://www.national.archives.gov.za>. The requirements pertaining to the use of

REFERENCE: 7/1/10/1

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commercial off-site storage facilities are contained in Part 4, paragraph 4.2.3.2.4 and Annexure 20 of the *Records Management Policy Manual*.

2. At the request of Ms Moira Kahn, the Sales Manager of the Document Warehouse, NARSSA officials inspected the commercial off-site storage facility of the Document Warehouse in Selby on 26 February 2015 in order to determine its suitability for the storage of public records. On inspection the warehouse was found to be suitable to store public records in the event where NARSSA has temporarily declined transfer of archival records. The inspection focused solely on the physical conditions as contained in Annexure 20 of the *Records Management Policy Manual*, and did not evaluate the cost-effectiveness, quality of service, etc.
3. NARSSA does not certify or accredit any service provider, and it does not promote the services of any particular company to its client offices.
4. The National Archivist would also not interfere in the relationship between the off-site records storage company and the client office, except when records are in danger of being damaged or lost due to problematic service delivery on the side of the off-site records storage company. In such a case, the National Archivist is empowered by law to intervene to ensure that records are stored to according to archival standards.
5. Public records stored off-site remain the property of the originating office which itself must bear the financial responsibility to store records off-site and which may never renounce its responsibility to ensure that records are stored under appropriate conditions.



Ms MB Gilder
ACTING NATIONAL ARCHIVIST