





# MANUAL




For archiving of congregation documents

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Archivist

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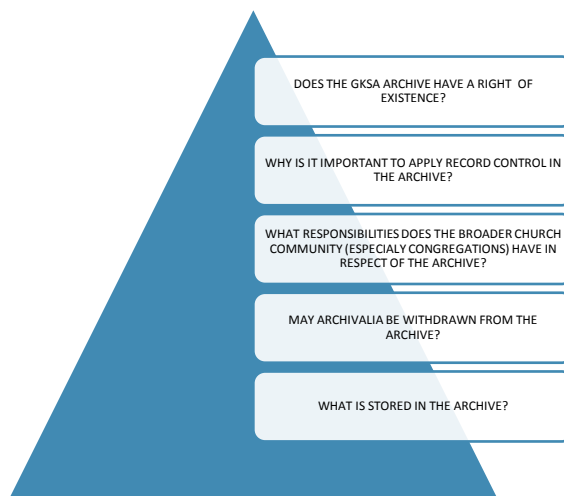
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# INTRODUCTION

This manual has been compiled for use by GKSA congregations. It is one of a kind and is used by several other archives, church organizations and congregations as *aid* for archiving.

The archive repository is a systemized source of information in the service of the Reformed Churches in South Africa and, because of its rich sources of information serves other sciences, as an institution replies to official and academic enquiries and provides guidance to researchers with regards to research methodology.



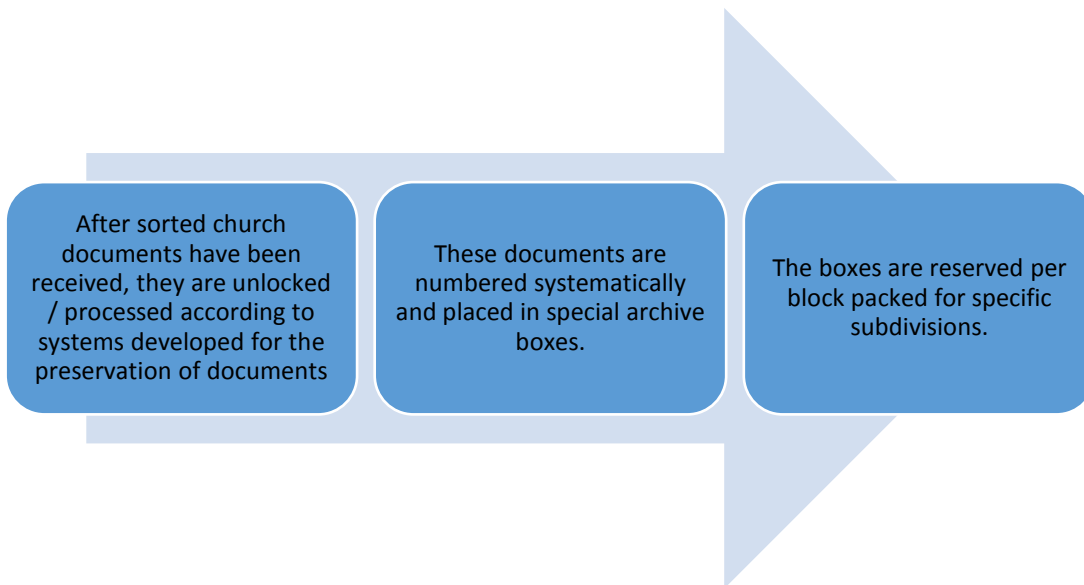
## THIS MANUAL AS AID:

With this manual the author hopes to refute perceptions and to give a clear explanation of work done in the GKSA Archive, based on the above mentioned problem statements.

## HOW DID THE GKSA ARCHIVE COME INTO EXISTENCE?

The Synod of 1961 (*Acts p. 354-356*) took a clear decision about the archives of the church over which it has full and exclusive control. The Synod spends money and effort to accommodate the archival documents of the church councils in the archive.

<i>GKSA archive staff purposefully and productively engage in many facets of the field of archives.</i>	<i>Skilled staff are appointed at the archive.</i>	<i>Staff members at the archive are: a full-time archivist, assistants and volunteers working with various stages of archiving.</i>
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## STORAGE OF ARCHIVE MATERIAL

The archive vault is in the basement, 'underneath' the Theological Library. There are sliding shelves in the archive on which archival material (archivalia) is packed after it has been sorted:

## CHURCH ARCHIVE AS STORAGE PLACE

The GKSA Archive is equipped with facilities that create the right environment for the collection, care of and preservation of documents and other church material. Historical and memorable archivalia must enjoy permanent protection for informational and symbolic reasons.

Given the irreplaceable nature of the material that is safely stored in archives, the requirements must be such that the risk of loss is limited to the absolute minimum.

Safe and correct handling of archivalia by staff and users promote the conservation and survival of the material.

*Each archive has different needs according to its specific nature. The work areas are arranged accordingly. Strong-rooms are not work areas and the overall design is geared towards security of archival material and not the convenience of people. It could be considered the heart of an archive.*

Certain essential requirements are set for a functional archive regarding its construction and equipment:

- (a) The building materials used to build strong-rooms must be very strong.
- (b) The walls must be able to withstand a fire for at least two hours.
- (c) All openings must be equipped with fireproof doors.
- (d) The strong-room must especially have shelves of a non-flammable material, e.g. enamel coated steel which does not cause a chemical reaction, a harmful effect on the documents.

## SYNOD ASSIGNMENT AND RECORDS MANAGEMENT

Plenary assemblies and congregations have their own archives and deliver the documents (archivalia) to the central archive for safekeeping. Guidelines by which archiving is done are

contained in the Acts of the Thirty-fourth Synod Assembly of the Reformed Churches in South Africa convened at Potchefstroom on Wednesday 25 January 1961, *Article 104 p. 350-365*.

