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**MANUAL OF THE DEPARTMENT OF ARTS AND CULTURE
COMPILED IN COMPLIANCE WITH THE
PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)
(ACT NO. 2 OF 2000)**

FIRST EDITION

2006

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1. INTRODUCTION

1.1 Historical background of the Department

The Department of Arts, Culture, Science and Technology was established in 1994 and split into the Department of Arts and Culture and the Department of Science and Technology in 2002.

1.2 Applicability of the Promotion of Access to Information Act

The Promotion of Access to Information Act (Act No. 2 of 2000) applies to the Department as a public body, particularly in respect to its internal records systems. See also par. 2, *Access procedure*.

1.3 Purpose of the manual in terms of PAIA

The purpose of this Manual is to identify the structures and functions of the Department and describe its records systems to facilitate the objectives of the PAIA.

1.4 PAIA Guide

The PAIA Guide published by the Human Rights Commission assists the public to use the Act (See sections 14(1)(c) and 10 of the PAIA).

The guide includes the following:

- a) the objects of the Act;
- b) the postal and street addresses, phone and fax numbers and, if available, the email address of –
 - (i) the information officer of every public body; and
 - (ii) every deputy information officer of every public body appointed in terms of section 17(1);
- c) such particulars of every private body as are practicable;
- d) the manner and form of a request for –
 - (i) access to a record of a public body contemplated in section 11 of the Act; and
 - (ii) access to a record of a private body contemplated in section 50 of the Act;
- e) the assistance available from the information officer of a public body in terms of the Act;
- f) the assistance available from the Human Rights Commission in terms of the Act;
- g) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by the Act, including the manner of lodging –
 - (i) an internal appeal; and
 - (ii) an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision of the head of a private body;
- h) the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;

- i) the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- j) the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
- k) the regulations made in terms of section 92 of the Act.

The guide can be obtained from the Human Rights Commission.

Web site address of the Human Rights Commission: <http://www.sahrc.org.za>

2. Access procedure

2.1 Certain records that do not have a security classification are automatically available.

See par. 8.1.

2.2 Access to other records maintained by the body must be requested from the Information Officer in terms of the procedures described in sections 17 to 32 of the Act.

See contact details of Information Officer in par. 3.

2.3 Prescribed request forms

The prescribed request forms can be obtained from the Deputy Information Officer of the Department of Arts and Culture. See par. 3.

2.4 Supervised access

Access is provided in designated areas such as reading rooms under the supervision of a member of staff, who is able to provide guidance on the retrieval and contextualisation of information in records and archives.

3. Contact information

3.1 Contact details of Information Officer of the Department of Arts and Culture

Information Officer:

Prof. Itumeleng Mosala

Director-General

Department of Arts and Culture

Deputy Information Officer:

Mr Anil Singh

Director: Legal Services

Postal address

Private Bag X897
PRETORIA
0001

Street address

Oranje-Nassau Building
188 Schoeman Street
Pretoria

Telephone number

(012) 337 8000

Fax number

(012) 337 8517

3.2 Web site addresses of the Department of Arts of Culture

<http://www.dac.gov.za>

<http://www.national.archives.gov.za> (National Archives and Records Service)

4. Structure and functions

4.1 Vision and mission statement of the Department of Arts and Culture

Vision

The aim of the Department is to develop and preserve South African culture to ensure social cohesion and nation-building.

Mission

- To develop and promote arts and culture in South Africa and mainstream its role in social development.
- To develop and promote the official languages of South Africa and enhance the linguistic diversity of the country.
- To improve economic and other development opportunities for South African arts and culture nationally and globally through mutually beneficial partnerships, thereby ensuring the sustainability of the sector.

- To develop and monitor the implementation of policy, legislation and strategic direction for the identification, conservation and promotion of cultural heritage.
- To guide, sustain and develop the archival, heraldic and information resources of the nation to empower citizens through full and open access to these resources.

5. Public services

The Department offers the following services to the public:

- Identification and retrieval of archival records in all media. This includes an enquiries service, and facilities to consult and copy archival material. Archives may be retrieved using manual finding aids in reading rooms and the National Automated Archival Information Retrieval System (NAAIRS) which is available on the National Archives and Record Service (NARS) web site. No fees are charged for access to archives but they are levied, as prescribed by the Treasury, for the making of copies and the use of editing tables at the National Film, Video and Sound Archives.
- Maintenance of the NAAIRS, including keeping national registers of non-public records in the custody of collecting institutions, which are accessible free of charge on the NARS web site.
- Supply of finding aids and publications relating to archives according to tariffs set out in the *List of Publications for Sale*.
- Design and registration of heraldic representations. Fees as prescribed by the Treasury are levied for this service.

Some services are rendered to government bodies only, e.g. records management services, the training of records managers and the supply of archives.

6. Records description

The mechanisms of retrieval are the file plan itself and the Register of Files Opened.

The file plan comprises the following main series:

- Legislative and policy frameworks
- Establishment matters
- Conditions of service
- Staff recruitment, losses and movement

- Training, development and qualifications
- Staff evaluation
- Staff control
- Finance
- Journeys and transport
- Social matters

7. **Records automatically available**

Disclosures in terms of section 15 of the Act

The following archives and records are automatically available:

Archives

- Public records in archival custody older than 20 years.
- Records of court proceedings and deceased estates.
- Non-public records acquired without stipulation of conditions of access.

Records

The categories of records automatically available to the public are as follows:

- Archives and non-public records accessible in terms of the National Archives and Records Service of South Africa Act.
- The Department's annual reports.
- Records management publications available on the NARS web site.
- NAAIRS databases containing information on the records in the custody of the NARS, non-public records and registrations of heraldic representations, names, uniforms and badges.

**HANDLEIDING VAN DIE DEPARTEMENT VAN KUNS EN KULTUUR
SAAMGESTEL OOREENKOMSTIG DIE
WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING (WBTI)
(WET NO. 2 VAN 2000)**

EERSTE UITGAWE

2006

INHOUDSOPGAWE

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3. Kontakinligting
4. Struktuur en werksaamhede
5. Openbare dienste
6. Beskrywing van rekords
7. Rekords outomaties beskikbaar

1. INLEIDING

1.1 Historiese agtergrond van die Departement

Die Departement van Kuns, Kultuur, Wetenskap en Tegnologie is in 1994 gestig en het in 2002 verdeel om die Departement van Kuns en Kultuur en die Departement van Wetenskap en Tegnologie te vorm.

1.2 Toepaslikheid van die Wet op die Bevordering van Toegang tot Inligting

Die Wet op die Bevordering van Toegang tot Inligting (Wet No. 2 van 2000) is van toepassing op die Departement as 'n openbare liggaam, veral ten opsigte van sy interne rekordstelsels. Sien ook par. 2, *Toegangsprosedure*.

1.3 Doel van die handleiding ingevolge WBTI

Die doel van hierdie Handleiding is om die strukture en werksaamhede van die Departement te identifiseer en sy rekordstelsel te beskryf ten einde die oogmerke van die WBTI te fasiliteer.

1.4 WBTI-gids

Die WBTI-gids wat die Menseregtekommissie gepubliseer het, stel die publiek in staat om die Wet te gebruik (Sien artikels 14(1)(c) en 10 van die WBTI).

Die gids sluit die volgende in:

- a) Die oogmerke van die Wet;
- b) die pos- en straatadresse, telefoon- en faksnummers en, indien beskikbaar, die e-posadres van –
 - (i) die inligtingsbeampte van elke openbare liggaam; en
 - (ii) elke adjunk-inligtingsbeampte van elke openbare liggaam aangestel ingevolge artikel 17(1);
- c) sodanige besonderhede van elke openbare liggaam as wat prakties moontlik is;
- d) die wyse waarop 'n versoek gerig word en die vorm daarvan om –
 - (i) toegang te verkry tot 'n rekord van 'n openbare liggaam soos beoog in artikel 11 van die Wet; en

- (ii) toegang te verkry tot 'n rekord van 'n privaat liggaam soos beoog in artikel 50 van die Wet;
- e) die bystand beskikbaar van die inligtingsbeampte van 'n openbare liggaam ingevolge die Wet;
- f) die bystand beskikbaar van die Menseregtekommissie ingevolge die Wet;
- g) alle regsmiddele betreffende 'n optrede of versuim om op te tree ten opsigte van 'n reg of plig deur die Wet verleen of opgelê, insluitende die wyse waarop –
 - (i) 'n interne appèl aangeteken; en
 - (ii) 'n aansoek by 'n hof ingedien word teen 'n beslissing deur die inligtingsbeampte van 'n openbare liggaam, 'n beslissing na 'n interne appèl of 'n beslissing van die hoof van 'n privaat liggaam;
- h) die bepalings van artikels 14 en 51 wat van 'n openbare liggaam en 'n privaat liggaam onderskeidelik vereis om 'n handleiding op te stel en hoe om toegang tot 'n handleiding te verkry;
- i) die bepalings van onderskeidelik artikels 15 en 52 wat voorsiening maak vir die vrywillige openbaarmaking van kategorieë van rekords deur onderskeidelik 'n openbare en 'n privaat liggaam;
- j) die kennisgewings uitgereik ingevolge artikels 22 en 54 betreffende gelde wat ingevolge artikels 22 en 54 betaal moet word in verband met versoeke om toegang; en
- k) die regulasies uitgevaardig kragtens artikel 92 van die Wet.

