

**NATIONAL TREASURY mSCOA REGULATIONS**

**Records Management**

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
1	Process Modelling Approach	The records management portion according to National Archives Act is just one extra step that would solve a big problem experienced in local government, and therefore should be considered in the process modelling	Document Management	Allen Yaxley	Collaborator/Vesta	24-Apr-24	28-Oct-24	Silma Koekemoer	Closed	This contribution will be considered during the business process development of the document management process, and will be integrated into the various business processes
2	Prep session	Consider inclusion of a functional (support) file plan for departments.	Records Management	Avon	NT	28-Oct-24	28-Oct-24	Silma Koekemoer	Closed	Noted and added as requested.
3	Prep session	Should include Version control, tracking and self-audit in the processes.	Records Management	Fandy	NT	28-Oct-24	28-Oct-24	Silma Koekemoer	Closed	Noted and added as requested.
4	E-mail submission	Sharing scope and key components of documents management	Records Management	Khensani Makaneta	NT	28-Oct-24	28-Oct-24	Silma Koekemoer	Closed	Noted and added as requested.
5	Data	Confirmation that this refers and "unstructured" data	Records Management	Juanita	CCT	08-Nov-24	08-Nov-24	Silma Koekemoer	Closed	Confirmed - structured data is referred to as information
6	Legislation	Indicated the correct reference to legislation and framework	Records Management	Philip	Not identified	08-Nov-24	08-Nov-24	Silma Koekemoer	Closed	Updated as recommended
7	Policy	Electronic Records Management Policy	Records Management	Nicolette	Swartland	08-Nov-24	08-Nov-24	Silma Koekemoer	Closed	Noted
8	Policy	Review and approval of policy	Records Management	Timothy	Not identified	08-Nov-24	08-Nov-24	Silma Koekemoer	Closed	submitted to the Western Cape Provincial Archives for review and approval - noted as province specific
9	Records management	End of recovery process should be "return to business as usual"	Records Management	Ivan	Drakenstein	08-Nov-24	08-Nov-24	Silma Koekemoer	Closed	Noted
10	Records management	Slide 31 - self audit or self assessment?	Records Management	Cameron, Ivan, Juanita	Several	08-Nov-24	08-Nov-24	Silma Koekemoer	Closed	Heading to be updated and terminology checked - updated
11	Records management	Presentation - share the link and the system requirements	Records Management	Preston	Ratlou	08-Nov-24	08-Nov-24	Silma Koekemoer	Closed	Deck available on the NT website, One Drive link in chat, Systems specifications in 2025
12	Records management	Contribution / participation in system specification process	Records Management	Cameron	CCT	08-Nov-24	08-Nov-24	Silma Koekemoer	Closed	Noted - in 2025