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## RECORD CONTROL POLICY FOR ARCHIVALIA OF THE GKSA CHURCH COUNCIL

This policy is set by the Deputies Historical Matters, principals of the archivist

### RECORD CONTROL POLICY:

- Where congregations [merge](#), all church records of those *who join* must be submitted immediately to the archive for storage before the unification.
- Congregations that [seize to exist](#) are requested to submit all archival material to the archive prior to date of dissolution.
- Archive-generating parties (Church Councils) shall, along with the submission of archivalia, provide a clear [inventory of documents](#) to the staff and give the archivist [written assignment concerning documents that should be closed, and the time period](#). These documents are closed to researchers and made available only with the approval of the archive-generating party in the event of the Church Council, or if the archive is ordered thereto by a court.
- It is also the policy of the GKSA Archives to comply with the Promotion of Access to Information Act (Act 2 of 2000) and the general principles of records management required by the Act of National Archives of South Africa (Act 43 of 1996), the International Standards for Records Management (ISO 15489) and the South African Standard for Records Management (SANS 15489) together with the Constitution of the Republic of South Africa and other relevant legislation.
- These rules and procedures apply to paper based-, micro graphic-, audio-visual- and electronic records.
- Generic and specific training in records management: An awareness campaign will be conducted regularly. The main objective of the course is training church-office personnel, so as not to violate legislation during the sorting process by destroying documents with a prescribed lifetime.

### ARCHIVES OF CHURCH COUNCILS AND WITHDRAWAL THEREOF

*Important to know is that the archivalia of a Church Council remains the property of the particular Church Council.* “Since the Synod invests a lot of time and money in the safe and orderly storage thereof, it is agreed upon by the churches that this dated part may not be removed from the church archives without the permission of the archivist and notice to the Deputies for Archival Matters (Deputies Historical Matters). Permission can however be obtained from the archivist only if the conditions in paragraph 3.2.2 are met”. [Excerpt from Acts of 1961, Art 104 p. 351-365].

**If the documents have to be withdrawn the Church Council has to send a written application to the archive.** The application for withdrawal must state:

- Exactly which pieces (indicated on the index) are required;
- What period of time it will reside outside the archive;
- What precautions are taken for absolute safety in transportation and storage outside of the archive;

- No risk may be taken by any party with regard to the aged archives, since their value is incalculable and irreparable.

## RIGHT TO CONTINUED EXISTENCE OF THE GKSA ARCHIVE.

The GKSA Archives not only strives for the promotion of the preservation idea, but naturally also for the collection and preservation of document collections and therefore it certainly has the right to continue to exist. The people and the need exist; the documents are legion; we should just place greater emphasis on archival awareness and a sense for preservation. Every unlocked document has archival value.

## ARCHIVING OF DOCUMENTS

The section for archiving of documents consists of guidelines and tips. It serves as the simplification of an archiving process that starts at the local congregation and continues in the central archive.

*Not every document, letter or piece of paper that has been written on should be sent to the archive. Only documents that shed light on the field of work of the particular institution / church council.*

**Note:** When assessing the research value of documents, it must be kept in mind that it can be of value for research purposes on historical, church-historical, sociological, economic, cultural and other areas.

The archives of church councils will differ in appearance and size as church councils do not work in exactly the same way. Contact the archive staff for help at 018 294 8952 and [21149895@nwu.ac.za](mailto:21149895@nwu.ac.za).

*Archives are the documents that were collected by a natural process of any kind, public or private; on any date and that are then kept for reference in their repository; by a person or their successors who are responsible for the documents.*

*(The English Archivist: A New Profession, in Selected Writings of Sir Hilary Jenkinson, Alan Sutton, 1980, p. 237).*

At the archive an index is compiled of all the items (documents) from church councils that have been sent to the archive over the years for archiving, it has been computerized and maintained by congregation.

### EMBARGO; SOUTH AFRICAN REVENUE SERVICE; ELECTRONIC INVENTORY;

- *Embargo:* Church Councils have the power to enforce an embargo (up to 50 years) on particular documents and this must be communicated to the archive in writing.
- *With regard to the South African Revenue Service (SARS):* Financial documents should be stored at the church for a period of five (5) years before it is sent to the archive. The archives only preserve audited financial statements. *See: information documents for guidelines dealing with legislation, subsection: legal responsibilities and issues in this manual.*
- *Electronic Inventory:* Ask the archive for electronic copies. Church councils determine which archivalia (with the relevant dates) is already stored at the archive according to the index.

We kindly request that the index is checked and thus ensuring that there is no material in your church council's possession that should be in safe-keeping at the archive.

An appeal is made to church councils not to send any material to the archive that has not been selected/sorted!

## ACQUISITION PROCESS OF THE ARCHIVE

The archive collects and stores these documents;

Books: minute books, announcements books and registers (baptism and membership).

Documents: correspondence; addenda, *reports*; financial documents (only financial statements).

News: yearbooks, festival papers, memorial books, diaries, newspaper clippings.

Audio-visual material: photos, film rolls and other media with historical data.