Die gids kan van die Menseregtekommissie verkry word.

Webwerfadres van die Menseregtekommissie: <http://www.sahrc.org.za>

2. Toegangsprosedure

2.1 Sekere rekords wat nie 'n sekuriteitsklassifikasie het nie, is outomaties beskikbaar. Sien par. 8.1.

2.2 Toegang tot ander rekords wat deur die liggaam in stand gehou word, moet van die Inligtingsbeampte aangevra word ingevolge die prosedures

omskryf in artikels 17 tot 32 van die Wet. Sien kontakbesonderhede van die Inligtingsbeampte in par. 3.

2.3 Voorgeskrewe versoekvorms

Die voorgeskrewe versoekvorms kan van die Adjunk-inligtingsbeampte van die Departement van Kuns en Kultuur verkry word. Sien par. 3.

2.4 Toegang onder toesig

Toegang word verskaf in aangewese gebiede soos leeskamers onder die toesig van 'n personeellid wat in staat is om leiding te verskaf in verband met die herwinning en kontekstualisering van inligting in rekords en argiewe.

3. Kontakinligting

3.1 Kontakbesonderhede van Inligtingsbeampte van die Departement van Kuns en Kultuur

Inligtingsbeampte:

Prof. Itumeleng Mosala
Direkteur-generaal
Departement van Kuns en Kultuur

Adjunk-inligtingsbeampte:

Mnr Anil Singh
Direkteur: Regsdienste

Posadres

Privaat Sak X897
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0001

Straatadres

Oranje-Nassau Gebou
Schoemanstraat 188
Pretoria

Telefoonnommer

(012) 337 8000

Faksnommer

(012) 337 8517

3.2 Webwerfadresse van die Departement van Kuns en Kultuur

<http://www.dac.gov.za>

<http://www.national.archives.gov.za> (Nasionale Argief- en Rekordsdiens)

4. Struktuur en werksaamhede

4.1 Visie- en missieverklaring van die Departement van Kuns en Kultuur

Visie

Die doelstelling van die Departement is om Suid-Afrikaanse kultuur te ontwikkel en te bewaar om maatskaplike samehorigheid en nasiebou te verseker.

Missie

- Om kuns en kultuur in Suid-Afrika te ontwikkel en te bevorder en die rol daarvan in die hoofstroom van maatskaplike ontwikkeling te plaas.
- Om die amptelike tale van Suid-Afrika te ontwikkel en te bevorder en om die taalverskeidenheid van die land te versterk.
- Om ekonomiese en ander ontwikkelingsgeleenthede vir Suid-Afrikaanse kuns en kultuur nasionaal en wêreldwyd te bevorder deur middel van wedersyds voordelike vennootskappe, om sodoende die volhoubaarheid van die sektor te verseker.

- Om die implementering van beleid, wetgewing en strategiese leiding te ontwikkel en te monitor vir die identifikasie, bewaring en bevordering van kulturele erfenis.
- Om die argief-, heraldiese en inligtingshulpbronne van die nasie te rig, te onderhou en te ontwikkel om burgers te bemaatig deur volle en ope toegang tot hierdie hulpbronne.

5. Openbare dienste

Die Departement bied die volgende dienste aan die publiek:

- Identifikasie en opsporing van argiefrekords in alle media. Dit omvat 'n navraagdiens, en fasiliteite om argiefmateriaal te raadpleeg en te kopieer. Argiefrekords kan opgespoor word deur middele om per hand te soek in leeskamers en sowel as deur die Nasionale Geoutomatiseerde Argiefinligting-opspoorstelsel (NGAIOS) wat beskikbaar is op die webwerf van die Nasionale Argief- en Rekordsdiens (NARD). Geen gelde word gehef vir toegang tot argiewe maar hulle moet 'n heffing betaal soos deur die Tesourie voorgeskryf vir die maak van afskrifte en die gebruik van redigeertafels van die Nasionale Film-, Video- en Klankargief.
- Instandhouding van die NGAIOS, insluitende die hou van nasionale registers van nie-openbare rekords in bewaring van instellings wat dit versamel, waartoe daar gratis toegang is op die NARD se webwerf.
- Die verskaffing van soekmiddele en publikasies wat met argiewe verband hou volgens tariewe soos uiteengesit in die *Lys Publikasies te Koop*.
- Die ontwerp en registrasie van heraldiese voorstellings. Gelde soos voorgeskryf deur die Tesourie word vir hierdie diens gehef.

Sommige dienste word slegs deur regeringsliggame gelewer, bv. die rekordsbestuursdiens, die opleiding van rekordsbestuurders en die verskaffing van argiewe.

6. Rekordsbeskrywing

Die meganismes van opsporing is die lêerplan self en die Register van Lêers wat Aangelê is.

Die lêerplan bestaan uit die volgende hoofreeks:

- Wetgewende en beleidsraamwerke
- Diensstaataangeleenthede
- Diensvoorwaardes
- Personeelwerwing, -verliese en -beweging
- Opleiding, ontwikkeling en kwalifikasies
- Personeevaluering
- Personeelbeheer
- Finansies
- Reise en vervoer
- Maatskaplike aangeleenthede

7. Rekords outomaties beskikbaar

Openbaarmakings ingevolge artikel 15 van die Wet

Die volgende argiefstukke en rekords is outomaties beskikbaar:

Argief

- Openbare rekords in argiefbewaring ouer as 20 jaar.
- Oorkondes van hofverrigtinge en bestorwe boedels.

- Nie-openbare rekords verkry sonder bepalinge oor die voorwaardes vir toegang.

Rekords

Die kategorieë rekords wat outomaties aan die publiek beskikbaar is, is soos volg:

- Argief- en nie-openbare rekords toeganklik ingevolge die Wet op die Nasionale Argief van Suid-Afrika.
- Die Departement se jaarverslae.
- Rekordsbestuurspublikasies beskikbaar op die NARD-webwerf.
- NGAIOS-databasisse wat inligting bevat oor die rekords in bewaring van die NARD, nie-openbare rekords en registrasies van heraldiese voorstellings, name, uniforms en wapens.

**MANYUALA WA MUHASHO WA VHUTSILA NA MVELELE
WO BVELEDZWA HU TSHI TEVHEDZWA MULAYO WA U Ṭ U Ṭ UWEDZA TSWIKELELO YA
MAFHUNGO (PAIA)
(MULAYO WA VHU 2 WA 2000)**

EDISHINI YA U THOMA

2006

ZWI RE NGOMU

1. Marangaphand a
2. Nḡ ila ya u swikelela
3. Mafhungo a vhukwamani
4. Tshivhumbeo na mishumo
5. Tshumelo dza nnyi na nnyi
6. Ṭ halutshedzo ya dzirekhodo
7. Rekhodo dzine dza dzula dzi hone/dzine dza swikelelea nga nḡ ila i leluwaho

1. MARANGAPHAND A

1.1 D ivhazwakale ya Muhasho

Muhasho wa Vhutsila, Mvelele, Saintsi na Thekholodzhi wo thomiwa nga 1994 wa khethekanywa wa bva mihasho mivhili nga 2000 ine ya vha Muhasho wa Vhutsila na Mvelele na Muhasho wa Saintsi na Thekholodzhi.

