

RECORDS MANAGEMENT POLICY
UTHUKELA ECONOMIC DEVELOPMENT AGENCY
2026/2027 FINANCIAL YEAR

POLICY TITLE	RECORDS MANAGEMENT POLICY
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1. PURPOSE

The purpose of this Records Management Policy is to:

- Ensure that UEDA records are created, managed, stored, accessed, preserved, and disposed of in a systematic, secure, and compliant manner
- Promote good governance, accountability, transparency, and service delivery
- Ensure compliance with applicable South African legislation and regulatory requirements
- Support operational efficiency, institutional memory, and informed decision-making

2. SCOPE

This policy applies to:

- All UEDA employees, management, Board members, interns, consultants, and contractors
- All records created, received, or maintained by UEDA in the course of its business
- All record formats, including:
 - Paper-based records
 - Electronic records
 - Emails and digital correspondence
 - Audio-visual materials
 - Databases and information systems

3. LEGISLATIVE AND REGULATORY FRAMEWORK

This policy is guided by, but not limited to, the following legislation and standards:

- Constitution of the Republic of South Africa, 1996
- National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996)
- Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)
- Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (PAIA)

- Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (POPIA)
- Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002)
- King V Report on Corporate Governance
- Any other applicable provincial or national legislation and directive

4. POLICY STATEMENT

UEDA is committed to establishing and maintaining an effective records management system that ensures:

- Records are authentic, reliable, complete, and accessible
- Records are protected against unauthorised access, loss, alteration, or destruction
- Records are retained for the required period and disposed of lawfully
- Personal and confidential information is handled in accordance with POPIA

5. DEFINITIONS

Record:

Any recorded information, regardless of form or medium, created or received by UEDA in the course of its business.

Records Management:

The systematic control of records throughout their life cycle, from creation to final disposal.

Electronic Record:

Information created, stored, or transmitted in digital format.

Disposal:

The final action taken on records, including destruction or archival preservation, in accordance with an approved retention schedule.

6. PRINCIPLES OF RECORDS MANAGEMENT

UEDA's records management system shall be based on the following principles:

- **Accountability** – Clear assignment of records management responsibilities

- **Compliance** – Adherence to legal and regulatory requirements
- **Integrity** – Protection against unauthorised alteration
- **Availability** – Timely access to records when required
- **Security** – Appropriate safeguards for confidential and sensitive information

7. ROLES AND RESPONSIBILITIES

7.1. Board of Directors

- Approve the Records Management Policy
- Exercise oversight over compliance

7.2. Chief Executive Officer (CEO)

- Overall accountability for records management at UEDA
- Ensure adequate resources and systems are in place

7.3. Records Management Officer (RMO)

- Implement and maintain the records management system
- Develop and manage file plans and retention schedules
- Coordinate lawful disposal of records
- Provide training and guidance to staff

7.4. Senior Management

- Ensure compliance within their respective units
- Support proper creation and maintenance of records

7.5. Employees and Contractors

- Create and manage records in accordance with this policy
- Protect records from loss, damage, or unauthorised access

8. RECORDS LIFE CYCLE MANAGEMENT

8.1. Creation and Capture

- All records must be created accurately and completely

- Records must be captured into approved filing or electronic systems

8.2. Classification and Filing

- Consistent naming conventions shall be applied

8.3. Storage and Preservation

- Records must be stored in secure, appropriate environments
- Electronic records must be backed up regularly
- Vital records shall be identified and protected

8.4. Access and Security

- Access to records shall be role-based and controlled
- Confidential and personal information shall be protected in line with POPIA
- Audit trails must be maintained for electronic records

9. RETENTION AND DISPOSAL

- Records shall only be disposed of with written authorisation from the Accounting Authority
- Disposal methods may include:
 - Secure shredding
 - Deletion of electronic records
 - Transfer to archives for permanent preservation
- No records related to litigation, audits, or investigations may be destroyed

10. ELECTRONIC RECORDS MANAGEMENT

- Electronic records shall have the same legal status as paper records
- Approved systems shall ensure:
 - Data integrity
 - Security controls
 - Regular backups
- Emails that constitute official records must be retained accordingly

11. TRAINING AND AWARENESS

- Awareness initiatives shall promote compliance and best practice

12. MONITORING, COMPLIANCE, AND AUDIT


- Compliance with this policy shall be monitored regularly
- Internal and external audits may assess records management practices
- Non-compliance may result in disciplinary action

13. POLICY REVIEW

This policy shall be reviewed annually or when:

- Legislative changes occur
- Organisational structures or systems change
- Identified risks require policy amendment

14. APPROVAL BY:

NAME	SIGNATURE	DESIGNATION	DATE
MR SB SIBISI		ACTING CHIEF EXECUTIVE OFFICER	29/05/2028

