



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS AND CULTURE

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**TO: EXECUTIVE DIRECTOR TO THE PRESIDENT
SECRETARY TO CABINET
DEPUTY AUDITOR GENERAL
DIRECTOR: NAMIBIA SECURITY INTELLIGENCE AGENCY
SECRETARIES: NATIONAL ASSEMBLY / NATIONAL COUNCIL
DIRECTOR: ELECTORAL COMMISSION OF NAMIBIA
ALL PERMANENT SECRETARIES: O/M/As
ALL DEPUTY PERMANENT SECRETARIES
CHIEF REGIONAL OFFICERS
ALL DIRECTORS: MOEAC HEAD OFFICE AND REGIONS**

NATIONAL ARCHIVES CIRCULAR NUMBER 1 OF 2018: IMPLEMENTATION OF THE RECORDKEEPING STANDARDS IN THE OFFICES, MINISTRIES GOVERNMENT AGENCIES, LOCAL AUTHORITIES AND ALL RELATED STATUTORY INSTITUTIONS

The Ministry of Education, Arts and Culture through the National Archives of Namibia is mandated by the Archives Act, Act number 12 of 1992, Section 3(1)(a) to regulate, execute and administer matters concerning the custody and care of records in the Offices, Ministries, Government Offices (OMAs), Local Authorities and all related Statutory Institutions. The National Archives is also mandated to inspect the Filing Systems/Plans for records in OMAs, Local Authorities and all related Statutory Institutions and address the non-compliance with the directive and the provisions under the Archives Act as per Section 2(j) and (k).


This circular is aimed at re-emphasising the importance of using the Records Classification Schemes (Filing Systems/Plans) as per the Archives Code, Section 5.9 which requires Institutions to assign reference numbers on all official correspondences. The use of the reference numbers is important for the systematic arrangement of records as well as efficient and effective retrieval of information.

The Ministry of Education, Arts & Culture has regretfully noted that the Records Classification Schemes (Filing Systems/Plans) has not been fully implemented by Institutions of the Public Service and this is contravening the directives of the Archives Act and the Archives Code.

Based on the above, the Ministry of Education, Arts and Culture is hereby requesting OMAs, Local Authorities and all related Statutory Institutions to reinforce the compliance of the following critical aspects as per the Archives Act (Act number 12 of 1992), Records Management Circulars (2017) and Registry Manual (2018), therefore;

1. The Records Classification Scheme (Filing Systems/Plans) must be used to identify reference numbers, and not alphabetical indices that have been used by some individuals to keep records in their Offices.
2. All correspondences and records created by Offices or Units should be allocated with a reference number to ensure consistency and systematic order of filing documents.
3. Incoming correspondences where the file reference number of the receiving Institution does not appear, the items should be read carefully by the responsible Registry official, to determine the contents of the letter, mail or document and a reference number should be allocated, written with a pencil before handing the record to the responsible Officer for action.
4. Action Officers are required to return documents to the Registry for filing after they have worked on them. This method eliminates a great deal of work and prevents the unnecessary piling of files in Offices of individuals.

Your cooperation in this regard will be highly appreciated.


 Sanet L. Steenkamp
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 2018-10-18

16.10.18
DATE