1.2 Tshumiso ya Mulayo wa t huT huwedzo ya tswikelelo ya Mafhungo

Mulayo wa T huT huwedzo ya Tswikelelo ya Mafhungo (Mulayo wa vhu 2 wa 2000) u shuma kha Muhasho sa Dzangano l a Muvhuso, nga maand esa kha sisiteme dza rekhodo dza nga ngomu. Kha vha sedze kha phara ya 2, ya *Nd ila ya u Swikelela*.

1.3 Ndivho ya manyuala u ya nga PAIA

Ndivho ya Manyuala ndi u wana zwivhumbeo na mishumo ya Muhasho khathihi na u t alutshedza sisiteme dza dzirekhodo u t ut uwedza ndivho dza PAIA.

1.4 GAIDI YA PAIA

Gaidi ya PAIA yo and adziwaho nga Khomishini ya Pfanelo dza Vhuthu i thusa kha uri nnyi na nnyi a kone u shumisa Mulayo (Kha vha sedze kha Khethekanyo dza 14(1)(c) na 10 dza PAIA).

Gaidi i katela zwi tevhelaho:

- a) Ndivho dza Mulayo;
- b) Ad irese ya poswo na ya tshit ara a, nomboro ya lut ingo na ya fekisi, na emei i arali i hone ya –
 - (i) Muofisi wa mafhungo wa dzangano l a muvhuso l in we na l in we; na
 - (ii) Muthusa muofisi muñ we na muñ we wa mafhungo wa dzangano l a muvhuso l in we na l in we o tholiwaho u ya nga khethekanyo 17(1);
- c) zwidodombedzwa zwa dzangano l in we na l in we zwa vhukuma;
- d) nd ila na tshivhumbeo tsha khumbelo zwa –
 - (i) u swikelela rekhodo dza dzangano l a muvhuso l o bulwaho kha khethekanyo ya 11 ya Mulayo; na

- (ii) u swikelela rekhodo ya dzangano la phuraivete ! o bulwaho kha khethekanyo ya 50 ya Mulayo;
- e) thuso ine ya vha hone u bva kha muofisi wa mafhungo wa dzangano ! a muvhuso u ya nga Mulayo;
- f) thuso ine ya vha hone u bva kha Khomishini ya Pfanelo dza Vhuthu u ya nga Mulayo;
- g) Nq̄ ila dzo! he dza u lulamisa dzine dza vha hone malugana na nyito kana u kundwa u ita malugana na pfanelo kana mushumo wo nekedzwaho kana une wa kombetshedzwa nga Mulayo, hu tshi katelwa na nq̄ ila ya u –
- (i) Ita aphil i ya nga ngomu, na
- (ii) Khumbelo khothe malugana na tsheo ya muofisi wa mafhungo wa dzangano ! a muvhuso, tsheo malugana na aphil i ya nga ngomu kana ya T̄ hoho ya dzangano ! a phuraivete;
- h) Mbetshelelo dza khethekanyo ya 14 na ya 51 dzine dza t̄ oq̄ a uri dzangano ! a muvhuso na ! a phuraivete a ri wale manyuala, na uri manyuala wonoyo u nga wanala hani;
- i) Mbetshelelo dza khethekanyo ya 15 na ya 52 dzine dza tendela u bviselwa khagala ha zwigwada zwa dzirekhodo nga u tou funa nga dzangano ! a muvhuso na dzangano ! a phuraivete;
- j) Nq̄ ivhadzo dzo bviswaho u ya nga khethekanyo ya 22 na 54 malugana na mbadelo dzine dza tea u badelwa dza khumbelo ya tswikelelo; na
- k) Milawana yo vhwaho u ya nga khethekanyo ya 92 ya Mulayo.

Gaidi i nga wanala kha Khomishini ya Pfanelo dza Vhuthu.

Ad̄ irese ya webusaithi ya Khomishini ya Pfanelo dza Vhuthu: <http://www.sahrc.org.za>

2. Nq̄ ila ya u swikelela

2.1 Dziñ we rekhodo dzine dza si vhe na sekhurithi dzi dzula dzi hone (Kha vha sedze kha phara ya 8.1.) Kha vha sedze kha phara ya. 8.1.

2.2 Tswikelelo kha dziñ we dzirekhodo dzine dza t̄ hogomelwa nga dzangano i tea u humbelwa kha Muofisi wa Mafhungo hu tshi tevhedzwa nq̄ ila dzo t̄ alutshedzwaho kha

khethekanyo ya 17 na 32 dza Mulayo. Kha vha sedze zwidombedzwa zwa vhukwamani zwa Muofisi wa Mafhungo kha phara ya 3.

2.3 Fomo dza khumbelo dzo randelwaho

Fomo dzo randelwaho dzi nga wanala kha Muthusa Muofisi wa Mafhungo wa Muhasho wa Vhutsila na Mvelele. Kha vha sedze kha phara ya 3.

2.4 Tswikelelo ine ya langiwa

Tswikelelo i nekedzwa kha masia o topolwaho sa rumu dza u vhalela dzine dza langulwa nga mushumi ane a kona u dededza kana u sumbedza uri vha nga wana hani mafhungo kha dzirekhodo na dziakhaivi.

3. Mafhungo a vhukwamani

3.1 Zwidombedzwa zwa vhukwamani zwa Muofisi wa Mafhungo wa Muhasho wa Vhutsila na Mvelele

Muofisi wa Mafhungo:

Prof. Itumeleng Mosala
Mulangi - Dzhenerala
Muhasho wa Vhutsila na Mvelele

Muthusa Muofisi wa Mafhungo:

Vho - Anil Singh
Mulangi: Tshumelo dza zwa Mulayo

Aḡ irese ya Poswo

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188 Schoeman Street
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Nomboro ya luḡ̄ ingo

(012) 337 8000

Nomboro ya fekisi
(012) 337 8517

3.2 Ad irese ya webusaithi ya Muhasho wa Vhutsila na Mvelele

<http://www.dac.gov.za>

<http://www.national.archives.gov.za> (Tshumelo ya Akhaivi dza Lushaka na Dzirekhodo)

4. Tshivhumbeo na vhud ifhinduleli

4.1 Tshitamennde tsha Mbonelaphand a na vhud ifhinduleli zwa Muhasho wa Vhutsila na Mvelele

Mbonelaphand a

Ndivho ya Muhasho ndi u bveledzisa na u vhulunga mvelele ya Afurika Tshipembe u khwat hisedza uri hu vha na vhuthihi ha vhathu khathihi na u fhat a lushaka.

Mishini

- U bveledzisa na u t ut uwedza vhutsila na mvelele Afurika Tshipembe na u shela mulenzhe kha mveledziso ya zwa matshilisano.
- U bveledzisa na u t ut uwedza nyambo dza tshiofisi Afurika Tshipembe na u bveledzisa u fhambana ha nyambo dza shango.
- U khwinisa ikonomi na dziñ we mveledziso dza zwa vhutsila na mvelele kha lushaka na kha dzhango nga u angaredza nga tshumisano, nga u vhona uri t hogomela sekithara.
- U bveledzisa na u monithara tshumiso ya pho! isi, mulayo na sia ! a tshitirathedzhi ! a u wana, u londola na u t ut uwedza vhufa ha mvelele.
- U gaida kana u dededza, u t hogomela na u bveledzisa zwiko zwa dziakhaivi, zwa zwiga na zwa mafhungo zwa lushaka u itela u nekedza vhadzulapo maand a nga tswikelelo nga vhud alo kha izwi zwiko.

