QUESTIONNAIRE

GENERAL INFORMATION

Country: Republic of South Africa

Organization(s) or entity (s) responsible for the preparation of the report: National archives and Records Service of South Africa (NARSSA), The Department of Arts and Culture (DAC), The National Commission for UNESCO (SANATCOM)

Name(s) of designated official(s) certifying the report: Interim President of the Africa Regional Committee of the Memory of the World (ARCMoW), Ms Mandy Gilder

Brief description of the consultation process established for the preparation of the report: Consultation with the South Africa National Committee of Memory of the World (SANCMoW), The National Commission for UNESCO (SANATCOM), Africa Regional Committee of the Memory of the World (ARCMoW).

REPORTING ON THE SPECIFIC PROVISIONS OF THE RECOMMENDATIONS

1. **Has the recommendations been promulgated to appropriate ministries and institutions?**

   Yes it was mostly promulgated to the DAC and its associated institutions.

2. **Has the recommendation been translated into the national language(s) (if applicable)?**

   No

3. **Has your country created a supportive, participatory, enabling and stable environment for all parties?**

   Partly. Other memory institutions nationally are yet to be included.

4. **How, if at all, has your country applied international standards, curatorial best practice?**

   NARSSA started applying Access to Memory (AtoM) in describing its collections.

5. **What consultation mechanisms does the Government maintain with stakeholders in the documentary heritage sector?**

   In South Africa memory institutions fall under the National Department of Arts and Culture. In June 2007 the International Advisory Committee (IAC) of Memory of The World had a conference in South Africa and it was during that conference that it was decided to establish an interim committee of ARCMoW. In January 2008 a permanent ARCMoW was established with the signing of the

Tshwane Minute, with signatures of 15 African member countries participating in this conference.

6. **What actions have your country taken in order to support memory institutions in establishing policies and standards by research and consultation, guided by internationally established norms?**

Please see above. All the memory institutions falling under the DAC have policies that guide them with regard to the preservation and safeguarding of documentary heritage. Currently the DAC is leading the process of developing a national policy on digitisation of heritage resources.

7. **What major capacity-building measures and policies have taken place within the sector? Is research and training for documentary heritage professionals organized in your country? How often?**

The customization and adoption of AtoM which included the thorough training of archivists and records officials is one example of capacity building. This includes the rollout of "One Instance" of AtoM to all the provincial archival services. The digitisation of the Rivonia Trial dictabelts in partnership with the French Audio Visual Institute (INA) which included training in both France and South Africa. FIAT/IFTA's "Save your Archives" programme also contributed towards this dictabelt project. This training is ongoing. A number of capacity building programmes are in place, e.g South African Society of Archivists, the ICA and its regional body ESARBICA conferences, FIAF summer school, participation in Bi-National Commissions initiated training programmes, e.g. South Africa Germany BNC. All these are ongoing and continue regularly.

Legislation and Mandates

8. What legislation does your country have in place to

- **Define the authority, mandate, independence and governance structure of you national memory institutions? (3.1, 4.5)**

As indicated national memory institutions in South Africa reports under the national DAC . the authority, etc, stems from the revised white paper on arts culture and heritage. Some relevant legislation is listed below:

The Constitution of the Republic of South Africa, 1996;
The National Archives and Records Service of South Africa Act (Act No.43 of 1996 as amended);
The Legal Deposit Act (Act No.54 of 1997)
The Copyright Act (Act No.98 of 1978 as amended);
The Public Finance management Act (Act No. 1 of 1999);
The Promotion of Access to Information Act (Act No.2 of 2000);
The Promotion of Administrative Justice Act (Act no.3 of 2000);
The Electronic Communications and Transactions Act (Act No.25 of 2002);
Protection of Personal Information Act (Act No.4 of 2013);
Revised White Paper on Arts, Culture and Heritage; and

Minimum Information Security Standards (MISS).

- **Guarantee the ability of memory institutions to take unhindered preservation action on documents in their institutions? (3.5 to 3.7)**

  Please refer to the legislation above.

- **Promote and facilitate maximum inclusive access by empowering memory institutions? (3.2)**

  Please refer to the legislation above.

- **Support memory institutions providing access to material whose copyright status cannot be clarified (3.5 to 3.7)**

  Please refer to the legislation above.

- **Ensure statutory deposit of documents in memory institutions? (4.6)**

  Please refer to the legislation above.