## GUIDELINES FOR ARCHIVING

### GUIDELINES AND SUGGESTIONS

The ideal would be for each church council to appoint an archive commission of which the scribe or administrative officer is a member. This commission ensures that:

1. the congregation has an effective and scientific archive system in place, which includes an efficient filing system, as well as the necessary facilities for it in a fireproof safe or room;
2. the church council complies to all the church, legal, archival and museological requirements for the material and services: (a) by compiling and annually maintaining an inventory that complies to the set requirements of the Promotion of Access to Information Act for forwarding to the archive; (b) by complying with the requirements in the National Heritage Resources Act [Act 25 of 1999 and supplemented in Government Notice No. 1313 of 25.10.2002] - that controls all structures - or parts of it, older than 60 years, and which provides that no "heritage object" [books, manuscripts, documents, archivalia, maps, prints, photographs, films, audio material and any material that is unique and that supplements the oral history of South Africa] without permission or a disposition permit may be destroyed, damaged, scratched, changed, restored or repaired;
3. by giving guidance in conjunction with the church council with regard to the ordering, conservation, preservation and development of the congregation-archive, the destroying of disposable pieces, submission of congregational archivalia to the central archive and all other obligations in order to comply with the requirements specified in the amended policy regarding record management from time to time and available at the GKSA Archives in Potchefstroom;
4. the signed and initialled minutes of the church council, its committees, its service groups and other congregational meetings recorded in a proper, edited and archival acceptable minute book or minute file and that the relevant appendices have been added;
5. member registers for baptismal and adult members are kept up to date and edited;
6. corrections and / or modifications of entries is done correctly in the registers after applications, with the necessary documentary evidence, have been approved by the church council;
7. all the congregation's material is properly cared for;
8. checked, corrected and signed copies of the member registers are made in the prescribed manner and sent to the archive;



9. The church council sees to it that archival material is sorted



*Documents that are jumbled, unidentified, non-chronological, accumulated, duplicates and otherwise unsystematised, can not be archived meaningfully by the Archive:*

*Arrange the documents according to the guidelines in the form of the list as shown in indexing.*

*Identify documents and books clearly - write with pencil in front of book: name of organization, date and title, eg: Empangeni Baptism register*

***Organize and sort congregation documents. Make a complete inventory of documents being sent to the archive.***

*Date all the documents, number the appendices and show dates of meetings. Identify final drafts (no preliminary drafts).*

*Keep meeting minutes and appendices together as far as possible.*

*Keep all correspondence relating to church council matters.*

*Ensure that original contracts are kept safe at the congregation, send a copy to the archive, eg. title deed.*

*PLEASE NOTE: Embargo - Church Councils has the power to put an embargo (up to 50 years) on certain documents and this must be communicated to the archive in writing.*

#### CONGREGATION MATERIAL AND ARCHIVE STORAGE SPACE

Method of archiving by the local congregation: (a) Archive commission and/or administrator gathers material from their own archives, sorts it, makes an inventory of content and sends it to the archive.

(b) As stated before, church council archives differs in appearance and size since church councils are autonomous and do not all work in the same way.

# SCHEMATIC INVENTORY

What does the congregation/church council inventory look like at the archive?

We are now discussing an inventory of archivalia; these are the types of documents stored in the archives of an imaginary church council as an example, *Archive of Church Council A*:

**1. MINUTES:**

MINUTES CHURCH COUNCIL AND DEACONS (Broader church council)

MINUTES CHURCH COUNCIL (Elders)

MINUTES COMBINED CHURCH COUNCIL (e.g. two congregations in combination)

MINUTES COMMISSIONS OR COMMITTEES OF THE CHURCH COUNCIL – *this would be for property, building, congregation newsletter and more*

REGISTER OF CHURCH COUNCIL RESOLUTIONS

Keep meeting minutes together with appendices as far as possible and indicate what belongs together.

**2 APPENDICES/ CORRESPONDENCE**

Keep only **REPORTS and PETITIONS OF PROTEST**. This would be the correspondence relating to appeals and letters and *from and to church councils*, reports and correspondence that was tabled in the various meetings of the church council.

(a) It must be properly dated.

(b) Circulars from the Administrative Bureau and letters from all other outside organizations such as the *Bible Society, FAK and Transoranje Institute for Special Education* are **NOT** sent to the archive. The original letter or primary source can be obtained from the particular organization.

**3. MEMBERSHIP REGISTERS**

Register or book in which members' information is recorded.

If on computer, annually make a bound and numbered printout and send it to the archive.

**4. BAPTISM REGISTERS**

Register/ Book(s) in which baptisms are recorded.

**5. MARRIAGE REGISTERS**

Register/ Book(s) in which marriages are recorded.

**6. DEACONS**

MINUTES DEACONS

7.           **FINANCES OF THE CHURCH COUNCIL**  
               MINUTES OF FINANCIAL COMMITTEE  
               APPENDICES (*Only assignment(s) to Church Council*)  
               AUDITED FINANCIAL STATEMENTS (**NO** *cash books, ledgers, analysis books, deposit lists, invoices, accounts, receipts, bank statements and/or checks*)
8.           **MISSION AND EVANGELISM**  
               MINUTES MISSION COMMITTEE or  
               EVANGELISM-COMMITTEE
9.           **ANNOUNCEMENT BOOKS**
10.          **YOUNG PEOPLE’S ASSOCIATION**  
               MINUTES YOUNG PEOPLE’S ASSOCIATION
11.          **SISTERS**  
               MINUTES SISTERS MEETINGS
12.          **BIBLE STUDY-ASSOCIATIONS**  
               MINUTES BIBLE STUDY
13.          **CATECHISM**  
               MINUTES CATECHISM
14.          **HISTORICAL**  
               The congregation's recorded history, festival papers and correspondence of historical interest, etc.