5. Tshumelo dza muvhuso

Muhasho u nekedza vhathu tshumelo dzi tevhelaho:

- U wana kana u sumbedza na u bvisa rekhodo dza akhaivi kha media dzoṭ he. Izwi zwi katela tshumelo dza u vhudzisa kana u ṭ oḡ isisa, na zwishumiswa zwine zwi shumiswa na u kopa matheriaḡ a wa dziakhaivi. Dziakhaivi dzi nga waniwa nga u shumisa thusedzi dza u wana dza manyuala kha rumu dza u vhalela na kha Sisiteme dza u wana mafhungo a dziakhaivi dza Othomethikhi dza Lushaka (National Automated Archival Information Retrieval System (NAAIRS)) zwine zwa wanala kha webusaithi ya Tshumelo dza rekhodo na Akhaivi zwa Lushaka (NARS). A hu na mbadelo dzine dza itwa malugana na tswikelelo kha dziakhaivi, fhedzi hu na muthelo une wa badeliwa, wo vhwaho nga Muhasho wa zwa Gwama, wa u ita dzikhophi na u shumisa ṭ afula dza u editha kha Filimu dza Lushaka, Vidio na Akhaivi dza Mubvumo.
- U ṭ hogomelwa ha NAAIRS, hu tshi katelwa na dziredzhisitṭ ara dza lushaka dza rekhodo dzi si dza muvhuso dzine dza vha nga fhasi ha zwiimiswa zwine zwa kuvhanganya, dzine dza swikelelwa nga fhedzi kha webusaithi ya NARS.
- Netshedzo ya thusedzi dza u wana na nyanḡ adzo dza dziakhaivi u ya nga mbadelo dzo vhwaho kana dzo sumbedzwaho kha *Mutevhe wa Nyanḡ adzo ya dzisele (List of Publications for Sale)*.
- U dizaina na u redzhisitṭ ara zwifanyiso zwa zwiga. Mbadelo dzo vhwaho nga Muhasho wa zwa Gwama dzi a badelwa malugana na iyi tshumelo.

Dziṅ we tshumelo dzi nekedzwa fhedzi madzangano a muvhuso, tsumbo, tshumelo dza ndangulo ya dzirekhodo, vhugudisi ha vhalangi vha dzirekhodo na netshedzo ya dziakhaivi.

6. T halutshedzo ya dzirekhodo

Nḡ ila dza u wana ndi pulani ya faili yone ine na u Redzhisitṭ ara Faili dzo Vulwaho.

Pulani ya faili i na tshumelo dza ndeme dzi tevhelaho:

- Mitheo ya Mulayo na pho! isi
- Mafhungo a zwa u thoma kana u sima
- Nyimele dza tshumelo
- U thola vhashumi, u ṭ uwa na u takuswa
- Vhugudisi, mveledziso na ndalukano
- U ṭ olwa ha vhashumi
- U langa vhashumi
- Gwama
- Nyendo na zwiendisi
- Zwa matshilisano

7. Rekhodo dzine dza dzula dzi hone

U bviselwa khagala u ya nga khethekanyo ya 15 ya Mulayo

Akhaivi na dzirekhodo dzi tevhelaho zwi dzula zwi hone:

Dziakhaivi

- Rekhodo dza muvhuso dzine dza vha nga fhasi ha ndaulo ya akhaivi lwa miñ waha ine ya fhira 20.
- Rekhodo dza zwa khothe na ndaka dza vhafu.
- Rekhodo dzi si dza muvhuso dzo wanalaho nga nnḍ a ha u sumbedza nyimele dza tswikelelo.

Dzirekhodo

Zwigwada zwa dzirekhodo dzine dza dzula dzi hone kana dzine dzi nga swikelelwa tshifhinga tshiñ we na tshiñ we nga vhathu dzi nga nḍ ila i tevhelaho:

- Dziakhaivi na dzirekhodo dzi si dza muvhuso u ya nga Mulayo wa Afurika Tshipembe wa Tshumelo dza Dzirekhodo na Akhaivi dza Lushaka.
- Mivhigo ya Muhasho ya ñ waha nga ñ waha.
- Nyang̣ adzo dza ndangulo ya rekhodo dzine dza vha hone kha webusaihi ya NARS.

- Dathabeisi ya NAAIRS ine ya vha na mafhungo nga ha dzirekhodo dzine dza vha nga fhasi ha NARS, rekhodo dzi si dza muvhuso na u redzhisit̃ anwa ha zwifanyiso zwa zwa zwiga, madzina, dziyunifomo na dzibedzhe.

**XIBUKWANA XA NDZAWULO YA VUTSHILA NA MFUWO
LEXI HLENGETIWEKE HI KU LANDZELELA
NAWU WO TLAKUSA KU FIKELELA KA MAHUNGU (PAIA)
(NAWU WA 2 WA 2000)**

NKANDZIYISO WO SUNGULA

2006

NXAXAMELO WA VUNDZENI

1. Manghenelo
2. Endlelo ro fikelela
3. Mahungu ya vutihlanganisi
4. Xivumbeko na mintirho
5. Mintirho ya vaaki
6. Nhlamuselo ya tirhekhodo
7. Ku kumeka ka tirhekhodo xikan'we kan'we



1. MANGHENELO**1.1 Matimu ya Ndzawulo**

Ndzawulo ya Vutshila, Mfuwo, Sayense na Thekinoloji yi tumbuluxiwe hi 1994 kutani yi aviwa ku va Ndzawulo ya Vutshila na Mfuwo na Ndzawulo ya Sayense na Thekinoloji hi 2002.

1.2 Ku koteka ka Nawu wo Tlakusa ku Fikelela Mahungu

Nawu wo Tlakusiwa ku Fikelela Mahungu (Nawu wa 2 wa 2000) wu tirha eka Ndzawulo tanihi huvo ya vaaki, ngopfu-ngopfu yi yimela tindlela ta tirhekhodo ta le ndzeni. Tlhela u langutisa ndzima ya 2, *Endlelo ro fikelela*.

1.3 Xikongomelo xa xibukwana ku ya hi PAIA

Xikongomelo xa xibukwana lexi i ku kuma swiyenge na mintirho ya Ndzawulo no hlamusela tindlela ta tirhekhodo ku kondletela swikongomelo swa PAIA.

1.4 Xiletelo xa PAIA

Xiletelo xa PAIA lexi kandziyisiweke hi Khomixini ya Timfanelo ta Vumunhu xi pfuna vaaki ku tirhisa Nawu (Langutisa swiyenge swa 14(1)(c) na 10 swa PAIA).

Xiletelo xi katsa leswi landzelaka:

- a) swilo swa Nawu;
- b) tikherefu ta poso na ta xitarata, tinomboro ta riqingho na fekisi, loko ti ri kona, na kherefu ya email ya -
 - (i) muofisiri wa mahungu wa huvo yin'wana na yin'wana ya vaaki; na
 - (ii) xandla xa muofisiri wa mahungu xin'wana na xin'wana xa huvo yin'wana na yin'wana ya vaaki lexi thoriweke ku ya hi xiyenge xa 17(1);
- c) vuxokoxoko byebyo bya huvo yin'wana ya yin'wana leyi tiyimeleke tanihi laha byi kotekaka ha kona;
- d) ndlela na xivumbeko xa xikombelo xo –
 - (i) fikelela rhekhodo ya huvo ya vaaki leyi hlamuseriwaka eka xiyenge xa 11 xa Nawu; no

- (ii) fikelela ka rhexhodo ya huvo yi tiyimela leyi hlamuseriwaka eka xiyenge xa 50 xa Nawu;
- e) mpfuneto lowu nga kona ku suka eka muofisiri wa mahungu wa huvo ya vaaki ku ya hi Nawu;
- f) mpfuneko lowu nga kona ku suka eka Khomixini ya Timfanelo ta Vumunhu ku ya hi Nawu;
- g) ku lulamisa eka nawu loku nga kona mayelana na Nawu kumbe ku hluleka ku ya mfanelo kumbe ntirho lowu faneleke kumbe ku tirhisa Nawu, ku katsa na ndlela yo vika xivilelo -
 - (i) xivilelo xa le ndzeni; na
 - (ii) xikombelo xa le khoto ehenhla ka xiboho xa rnuofisiri wa mahungu wa huvo ya vaaki, xiboho xa xivilelo xa le ndzeni kumbe xiboho xa nhloko ya huvo yo tiyimela;
- h) swihlawulekiso swa swiyenge swa 14 na 51 leswi lavaka huvo ya vaaki na yo tiyimela, hi ku landzelelana, ku kondletela xibukwana na hi laha xi nga kumekaka ha kona;
- i) swihlawulekiso swa swiyenge swa 15 na 52 leswi nyikaka ku tinyiketela ku paluxa ka swiyenge swa tirhexhodo ta huvo ya vaaki na huvo yo tiyimela, hi ku landzelelana;
- j) switiviso leswi tivisiweke ku ya hi swiyenge swa 22 na 54 mayelana na tihakelo leti nga ta hakeriwa mayelana na swikombelo swo fikelela; na
- k) milawu leyi endlweke ku ya hi xiyenge xa 92 xa Nawu.

Xiletelo xi nga kumeka eka Khomixini ya Timfanelo ta Vumunhu.