9. **Has government net funding of national memory institutions (in recent years) increased or decreased? By how much? (4.1)**

   As indicated previously, memory institutions in South Africa report to the national DAC. The funding thereof is done by the National Treasury in consultation with the national DAC.

10. **What long term investment in the analogue and digital documentary preservation has been made? (4.1)**

    The NARSSA was established in 1922 and has evolved and will continue to engage in programmes that are designed to preserve documentary heritage for posterity.

11. **What encouragement has been given in the development of open source software and access to proprietary codes by memory institutions? (4.7, 4.8)**

    AtoM as an example of open source software has been rolled out to the national and provincial archival services in the country. Where possible open source software is encouraged and recommended as a transversal solution. In areas of specialization, proprietary software is sometimes acquired, e.g. Quadriga.

Identification and preservation status of documentary heritage

12. **Do all national memory institutions have published collection development preservation and access policies? Are there in your country established policies, mechanisms and criteria for selecting, acquiring and**

de-selecting documentary heritage? What policies have been developed recently? (1.1)

Yes.

The Constitution of the Republic of South Africa, 1996;
The National Archives and Records Service of South Africa Act (Act No.43 of 1996 as amended)
The Legal Deposit Act (Act No.54 of 1997)
The Copyright Act (Act No.98 of 1978 as amended);
The Public Finance management Act (Act No. 1 of 1999);
The Promotion of Access to Information Act (Act No.2 of 2000);
The Promotion of Administrative Justice Act (Act no.3 of 2000);
The Electronic Communications and Transactions Act (Act No.25 of 2002);
The South African Heritage Resources Act;
National Heritage Act;
Protection of Personal Information Act (Act No.4 of 2013);
Revised White Paper on Arts, Culture and Heritage;
Minimum Information Security Standards (MISS);
National Digitisation policy;
Transformation Charter for Heritage in general in South Africa;
Transformation Charter for the Library Sector; and
NB the transformation Charter for the Archives / Records Sector is in the offing.

13. **What documentary heritage has been identified as at potential or imminent risk (if any)? What action has been taken? Was it brought to the attention of competent bodies? (1.3, 2.7, 5.5)**

    Many analogue audio-visual collections are under threat due to obsolescence, chemical instability and fragility of the formats, e.g the Rivonia trial Dictabelt collection which has now been digitised.

14. **What arrangements are in place to protect the documentary heritage from danger? (5.4)**

    Basic preservation parameters are applied and storage requirements, including regular awareness on the handling and usage of archival material.

15. **What practical support has been given to private, local and individual collections of documentary heritage? Are they visible in national directories? (1.3, 4.3)**

    Documenting such collections on the National Automated Archival Information Retrieval System and making the information available online on the NARSSA website. Relevant information is often highlighted on the websites of other heritage institutions, such as the Nelson Mandela Foundation.

Capacity-building

16 **What specific steps have been taken to encourage consistency of best practice, coordination and sharing of tasks among memory institutions? (2.1, 2.7)**

There are various forums whereby many institutions work closely together to avoid duplication, etc, and to ensure that the work of the sector is streamlined.

17. **What training schemes have been developed? (1.5)**

Training skills have been developed on various levels. E.g. a training programme for records managers and officials throughout the country.

18. **What is the level of involvement of national memory institutions in international professional associations and networks? (2.8, 2.9)**

IFLA;
ICA (ESARBICA);
ICCROM;
FIAT/IFTA;
IRMT/ACARM;
MoW;
South African Society of Archivists ;
LIASA; and
South African Museum Association, etc.

19. **Are there partnerships, including public-private ones, established allowing sharing of costs, facilities and services? (2.2, 3.4, 4.2)**

Yes, for instance with the Nelson Mandela Foundation, with the French Audio Visual Institute, etc.

Memory of the World programme

20. **Is there in your country a national Memory of the World committee? If not, what plans exist to establish one? (4.10, 5.6)**

Yes.

21. **What recent nominations have been made to Memory of the World registers (international, regional, national)? (1.4)**

Bleek Collection (1997
Dutch East India Collection (2005)
Criminal Court Case 253/63 (State vs Mandela and others) (2007)
Liberation Struggle Living Archive Collection (2007)
Archives of CODESA/Multi Party Negotiating Process (2013)

22. Are there any Memory of the World outreach and visibility activities organised in your country enhancing accessibility of documentary heritage? Please give examples. (3.7)

Information about MoW normally shared during national, regional and international events such as conferences, workshops and seminars archives awareness weeks, e.g. IASA, ICA, ESARBICA, IFLA.