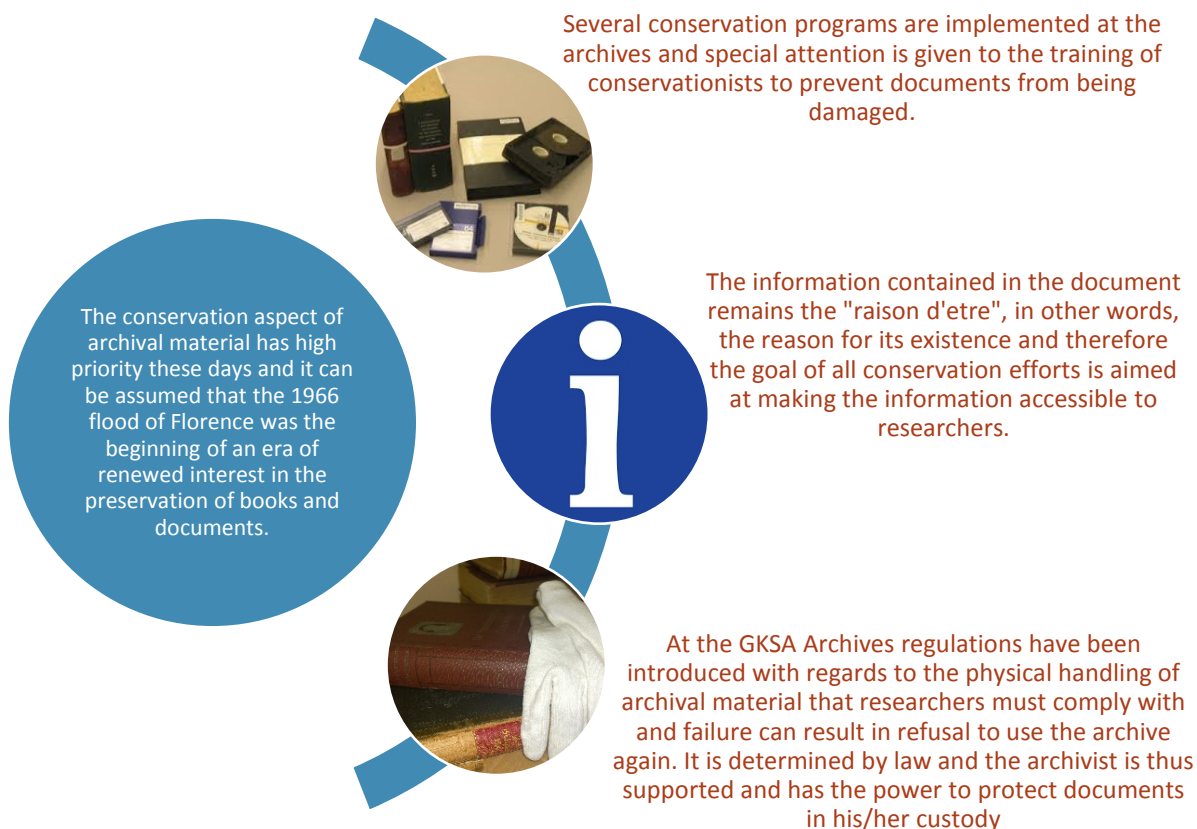
**AND**

**ALL PHOTOS OF IMPORTANCE TO THE CHURCH'S HISTORY**

## ARCHIVE SYSTEMS AND SUPPORT SERVICES

In the writing of this section, the archives staff aims to: (a) provide sustainable support services to the wider church community and in this way to communicate information.

(b) important administrative tasks are addressed, for example completion of registers, writing of meaningful minutes with pro forma examples. In the science of archiving, it is important to adopt responsible innovation.



**SCIENCE OF ARCHIVING**  
**RESPONSIBLE INNOVATION**

Please note that the archive offers workshops. This project was successfully launched in 2013. The workshop(s) include practical information concerning the handling of congregation documents.

**1. WORKSHOPS**

Congregations, classes and other agencies can use this external service made available by the archive staff. Please contact the archive for a training- and practical workshop.

Main purpose of the workshop:

- a) to train office staff or administrators to sort the congregation’s archival material according to the guidelines of the Information Act of 1999 and the Audit Law, preservation and destruction of documents law and Act 2 of 2000 for access to information,
- b) that GKSA Archive is not flooded with unnecessary archivalia and that congregations do not violate laws by destroying documents that have a legally prescribed lifetime;
- c) and to provide sustainable support services to the wider church community.

The following primary program is presented and adjusted according to institution needs:

#### PROGRAMME

1. Origin, purpose and function of the GKSA- Archive.
2. Role and responsibility of GKSA- congregations (churches)
3. Guidelines for preservation of church documents
4. Practical information concerning the handling of archivalia in the archives:
  - Receiving of acquisitions and cataloguing them;
  - Inventory;
  - Accessibility for inquiries and research;
  - Electronic archiving;
5. Joint roles and responsibilities of GKSA in the preservation of our historical heritage

## 2. MEETING PROCEDURE

THIS SUBSECTION HAS BEEN DEVELOPED FOLLOWING SHORTCOMINGS IDENTIFIED REGARDING THE TRACKING OF INFORMATION ABOUT DECISIONS MADE BY CHURCH COUNCIL.

→ The following examples are just for information to church councils and not prescribed methods;

→ There is also an information sheet on meeting procedures on the GKSA website, [www.gksa.org.za](http://www.gksa.org.za)

### AGENDA:

*What purpose does the agenda serve in the meetings procedure?* The agenda is the 'plan' of the meeting. Before the meeting takes place the agenda should be drawn up and circulated.

Preparing an agenda:

- a) The agenda is the structure of the meeting, where and when it will take place and the points of discussion.
- b) The minutes of the previous meeting with the necessary materials should be read before the meeting. An agenda is part of the meetings file.
- c) The agenda contains a list of points of discussion and "matters arising" from the previous minutes.

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#### PRO FORMA OF AN AGENDA

This is what we plan to discuss and contains the following points:

<b>Name of congregation:</b> GK Potchefstroom	
<b>Name of Agenda:</b> Agenda for meeting of the Property Commission	
<b>Date:</b> 25 September 2014	
<b>Agenda Points:</b>	<b>For information for the minutes.</b>
1. Opening and Word of Welcome	Write down the text read by the chairperson and the words of welcome.