Kherefu ya Webusayiti ya Khomixini ya Timfanelo ta Vumunhu:

<http://www.sahrc.org.za>

2. Endlelo ro fikelela

- 2.1 Tirhexhodo tin'wana leti nga ri ki na xiyenge xa vuhlayiseki ti kumeka xikan'we. Langutisa ndz. 8.1.**



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- 2.2 Ku fikelela tirhekhodo tin'wana leti hlayisiwaka hi huvo swi fanele ku komberiwa eka Muofisiri wa Mahungu ku ya hi tindlela leti hlamuseriwaka eka swiyenge swa 17 ku fika eka 32 swa Nawu. Langutisa vuxokoxoko byo tihlanganisa bya Muofisiri wa Mahungu eka ndz. 3.**
- 2.3 Tifomo ta xikombelo leti bohiweke**
Tifomo ta xikombelo leti bohiweke ta kumeka eka Xandla xa Muofisiri wa Mahungu wa Ndzawulo ya Vutshila na Mfuwo. Langutisa ndz. 3.
- 2.4 Ku fikelela loku langutisisiwaka**
Ku fikelela ku nyikiwa eka tindhwu to fana na tikamara to hlayela kona ehansi ku vulangutisi bya xirho xa vatrhi, lexi kotaka ku nyika vuleteri eku kumeni no twisisa mahungu laya nga le ka tirhekhodo na matsalwa ya khale.

3. Mahungu yo tihlanganisa

- 3.1 Vuxokoxoko bya vutihlanganisi bya Muofisiri wa Mahungu wa Ndzawulo ya Vutshila na Mfuwo**

Muofisiri wa Mahungu:

Prof. Itumeleng Mosala

Mulawuri-Jenerali

Ndzawulo ya Vutshila na Mfuwo

Xandla xa Muofisiri wa Mahungu:

Nkul. Anil Singh

Mulawuri: Legal Services

Kherefu ya Poso

Private Bag X897

PRETORIA

0001

Kherefu ya xitarata

Muako wa Oranje-Nassau

188 Schoeman Street

Pretoria

Nomboro ya riqingho

(012) 337 8000

Nomboro ya fekisi

(012) 337 8517

3.2 Tikherefu ta webusayiti ta Ndzawulo ya Vutshila na Mfuwo

<http://www.dac.gov.za>

<http://www.national.Matimu.ya.ndzhaka.gov.za> (Mintirho yo Hlayisa Ndzhaka na Tirhekhodo ta Rixaka)

4. Swivumbeko na mintirho**4.1 Xivono na xitatimende xa xikongomelo swa Ndzawulo ya Vutshila na Mfuwo****Xivono**

Xikongomelo xa Ndzawulo i ku hlukisa no hlayisa mfuwo wa Afrika ku vona leswaku ku na ntirhisano wa vaaki no aka rixaka.

Xikongomelo

- Ku tumbuluxa no hlukisa vutshila na mfuwo laha Afrika Dzonga no lulamisa ntirho wa yona eku hlukiseni ka vaaki.
- Ku tumbuluxa no hlukisa tindzimi ta ximfumo ta Afrika Dzonga no antswisa ku hambana ka swa tindzimi laha tikweni.
- Ku antswisa swivandla swa ikhonomi na swin'wana swa nhluvuiso swa vutshila na mfuwo wa Afrika Dzonga laha tikweni na misava hinkwayo

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hi ku tirhisa ntirhisano wo vuyerisa, kwalaho ku va na ku tiyiseleka eka xiyenge.

- Ku tumbuxa no valanga masimekelo ya pholisi, milawu na endlelo ro tiva, nhlaysi na ku tlakusiwa ka ndzhavuko wa mfuwo.
- Xiletelo, ku tiyiseleka no hlukukisa ndzhaka ya matimu na switirhisiwa swa mahungu ya rixaka hi ku tirhisa ku fikelela loku taleke ka le rivaleni eka switirhisiwa leswi.

5. Mintirho ya vaaki

Ndzawulo yi nyika mintirho leyi landzelaka eka vaaki:

- Ku tiva no kuma tirhekhodo ta ndzhaka hi tindlela hinkwato ta mahungu. Leswi swi katsa ntirho wa swivutiso, na switirhisiwa swo tihlanganisa na khopi ya matsalwa ya matimu (Matimu ya ndzhaka). Matsalwa ya matimu ya nga kumiwa hi ku tirhisa switirhisiwa swo kuma swibukwana eka tikamara to hlayela eka tona na (Ndlela yo Kuma Mahungu ya Ndzahaka ya Rixaka) National Automative Archival Information Retrieval System (NAAIRS) leri kumekaka eka Ndzhaka ya Matimu ya rixaka na webusayiti ya Ntirho wa Rhekhodo (NARS). A ku na ntsengo lowu hakeriwaka ku kuma matsalwa ya matimu kambe ku na xibalo, tanihi leswi swi bohiweke hi Mukhomi wa timali ta tiko, eku endleni tikhopi no tirhisa matafula yo hlela eka Ndzhaka ya Matimu ya Filimi, Vhidiyo na Mpumawulo swa Rixaka.
- Ku hlayisa NAAIRS, ku katsa ku hlayisa rhijisitara ra rixaka ra tirhekhodo to ka ti nga ri ta vaaki leri nga le mavokweni ya mavandla yo hlengelela, leti kumekaka mahala eka webusayiti ya NARS.
- Mphakelo wa switirhisiwa leswi kumekaka na minkandziyiso leyi fambelanaka na ndzhavuko ya matimu ku ya hi tihakelo leti bohiweke eka '*List of Publications for Sale*'.

- Nkhaviso na ntsariso wa vayimeri va mimfungho. Tihakelo tanihi leswi ti bohiweke hi Mukhomi wa timali ta tiko ta hakeriwa eka ntirho lowu.

Mintirho yin'wana yi endliwa hi tihuvo ta mfumo ntsena, xik. mintirho ya mafambiselo ya tirhekhodo, ndzetelo wa timininjhere ta tirhekhodo na mphakelo wa matimu ya ndzhavuko.

6. Nhlamuselo ya tirhekhodo

Tindlela to kuma matsalwa i pulani ya tifayili hi yoxe na ku tsarisa ku Pfuriwa ka Tifayili.

Pulani ya fayili yi vumbiwa hi swiyenge swa nkoka leswi landzelaka:

- Milawu na marimba ya tipholisi
- Timhaka leti tumbuluxiwaka
- Swiyimo swa mintirho
- Ku thola vatirhi, ku lahlekeriwa hi vatirhi na ku famba-famba
- Ku letela, nhluvukiso na leswi dyondzeriweke
- Ku hlela vatirhi
- Ku lawula vatirhi
- Timali
- Tendzo na ntleketlo
- Timhaka ta vaaki

7. Ku kumeka ka tirhekho xikan'we

Ku paluxa ku ya hi xiyenge xa 15 xa Nawu

Matimu ya ndzhaka laya landzelaka na tirhekhodo swa kumeka xikan'we:

Matimu ya ndzhaka

- Tirhekhodo ta vaaki leti nga kona to tlula 20 wa malembe.

- Tirhekhodo ta milandzu ya khoto na rifumo ra vafi.
- Tirhekhodo to ka ti nga ri ta vaaki leti kumiweke ku nga ri na swipimelo.

Tirhekhodo

Swiyenge swa tirhekhodo leti kumekaka xikan'we eka vaaka-tiko hi leswi landzelaka:

- Matimu ya ndzhaka na tirhekhodo to ka ti nga ri ta vaaki leti kumekaka ku ya Nawu wa Matimu ya ndzhaka na Mintirho ya Tirhekhodo wa Afrika Dzonga.
- Xiviko xa lembe xa Ndzawulo.
- Minkandziyiso ya mafambiselo ya tirhekhodo leyi kumekaka eka webusayiti ya NARS.
- Mahungu ya NAAIRS laya khomeka mahungu ya tirhekhodo leti khomiweke hi NARS, tirhekhodo to ka ti nga ri ta vaaki na ntsariso wa vayimeri va mimfungho, mavito, tiyunifomo na mimfungho.

**XIBUKWANA XA NDZAWULO YA VUTSHILA NA MFUWO
LEXI HLENGETIWEKE HI KU LANDZELELA
NAWU WO TLAKUSA KU FIKELELA KA MAHUNGU (PAIA)
(NAWU WA 2 WA 2000)**

NKANDZIYISO WO SUNGULA

2006

NXAXAMELO WA VUNDZENI

1. Manghenelo
2. Endlelo ro fikelela
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5. Mintirho ya vaaki
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7. Ku kumeka ka tirhekhodo xikan'we kan'we

**IMANYULE YOMNGANGO WAMACIKO NAMASIKO
OWENZIWE NGOKULANDELA UMTHETHO WOKUFINYELELA ULWAZI (I-PAIA)
(UMTHETHO WENO. 2 KA-2000)**

ISIHUMUSHO SOKUQALA

SIKA-2006

OKUQUKETHWE

1. Isingeniso
2. Inqubo yokufinyelela
3. Ulwazi lokuxhumana
4. Isakhiwo kanye nemisebenzi
5. Izinsiza Zomphakathi
6. Ukuchazwa kwamarekhodi
7. Amarekhodi atholakala ngokuzenzakalelayo

1. ISINGENISO**1.1 Isendlalelo somlando Womnyango**

Umnyango Wobuciko, amasiko, Isayensi Nobuchwepheshe wamiswa ngo-1994 wase uhlukana uba Ngumnyango Wezobuciko Namasiko kanye Nomnyango Wesayensi Nobuchwepheshe ngo-2002.

1.2 Ukuqondana Komthetho Wokuthuthukisa Ukufinyelela Ulwazi

Umthetho Wokuthuthukisa Ukufinyelela Ulwazi (Umthetho Weno. 2 ka-2000) uqondene Nomnyango njengebandla lomphakathi, ikakhulukazi ngokuphathelene nezinhlelo zamarekhodi zangaphakathi. Bheka futhi isigaba se-2, *Inqubo yokufinyelela*.

1.3 Inhloso Yemanyule ngokuphathelene ne-PAIA

Inhloso yale Manyule ukubonisa izakhiwo kanye nemisebenzi Yomnyango nokuchaza izinhlelo zayo zamarekhodi ukulunganisa izinhloso ze-PAIA.

1.4 Umhlahlandlela we-PAIA

Umhlahlandlela we-PAIA oshicilelwe YiKhomishani Yamalungelo Esintu usiza umphakathi ukuthi usebenzise Umthetho (bheka izigaba ze-14(1)(c) kanye ne-10 se-PAIA).

Umhlahlandlela ufaka okulandelayo:

- a) Izinhlalo Zomthetho;
- b) Amakheli okuposa nawendawo, izinombolo zocingo nefeksi, kanti uma likhona nekheli le-i-meyili le –
 - (i) ofisa yolwazi webandla lomphakathi; kanye
 - (ii) nawo wonke ama-ofisa angamaphini awo wonke amabandla omphakathi amiswe ngokulandela isigaba se-17(1);
- c) iminingwane enje yawo wonke amabandla azimele ngokungasebenza;
- d) indlela nesimo sokufaka isicelo so –
 - (i) kufinyelela amarekhodi ebandla lomphakathi okucatshangwe esigabeni se-11 Somthetho; kanye
 - (ii) nokufinyelela irekhodi kwebandla elizimele njengokuba kucatshangiwe esigabeni sama-50 Somthetho;
- e) usizo olukhona ku-ofisa yolwazi yebandla lomphakathi ngokulandela Umthetho;
- f) usizo olukhona Kukhomishana Wamalungelo Esintu ngokulandela Umthetho;
- g) konke ukulungiswa komthetho okukhona ngokuphathelene nomthetho noma ukwehluleka ukwenza okuthile ngokuhambisana nelungelo noma umsebenzi obekiwe noma ophoqeletwa Ngumthetho, kufakwa nendlela yokungenisa –
 - (i) isikhalo sangaphakathi; kanye

- (ii) isicelo enkantolo ngokuphikisana nesimqumo esithetrhwe yi-ofisa yolwazi yebandla lomphakathi, isinqumo noma isikhalo sangaphakathi noma isinqumo senhloko yebandla elizimele;
- h) imibandela yezigaba ze-14 kanye nama-51 ezidinga ukuthui ibandla lomphakathi noma ibandla elizimele, ngokuhambisanayo, ukuba lakhe imanyule, kanye nokuthi kungatholwa kanjani ukufinyelelwa kumanyule;
- i) imibandela yezigaba ze-15 kanye nama-52 esinikezela ukwethula ngokuveza ngokuzithandela ngezinhlobo zamarekhodi kubandla lomphakathi kanye nebandla elizimele, ngokuhambisanayo;
- j) izaziso ezinikezwe ngokulandela izigaba zama-22 kanye nama-54 ngokuphathelene nezindleko okumele zikhokhwe ngokuphathelene nesicelo sokufinyelela; kanye
- k) nemitheshwana eyenziwe ngokulandela isigaba sama-92 Somthetho.

Umhlahlandlela ungatholakala KuKhomishani Yamalungelo Esintu.

Ikheli leWebhusayidi YeKhomishani Yamalungelo Esintu lithi: <http://www.sahrc.org.za>

2. Inqubo yokufinyelela

- 2.1 Amarekhodi athile angahlelwanga njenganokulondolozwa atholakala ngokuzenzakalelayo. Bheka isigaba se- 8.1.**
- 2.2 Ukufinyelela kwamnye amarekhodi agcinwe yibandla kumele acelwe ku-Ofisa Yolwazi ngokulandela izinqubo ezichazwe kuzigaba ze-17 ukuya kwe-32 Somthetho. Bheka iminingwane yokuxhumana Ye-Ofisa Yolwazi esigabeni sesi- 3.**
- 2.3 Amafomu abekiwe okufaka izicelo**
Amafomu okufaka izicelo abekiwe angatholakala KuPhimi Le-Ofisa Yolwazi Yomnyango Wezobuciko Namasiko. Bheka isigaba se-3.
- 2.4 Ukufinyelelea okuhlolwayo**
ukufinyelela kunikezwa ezindaweni ezikhethiwe ezifana nezindlu zokufundela ngaphansi kobuhloli belungu labasebenzi, elikwazi ukunikeza ukweluleka ngokukhishwa kanye nokufakwa kwingqikithi kolwazi kumarekhodi kanye nokwakudala okugciniwe.

3. Ulwazi lokuxhumana

- 3.1 Iminingwane yokuxhumana Ye-Ofisa Yolwazi Yomnyango Wezobuciko kanye Namasiko**

I-Ofisa Yolwazi:

USolwazi Itumeleng Mosala
Umqondisi Jikelele
Umanyango Wezobuciko Namasiko

Iphini Le-Ofisa Yolwazi:

Mnu Anil Singh
Umqondisi: Izinsiza Zokomthetho

Ikheli Lokuposa

Private Bag X897
PRETORIA
0001

Ikheli Lendawo

Oranje-Nassau Building
188 Schoeman Street
EPitoli

Inombolo Yocingo

(012) 337 8000

Inombolo Yefeksi

(012) 337 8517

3.2 Amakheli amawebhusayidi Omnyango Wezobuciko Namasiko

<http://www.dac.gov.za>

<http://www.national.archives.gov.za> (Okwakudala Okugciniwe kukazwelonke kanye Nezinsiza Zokurekhoda)

4. Isakhiwo Nemisebenzi**4.1 Umbono Nesitatimende Semishani Somnyango Wezobuciko Namasiko****Umbono**

Inhloso Yomnyango ukuthuthikisa nokugcina amasiko aseningizimu Afrika ukuqinisekisa ukubumbana nokwakha isizwe.

Imishani

- Ukuthuthukisa nokuqhubekisa ezobuciko namasiko eNingizimu Afrika kanye nokuqondiswa igunya lawo lokuthuthukisa ezenhlalohle.
- Ukuthuthukisa nokuqhubekisa izilimi ezisemthethweni zaseNingizimu Afrika bese kukhulisa ukwehluka kwezilimi zezwe.
- Ukwenza ngcono amathuba ezomnotho kanye nokunye ukuthuthuka ngokuphathelene nobuciko namasiko aseNingizimu Afrika kuzwelonke nakumazwe ngamazwe ngokusebenza ngokuhlanganyela okunenzuzo, ngaloko kuba khona ukuxhaswa kwesigaba.
- Ukuthuthukisa nokubheka ukusetshenziswa kwenqubomgomo, umthetho kanye nenkomba yamasu yokubonisa, ukonga kanye nokuthuthukisa amagugu esizwe osikompilo.
- Ukuhlahla, ukuxhasa kanye nokuthuthukisa imithombo yokugciniwe kwakudala, nokuphathelene nomsebenzi nolwazi kwesizwe ukunikeza izakhamuzi amandla okufinyelela ngokugcwele kanye nangokuvulekile kule mithombo.