2. Members present and absent with apologies.	The apologies of those who are not present are handled as part of the minutes.
3. Determining the agenda	
4. Minutes	Read the previous minutes: The minutes are accurate notes of what were discussed and decided at the meeting. Ensure that the last minutes are circulated or at least read out loud at the meeting.
5. Delivering of the Financial Report	
6. Matters arising	Refer to issues that were discussed at the previous meeting, but have not yet been finalised - a list of matters arising usually appears on the agenda.
7. Correspondence	All correspondence done since the last meeting is recorded here.
8. Agenda / Other matters	In this section we list matters to be discussed or reported on. If it involves a report, it refers to: <ul style="list-style-type: none"> <li>• comment on a specific matter,</li> <li>• when it was completed, the problem attached to it and</li> <li>• a proposal (facts and suggestions)</li> </ul>
9. Next meeting	After all matters have received the necessary attention the chairperson will set a date and time for the next meeting and adjourn the meeting.
10. Closing	

---

## MINUTES:

As in the case of the agenda, the minutes are also divided into two sections and matters that appear in a specific section of the agenda, will normally be published in the same section of the minutes.

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### WHAT ARE THE MINUTES?

*MINUTES ARE A RECORD OF WHAT WAS DONE AT A MEETING AND NOT A REPORT OF WHAT WAS SAID.*

*SIGNED MINUTES ARE PROOF THAT IT IS THE ONLY AUTHORITATIVE, FINAL AND LEGAL VERSION OF THE DECISIONS OF THE MEETING. IT HAS A BURDEN OF PROOF, ONUS PRO BANDI.*

*ALL MINUTES THAT ARE WRITTEN ARE PART OF HISTORY.*

*THAT ONLY SUCH INFORMATION AS IS NECESSARY BE INCLUDED IN THE MINUTES, IT HAS RESEARCH VALUE*

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*WRITING OF MINUTES:*

*In minutes the following are important:*

- Type of meeting, time, date, location
- Names of people present
- Names of visitors
- Those absent with apology
- Summary of discussion and decisions
- Tasks that must be followed up
- Who are responsible for which tasks

For any action to run smoothly, proper planning is necessary - the larger and more complex the task, the more thorough planning must be done.

At the meeting the five "W" s are clarified:

<b>What:</b>	do we want to do	=	<b>Vision Assessment</b>
<b>Why:</b>	do we want to do it	=	<b>Goal setting</b>
<b>Who:</b>	will take responsibility for the task and action	=	<b>Church members/members of the meeting and commissions</b>
<b>When:</b>	is the action to take place and be completed	=	<b>Date and Place</b>
<b>Where:</b>	is the action to be taken	=	<b>Place</b>

---

*MINUTES ARE A LEGAL DOCUMENT - AN AUTHORITATIVE AND LEGITIMATE VERSION OF THE MEETING:*

- A final decision and not a draft decision
- The Chairperson and scribe must sign the minutes
- The minutes should be a reflection of what was determined in the agenda and serves as a guide to determine the next agenda.
- Minutes of a meeting are the only authoritative and legal version of the proceedings/decisions of such a meeting.
- Accurate notes of what was discussed and decided at the meeting: It not only serves as a true reflection of previous discussions, but also avoids any arguments about past meetings

These minutes remind us of mistakes and successes of our past. A decision or recommendation should be formulated clearly and unambiguously with sufficient background information to enable a reader who did not attend the meeting to understand the exact purpose of the meeting: If at any time it is not clear to a scribe what was decided by the meeting, it is his duty to ask the chairperson to clarify.

If a document serves before the meeting within which recommendations for consideration by the meeting appear, the recommendations accepted by the meeting are recorded.

Caution should be taken when minutes regarding persons are recorded.

This does not mean that every small detail of what happened in the meeting may be recorded in the minutes. Deliberations need not be recorded, because personal opinions are not important for record purposes. For instance, it does not need to be recorded that: "Brother So-and-so said this and that".

In this writing/minutes it states that only those things that are necessary are to be included in the minutes, it has research value.

To determine what is necessary is not always easy – therefore a scribe should have a fine sense of what he minutes and the meeting should guide him in this regard. Therefore, the approval and determination of any minutes is of the utmost importance.

In general only decisions are recorded; it is not necessary (nor desirable) to record who made a proposal and who seconded it. Also, it does not need to be recorded how many were in favour of a proposal and how many voted against it; it is only recorded: "The meeting decided ..."

- It is also important that a clear motivation and description is given of the decision being recorded for every decision made by church meetings, and not only 'noted' or 'approved', OR 'refer to resolution number so-and-so of agenda'!
- Without motivation and description of decision(s), the minutes do not have research value - how does a person who reads the minutes after 15 years know what the decision was on what it was applicable if there is no clear motivation and description of the minutes item.
- Reports from commissions do not need to be recorded in words; they are marked as appendices in the minutes and filed with the minutes to which they apply.

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*GUIDELINES FOR THE FOLLOWING:*

**EXTRACTS FROM MINUTES**

- If a meeting does not deal with confidential matters, excerpts from and access to the minutes are allowed.
- Personal matters are usually confidential;
- Extracts from minutes of important matters may therefore only be given with extreme care and caution.
- Persons who have an interest in confidential matters have, with the consent of the council, depending on the matter, the right on extracts of/access to the relevant section(s) of the minutes.

**MINUTES BOOK MUST HAVE NUMBERED PAGES**

- It is essential that minute books have numbered pages, to prevent possible falsification of minutes.
- In the past there have been cases where minutes in unnumbered books were falsified.
- When typed minutes are pasted into minute books, or a number of typed minutes are bound in book form, it must be done with extreme care and caution.

**CORRESPONDENCE ARISING FROM MEETING**



- Correspondence arising from a church council meeting is the responsibility of the scribe.
- It should preferably be finalized as soon as possible after the meeting, while the details are still fresh in the memory.