5. Izinsiza Zomphakathi

Umnyango unikeza umphakathi uasizo olulandelayo:

- Ukubonisa nokukhiswa kwamarekhodi kuko konke kokuxhumana. Loku kufaka izinsiza zokubuza, kanye nemisebe yokuxhumana nokukopela okokwenza okugcimwe kudala. Okugciniwe kwakudala kungakhiswa kusetshenziswa izinto zokuthola zokwenza ngezandla ezindlini zokufundela kanye ne-*National Automated Archival Information Retrieval System (i-NAAIRS)* etholakala kuwebhusayidi ye-*National Archives and Record Service (i-NARS)*. Akukho zinkokhelo ezibizwayo ukufinyelela okugciniwe kwakudala kodwa zikhokhiswa ilevi, njengoba kubekwe Abezimali Zikahulumeni, ukuze kwenziwe amakhophi kanye nokusetshenziswa kwamathebhuli okubuhlela endaweni Yamafilimu, amaVidiyo kanye Nokunomsindo okugciniwe Kukazwelonke.
- Ukugcinwa kwe-NAAIRS, kufakwa nokugcina amarejista kazwelonke amarekhodi angewona awomphakathi aphelele yizikhungo eziqoqayo, ezikwazi ukufinyelelwa mahhala kuwebhusayidi ye-NARS.
- Ukunikeza kokusizayo kokuthola kanye nemibhalo ephathelene nokugciniwe kwakudala ngokuphathelene namatherifi abekiwe *Ohlwini Lokushicilela oluthengiswayo*.
- Ukufanekisa kanye nokubhalisa kwemisebenzi yokwethula. Izinkokhelo njengoba zibekwe Abezimali zikaHulumeni futhi zikhokhiswa ilevi yale nsizakalo.

Ezinye izinsiza zinikezwa ngamabandla kahulumeni kuphela, isib. Izinsiza zokuphatha amarekhodi, ukuqeqeshwa kwamamemenja amarekhodi kanye nokunikezwa kokugciniwe kwakudala.

6. Ukuchazwa Kwamarekhodi

Indlela yokuthola iwuhlelo lwefayili ngokwayo kanye Nerejista Yamafayili Avuliwe.

Uhlelo lwefayili luqukethe uhlu olusemqoka olulandelayo:

- Izinhlaka zemithetho nezinqubomgomo
- Izindaba zokumisa
- Izimo zokusebenza
- Ukuqashwa, ukulahleka kanye nokuhambva kwabasebenzi
- Ukuqeqeshwa, ukuthuthukiswa kanye neziqu
- Ukuhlolwa kwabasebenzi
- Ukuphatha abasebenzi
- Ezezimali
- Uhambo kanye nezithuthi
- Izindaba zezenhlalohle

7. Amarekhodi atholakala Ngokuzenzakalelayo

Ukuveza ngokulandela isigaba se-15 Somthetho

Okugciniwe Kwakudala okulandelayo kanye namarekhodi kuyatholakala ngokuzenzakalelayo:

Okugciniwe Okungamagugu Akudala (ama-Archives)

- Amarekhodi emiphakathi aphethwe ngabaugcina okungamagugu okungaphezu kweminyaka engama-20.
- Amarekhodi okuqhubeka enkantolo kanye nempahkla yabashonile.
- Amarekhodi angewona awomphakathi atholakele ngaphandle kokubekwa kwezimo zokufinyelela.

Amarekhodi

Izinhlalo zamarekhodi atholakala ngokuzenzakalelayo emiphakathini njengokulandelayo:

- Amarekhodi okugciniwe kwakudala nangewona awomphakathi afinyeleleka ngokulandela Umthetho Wezinsiza Zamarekhodi kanye Nokugciniwe Kwakudala KuZwelonke eNingizimu Afrika.
- Imibiko Yomnyango Yonyaka ngonyaka.
- Imibhalo Yokuphatha amarekhodi etholakalayo kuwebhusayidi ye-NARS.
- Izingolobane zolwazi ze-NAAIRS eziqukethe ulwazi oluphathelele namarekhodi aphelele yi-NARS, nokubhaliswa nokurekhoda angewona awomphakathi emiboniso yomazisi, amagama, izinyufomu kanye namabheji.

**MANYUALE WA LEFAPHA LA BOTSWERETSHI LE SETSO
O RULAGANTSWE GO YA KA KGODISO YA PHITLHELELO GO MOLAO WA TSHEDIMOSETSO
(PAIA)
(MOLAO NO. 2 WA 2000)**

KGATISO YA NTLHA

2006

LENANEO LA DITENG

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2. Tsamaiso ya phitlhelelo
3. Tlhaeletso ya tshedimosetso
4. Kagego le ditiro
5. Ditirelo tsa setšhaba
6. Tlhaloso ya direkoto
7. Direkoto di teng ka go itirisa

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1. MATSENO**1.1 Lemorago la ditiragalo tsa Lefapha**

Lefapha la Botswana, Setso, Saense le Thekenoloji le ne la tlhomiwa ka 1994 mme la kgaogana go nna Lefapha la Botswana le Setso le Lefapha la Saense le Thekenoloji ka 2002.

1.2 Bomaleba jwa Molao wa Kgodiso ya Phitlhelelo go Tshedimisetso

Molao wa Kgodiso ya Phitlhelelo go Tshedimisetso (Molao No. 2 wa 2000) o dira kwa Lefapheng jaaka mokgatlo wa setšhaba, segolo malebana le mekgwa ya direkoto tsa teng tsa ka fa gare. Bona gape temana. 2, *Tsamaiso ya phitlhelelo*.

1.3 Maikaelelo a manyuale go ya ka PAIA

Maikaelelo a Manyuale o ke go lemoga dikagego le ditiro tsa Lefapha le go tlhalosa mekgwa ya direkoto tsa teng go tsamaisa maikemisetso a PAIA.

1.4 Kaedi ya PAIA

Kaedi ya PAIA e e phasaladitsweng ke Khomišene ya Ditshwanelo tsa Botho e thusa setšhaba go dirisa Molao (Bona dikarolo 14(1)(c) le 10 tsa PAIA).

Kaedi e tsenyeletsa tse di latelang:

- a) dintlha tsa Molao;
- b) diaterese tsa poso le mmila, dinomoro tsa mogala le fekese mme, fa e le teng, aterese ya mogala wa ileketeroniki ya –
 - (i) motlhankedi wa tshedimisetso wa mokgatlo mongwe le mongwe wa setšhaba; le
 - (ii) motlatsa motlhankedi wa tshedimisetso mongwe le mongwe wa mokgatlo mongwe le mongwe wa setšhaba yo o tlhomilweng go ya ka karolo 17(1);
- c) dintlha tse di jalo tsa mokgatlo mongwe le mongwe wa poraefete jaaka di diragala;
- d) mekgwa le boleng jwa kopo tsa –
 - (i) phitlhelelo kwa rekotong ya mokgatlo wa setšhaba e e akanngwang mo go karolo 11 ya Molao; le
 - (ii) phitlhelelo kwa rekotong ya mokgatlo wa poraefete e e akanngwang mo go karolo 50 ya Molao;
- e) thuso e e leng teng go tswa motlhankeding wa tshedimisetso wa mokgatlo wa setšhaba go ya ka Molao;
- f) thuso e e leng teng go tswa Khomišeneng ya Ditshwanelo tsa Botho go ya ka Molao;
- g) ditshiamiso tsotlhe mo molaong tse di leng teng malebana le go dira kana go palelwa ke go dira maleba le tshwanelo kana tiro e e abetsweng kana e laoletsweng ke Molao, go tsenyeletsa mekgwa wa go dira –

- (i) boikuelo jwa ka fa gare; le
- (ii) kopo le kgotlatshekelo kgatthanong le tshwetso ka motlhankedi wa tshedimose tso wa mokgatlho wa setšhaba, tshwetso ka boikuelo jwa ka fa gare kana tshwetso ya tlhogo ya mokgatlho wa poraefete;
- h) ditshiamelo tsa dikarolo 14 le 51 tse di tlhokang mokgatlho wa setšhaba le mokgatlho wa poraefete, ka tatelano, go rulaganya manyuale, le ka fa o ka bonang phitlhelelo kwa manyualeng;
- i) ditshiamelo tsa dikarolo 15 le 52 tse di tlamelelang tlhagiso ya boithaopo ya ditlhopha tsa direkoto ka mokgatlho wa setšhaba le mokgatlho wa poraefete, ka tatelano;
- j) dikitsiso tse di ntshitsweng go ya ka dikarolo 22 le 54 malebana le dituelo tse di tshwanetwang go duelwa maelana le dikopo tsa phitlhelelo; le
- k) melawana e e dirilweng go ya ka karolo 92 ya Molao.