*SOME TIPS FOR WRITING THE MINUTES:*

- A person's memory is short. Therefore, write the minutes immediately after the meeting. If you are unsure whether the minutes convey the correct message, ask someone who did not attend the meeting to read it and tell you how he understands it.
- Avoid long sentences; rather divide the minutes into distinct sections.
- Limit the use of adjectives to the essential.
- Appendices to the minutes:
  - a) Normally appendices to an agenda are also included as appendices to the minutes.
  - b) In some cases it is possible to summarize the information contained in an appendix to the agenda within the minutes, without loss of clarity. Where possible, this procedure should be followed.

*PRO FORMA: EXAMPLE OF CONGREGATION 'A'S MINUTES*

<b>NAME:</b> GK ..... <b>MEETING:</b> Church council <b>DATE:</b> ..... <b>PLACE:</b> Consistory of GK.....		<b>PRESENT:</b> .....	<b>ABSENT WITH APOLOGY:</b> .....  <b>ABSENT WITHOUT APOLOGY:</b> .....	
AGENDA-ITEM	DISCUSSION	DECISION	ACTION BY	REPORTER
1. Opening and equipment				
2. Attendance				
3. Motions	Motion of participation in passing of .....	Approved. Letter will be addressed to the family by the Rev. A de Klerk	Scribe	
4. Minutes	Minutes of 20 May 1990 are read	Approved		
5. Matters arising from minutes				
5.1.1 Members of ward 2 to other congregation	No report yet	Postponed	Ward Group: South and East	16/9/1990
5.1.2 Members of other churches at Holy Communion	Not yet formulated by commission.	Stand over/Postponed	Commission for standing	16/9/1990

<b>5.1.3</b> Classis-report	Minutes not yet available. Visitation must be arranged	If matters need attention it will be reported at the next meeting	decisions  Delegated	16/9/1990
<i>Complete the rest of the minutes in accordance with the Agenda</i>				
<b>9. Closing</b>	Chairperson.....	Scribe.....		

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*IN SUMMARY:*

- a) Write the name of the congregation;
- b) Date;
- c) Name of the meeting, e.g.: Church Council Meeting;
- d) Decisions recorded;
- e) Formulate the decision, for example:
  - 6.1 *Clothing - The matter is referred to the broader church council...*
  - 6.2 *Contributions - The meeting decides:*
    - (a) *Elders should regularly check contribution lists and follow up.*
    - (b) *Written reports regarding members who have been visited must be submitted monthly to the broader church council meeting;*
- f) Each decision is clearly described in the minutes. Without a clear motivation and description, the minutes do not have research value;
- g) Important to remember: leave space for signature of chairman and scribe.

## REGISTERS AND THEIR NECESSITY

The information contained in the registry-document remains the '*raison d'etre*': *reason for its existence!*

*Registry is a database which contains important information-entries of the institution*

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### REGISTERS SERVE AS EVIDENCE AND/OR SUPPORTING DOCUMENTATION

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*IN THIS SECTION, THE FOLLOWING MATTERS ARE DISCUSSED:*

*REGISTERS AND THEIR NECESSITY;*

*WHY PRESERVE REGISTERS;*

*REGISTERS AND GENEALOGICAL RESEARCH;*

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#### *ENTRIES IN REGISTERS:*

- Deletions are not allowed in the registers.
- A writing error made during the current year must be corrected immediately.
- When a congregation only has a computerized registry, a copy of the baptism- and membership register must still be made annually and preserved.
- Where an adult is baptized after confession, the entry is recorded in both the baptismal register and adult members register.
- The baptism entry of a married woman is made under her maiden name with the current surname in brackets. [Example: Venter (now Coetzee)]
- If a person wishes to transfer from another church and become a member of the congregation, the correct name of the previous church is written in the column "FROM

WHERE" and in the remarks column the date of the church council decision is recorded, *that is members of churches that endorse the Three Formularies of Unity*

-----  
**PRO FORMA OF A MEMBERSHIP REGISTRY**

<b>THE REFORMED CHURCH.....</b>		
<i>Surname:</i> Botha	<i>Ward:</i> 12	<i>Place of call:</i> 85
<i>Home address:</i>	Smit street 54	
<i>Postal address:</i>	Smit street 54, Potchefstroom	
<i>Telephone: Home</i>	.....	
<i>Cell phone</i>	.....	
<i>E-mail address</i>		
<i>Title:</i>	Sr. <i>Ward:</i> 12	<i>Contribution:</i>
<i>Initials:</i>		
<i>Name:</i>		
<i>Member type:</i>	<i>Gender:</i> F. <i>Marital status:</i> U	
<i>Date of birth:</i>		
<i>Identity number:</i>		
<i>Occupation:</i>	Scholar/ Businessman	
<i>From where:</i>	<i>Date joined:</i>	
<i>Office:</i>	<i>Interest groups:</i>	

-----  
**WHAT IS WRITTEN IN THE REGISTER(S)?**

<b>Membership Register</b>	<b>Baptism Register</b>	<b>Marriage Register</b>
<p>According to the recommendation of the archive every congregation should maintain a membership register. It can be in various forms:</p> <p>(a) handwritten; and/or</p> <p>(b) computerized registry in an electronic database;</p> <p>NOTE THAT: Names and surnames of persons</p>	<p>NOTE THAT: Names of parents and the children who are baptised must be written in full in the register;</p> <p>Entry of parents' names: only the maiden name of the mother is entered together with her full given names and not her married name - if her maiden name and her married name is the same, "born" is written in front of her</p>	<p>Every marriage that is confirmed will be recorded in a marriage register.</p> <p>Ministers of the GKSA are independent marriage officer(s) with their own marriage register issued by the Department of Home Affairs.</p> <p>When the register is full of entries it must by law be submitted to the Department of</p>

<p>and names of congregation(s), must be given in full and accurate;</p> <p>Dates must be entered on every page in the register; <i>No repeating characters or words like "do" or "ditto" are allowed;</i></p> <p>Entries must be made in alphabetical order. <i>Alphabetical listings of surnames come under the V e.g. a surname such as Janse(n) van Rensburg.</i></p>	<p>maiden name for clarity.</p> <p><i>Issuing of baptismal certificates upon request:</i> (a) The applicant must be able to prove that the baptised member was baptised in the GKSA. (b) After the original baptism entry is confirmed, the archivist is authorized to issue a duplicate baptismal certificate. (c) All copies must be a correct and accurate record of the original register entry.</p>	<p>Home Affairs.</p> <p>AND</p> <p>A copy/duplicate of the marriage register must be submitted to the archive.</p>
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**ELECTRONIC REGISTER COPIES:**

Where churches record their registers and/or register copies on a computer, all the provisions for 'recording of registers' apply (see above paragraphs and columns)

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**RECORDS AND GENEALOGICAL RESEARCH: THE COMMISSIONED OF THE GKSA ARCHIVE**

- a) GKSA Archive is a church archive and not a genealogical institution
- b) The GKSA Archive reserves the right to refuse or postpone a certain genealogical research project, especially on the basis of workload and in respect of the archive's primary task.

Most of the genealogical source material such as baptismal, marriage and membership registers that are stored in the archive is available electronically on "microfilm" and computer hard drive.

This information can be acquired at Family Search's Genealogical Society of Utah (GSU) archive in Johannesburg. The GSU contains a wealth of information and links to be of aid to genealogists.

**GSU (Genealogical Society of Utah)**

Web: [www.familysearch.org](http://www.familysearch.org)

**GISA (Genealogical Institute of South Africa)**

Postal address: PO Box 3033, Matieland, 7602

Physical address: 115 Banghoek Way, Stellenbosch

Telephone: 021-887-5070

Fax: 021-887-5031

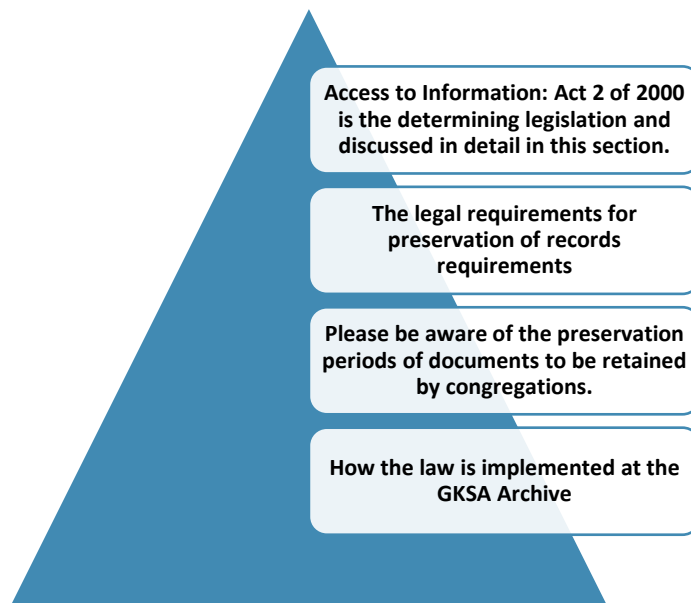
E-mail: [info@gisa.org.za](mailto:info@gisa.org.za)

Web: [www.gisa.org.za](http://www.gisa.org.za)

## LAW

This document is limited to the laws of a general nature affecting the archivist in his work. There are also many other laws which contain specific provisions on certain archives, e.g.: *Regarding the Archives of the State the Archives Act, 1962 is the said area in which solid principles and guidelines and policy directives are laid down by the highest authority in the country (Parliament).*

It is the policy of the GKSA Archive to comply with the law and the general principles of records management required by the National Archives Act of South Africa (Act 43 of 1996), the International Standards for Records Management (ISO 15489) and South African Standard for Records Management (SANS 15489) together with the Constitution of the Republic of South Africa and other relevant legislation.



### CHURCH POLITY AND INFORMATION SCIENCE IMPLICATIONS:

The Deputies Historical Matters (DHM) decided that a point of view should be formulated and applied regarding the church polity and information science implications on record management within the church. Therefore the DHM was guided by existing practices within the church, archival principles and the following legislation: **No. 43 of 1996**: the National Archives Act of South Africa, 1996; **No. 58 of 1962**: Income Tax Act, Section 75. I. F and 75.2; **No. 77 of 1968**: Stamp Act, Sec 23(6) and 23(16); **No. 68 of 1969**: Statute of Limitations, Sec 11(c); **No. 3 of 1983**: Law on Basic Employment Conditions, Section 20.3 (April 1998 replaced by No. 75 of 1997, Section 31.2); **No. 56 of 1981**: Manpower Training Act; Art 44; **Regulations** for the preservation and conservation of Company Records, 1983; **Regulations** for the Preservation of Documents of Closed Corporations, 1984; **2002; POPI** and **Act 2 of 2000; Legislation on Electronic communication - Act No. 25 of 2002**

### THE LEGAL REQUIREMENTS FOR PRESERVATION OF RECORD REQUIREMENTS

## ACT 2 VAN 2000, ACT OF ACCESS TO INFORMATION:

The Act on Promotion of Access to Information is above any law or legislation that may prevent or restrict access to information.