Kaedi e ka bonwa go tswa Khomišeneng ya Ditshwanelo tsa Botho.

Aterese ya webosaete ya Khomišene ya Ditshwanelo tsa Botho: <http://www.sahrc.org.za>

2. Tsamaiso ya phitlhelelo

2.1 Direkoto dingwe tse di se nang karologanyetso ya tshireletso di teng ka botsona. Bona tsebe 8.1.

2.2 Phitlhelelo kwa direktong tse dingwe tse di tshotsweng ke mokgatlho di tshwanetse go kopiwa go tswa Motlhankeding wa Tshedimose tso go ya ka ditsamaiso tse di tshalositsweng mo dikarolong 17 le 32 tsa Molao. Bona dintlha tsa tlhaeletso ya Motlhankedi wa Tshedimose tso mo go temana 3.

2.3 Diforomo tsa kopo tse di tshalositsweng

Diforomo tsa kopo tse di tshalositsweng di ka bonwa go tswa go Motlatsa Motlhankedi wa Tshedimose tso wa Lefapha la Botsweretshi le Setso. Bona temana 3.

2.4 Phitlhelelo e e tlhokometsweng

Phitlhelelo e tlamelelwa mo mafelong a a tlhophilweng jaaka diphaposi tsa go buisetsa ka fa tlase ga tlhokomelo ya leloko la badiri, le le kgonang go tlamela kaelo mo pusetso le tirisong diteng tsa tshedimose tso mo direktong le diakhaefe.

3. Tshedimose tso ya Tlhaeletso

10120000

3.1 Dintlha tsa tlhaleetso tsa Motlhankedi wa Tshedimosetso wa Lefapha la Botswana le Setso

Motlhankedi wa Tshedimosetso

Prof. Itumeleng Mosala

Mokaedi -Kakaretso

Lefapha la Botswana le Setso

Motlatsa Motlhankedi wa Tshedimosetso:

Rre Anil Singh

Mokaedi: Ditirelo tsa semolao

Aterese ya poso

Private Bag X897

PRETORIA

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Aterese ya mmila

Oranje-Nassau Building

188 Schoeman Street

Pretoria

Nomoro ya mogala

(012) 337 8000

Nomoro ya fekese

(012) 337 8517

3.2 Diaterese tsa websaete tsa Lefapha la Botswana le Setso

<http://www.dac.gov.za>

<http://www.national.archives.gov.za> (Tirelo ya Bosetšhaba ya Diakhaefe le Direkoto)

4. Kagego le ditiro

4.1 Pono le kemo ya maikemisetso a Lefapha la Botswana le Setso

Pono

Maikaelelo a Lefapha ke go tswelletsa le go somarela setso sa MaAforika Borwa go tihomamisa tshwaragano ya loago le kago ya setšhaba.

Maikemisetso

- Go tswelletsa le go godisa botsweretshi le setso mo Aforika Borwa le go tshegetsatsa seabe sa teng mo tswelletsong ya loago.
- Go tswelletsa le go godisa dipuo tsa semmuso tsa Aforika Borwa le go oketsa bomefuta jwa diteme jwa naga.
- Go tokafatsa ditšhono tsa ikonomi le ditsweletso tse dingwe tsa botsweretshi le setso tsa Aforika Borwa mo bosetšhabeng le ka bogotlhe ka dikgwebisano tsa tisanomongo e e tswelang mosola, ka go rialo go tihomamisa tswelelopele ya lephata.
- Go tswelletsa le go tlhokomela tiragatso ya pholisi, molao le kaelo ya togamaano ya temogo, tshomarelo le kgodiso ya ngwaoboswa ya setso.
- Go kaela, go tshola le go tswelletsa metswedi ya tshedimosetso ya boakhaefe, boeteledipele jwa setšhaba go maatlafatsa baagi ka phitlhelelo e e tletseng le e bulegileng kwa metsweding e.

5. Ditirelo tsa setšhaba

Lefapha le neelana ka ditirelo tse di latelang kwa setšhabeng:

- Temogo le thwalo ya direkoto tsa boakhaefe mo bobegakgang botlhe. Seno se tsenyeletsatsa tirelo ya dipotsiso, le ditshiamelo go buisana le go kopisa matheriale wa boakhaefe. Diakhaefe di ka bonwa go dirisiwa manyuale wa go bona dithuso mo diphaposeng tsa go buisa le Mokgwa wa Bosetšhaba wa Thwalo ya Tshedimosetso ya Boakhaefe bo bo Itirisang (NAAIRS) o o leng teng mo websaeteng ya Tirelo ya Bosetšhaba ya Diakhaefe le Rekoto (NARS). Ga go dituelo tse di lefisiwang mo phitlhelelong kwa diakhaefeng fela ba a kgethisiwa, jaaka go tthalositswe ke Polokelo, go dira dikhophi le go dirisa mananeo a go fokotsa kwa Diakhaefeng tsa Bosetšhaba tsa Filimi, Bedio le Modumo.
- Tshegetso ya NAAIRS, go tsenyeletsatsa direjisetara tsa bosetšhaba tsa direkoto tse e seng tsa setšhaba mo tsholong ya ditheo tse di kgobokanyang, tse di fitlhelegang ntle le tuelo mo websaeteng ya NARS.
- Tlamelo ya go bona dithuso le diphasalatso tse di amanang le diakhaefe go ya ka dikelo tse di beilweng mo *Lenaneng la Diphasalatso tse di Rekisiwang*.
- Thulaganyo le kwadiso ya dikemedi tsa boeteledipele. Dituelo jaaka di tthalositswe ke Polokelo di duelelwa tirelo e.

Ditirelo dingwe di neelanwa kwa mekgathong ya puso fela, sekao. Ditirelo tsa tsamaiso ya direkoto, go katisa batsamaisi ba direkoto le tlanelo ya diakhaefe.

6. **Tlhaloso ya direkoto**

Mekgwa ya thwalo ke leano la faele ka boyona le Rejisetara ya Difaele e Butswe.

Leano la faele le na le mefuta e megolo e e latelang:

- Mathomeso a peomolao le pholisi
- Merero ya tlhomo
- Maemo a tirelo
- Thapo ya badiri, ditatlhegelo le motsamao
- Katiso, tsweletso le borutegi
- Tshekatsheko ya badiri
- Taolo ya badiri
- Ditšhelete
- Maeto le dipalangwa
- Merero ya loago

7. **Direkoto tse di leng teng ka go itirisa**

Dikutololo go ya ka karolo 15 ya Molao

Diakhaefe le direkoto tse di latelang di teng ka go itirisa:

Diakhaefe

- Direkoto tsa setšhaba mo tsholong ya boakhaefe tse di bogolo jwa go feta dingwaga di le 20.
- Direkoto tsa ditsamaiso tsa kgotlatshekelo le boswa jwa moswi.
- Direkoto tse e seng tsa setšhaba tse di bonweng ntle le tlhomamiso ya maemo a phitlhelelo.

Direkoto

Ditlhophha tsa direkoto tse di leng teng ka go itirisa kwa setšhabeng ke tse di latelang:

- Diakhaefe le direkoto tse e seng tsa setšhaba tse di fitlhelegang go ya ka Molao wa Bosetšhaba wa Diakhaefe le Tirelo ya Direkoto tsa Aforika Borwa.
- Dipegelo tsa Lefapha tsa ngwaga.

- Diphasalatso tsa botsamaisi jwa direkoto tse di leng teng mo websaeteng ya NARS.
 - Ditshedimosetso tsa khomphiutara tsa NAAIRS tse di tshotseng tshedimosetso mo direktong tse di mo tsholong ya NARS, direkoto tse e seng tsa setšhaba le dikwadiso tsa dikemedi tsa boeteledipele, maina, diyunifomo le dibetšhe.
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