*LEGAL REQUIREMENTS FOR THE CONSERVATION OF RECORDS, REQUIRED PERIODS FOR THE CONSERVATION OF RECORDS ACCORDING TO ACT ON ACCESS TO INFORMATION, ACT 2 OF 2000 WITH IMPLEMENTATION AT GKSA ARCHIVE - See conservation periods (columns) established by Law at the end of the document.*

In the following pages, the word "congregations" also includes synods, major assemblies, commissions, service groups and other church institutions. Similarly, the word "church council" refers to these institutions' governing bodies and "scribe" to the appropriate administrative officer, administrator or official.

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### SUBMISSION OF ARCHIVE DOCUMENTS TO THE ARCHIVE

Documents submitted by congregations to the Archives must be accompanied by **a complete inventory**.

Congregations should manage their own repositories in such a way that only documents of **about 10 years are preserved in the church's vault; after this period, they must be sent to the archive**.

The Archive provides the right climate (temperature and humidity), in a dust-free environment with high quality storage technology.

The Archivist handles inquiries about conservation periods.

Physical Address: 62 Molen Street, the Archive Safe and office is based in the Theological School building.

Phone: 018 294 8952

Postal address: PO Box 2004, Potchesfstroom 2721

e-mail: [21149895@nwu.ac.za](mailto:21149895@nwu.ac.za)

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### 1. DOCUMENTS THAT ARE PERMANENTLY KEPT AT THE ARCHIVE

Documents in the archives in hard copy format - i.e., printed documents.

Minutes must be signed to be legally valid.

**Agendas en Minutes:** All agendas (reports), minutes of the church council and commissions.

**Correspondence:** Here the church council / scribe must employ good discernment. Each document is judged on its own merits according to direct and indirect value.

Documents have direct value for the organizations that created them as a tool to keep the current administration in progress in a coherent, consistent and systematic manner. This is particularly true of recent documents. Pieces have direct value – according to the Access to Information Act – for

persons who are directly involved with the information or whose lives or existence are influenced by it.

Documents with indirect value may have research value and may provide insight and understanding of the story of the institution. Functional value is that information in the documents regarding the origin, functions, organizational structure and development of the institution it was produced by – it has research value to researchers in every field.

The following questions may be asked for example: (a) Will the document help the church council to prove anything?

(b) Will anyone find this information useful for the purposes of research?

(c) Is the information available elsewhere?

No congregation thus needs to keep any circular / newsletter of any *other* institution. It is the particular institution's responsibility to keep copies of the newsletters that they generate.

**Registers:** All Baptismal-, Marriage-, and Membership registers.

### Announcement books

**News** (Monthly- or quarterly newsletters of congregations.)

**Other historical documents:** Festival papers, recorded history of the church, correspondence and agreements of historic importance, deeds of foundation and copies of title deeds.

**Financial documents:** Annual audited statements.

Only certain documents will be permanently stored. If they are the first and/or original documents and there are no audited financial statements.

- or documents that originated in a particular phase of the congregation's history: *cash books, journals, ledgers, signed audited statements, registers of fixed assets*. **NOTE:** The exact same rule applies to documents received or created electronically.

As media changes electronic data must be transferred to acceptable preservation methods.

**Legislation on Electronic communication - Act No. 25 of 2002**

**Backups should - for the sake of security - rather be preserved in a different location (another building).** This reduces the risk that the computer as well as the backups are stolen or destroyed by fire during one incident.

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## 2. ARCHIVALIA THAT IS KEPT FOR 15 YEARS AT CONGREGATIONS:

**Financial documents (books)** such as the cash book, ledger and journal.

*These documents are not sent to the archive.*

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## 3. ARCHIVALIA THAT IS KEPT FOR 6 YEARS AT CONGREGATIONS:

Chequebook counterfoils and cashed cheques - even where they are attached to invoices – may only be destroyed after 6 years. *This is kept and destroyed at the congregation itself and not sent to the archive.*



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#### 4. ARCHIVALIA THAT IS KEPT FOR 5 YEARS AND DESTROYED THEREAFTER AT CONGREGATIONS:

*These documents are not sent to the archive.*

These are documents of which the contents has been captured or stored elsewhere.

4.1 **Credentials letters** issued and accepted by the particular meeting are preserved until the next ordinary meeting.

4.2 **Membership certificates and certificates of attestation** that have been submitted can be destroyed after 5 years if the contents of the documents have been entered into the relevant registers and all relevant information in this regard can be found there or elsewhere.

4.3 **Financial documents older than 5 years** relating to completed transactions that have no further implications – of which the relevant information can be found elsewhere - may be destroyed - if it forms part of signed audited statements. This also applies to receipt books of cashiers and deacons. *(Chequebook counterfoils and cashed cheques may only be destroyed after 6 years at the congregation.)*

and

- Monthly financial statements, older than 5 years, of which details only apply to the relevant month without any further implications, of which the details can be found elsewhere (such as on an annual financial statement) and to which will not be referred again.
- Tax returns [employee tax], payroll and personnel records may be destroyed 5 years after the staff member has left their service.
- Contracts, agreements and warranties - 5 years after expiration date.

Only applicable to the church council's own archives !

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#### 5. ARCHIVALIA THAT IS KEPT FOR 1 YEAR AT CONGREGATIONS:

*These documents are not sent to the archive.*

5.1 **Apologies** offered for meetings that has no further implications other than the person could not attend the meeting, and that is reflected in the minutes.

5.2 **Notices** of, and calls to meetings and attendance lists, provided the factual information that appears on the pieces are fully reflected in the minutes and that there are no further implications other than that the meeting took place, that persons were called and that they could or could not attend the meeting.

5.3 **Letters** and/or notices of the acceptance/non-acceptance of nominations/elections, having no further implications other than that it was not accepted.

5.4 **Notices** and invitations - if the relevant documents can be obtained elsewhere.

5.5 **Statistical and other data** can be destroyed when the content has been captured in a summary register such as membership numbers of congregations and others.

5.6 **Circulars received** that have already been noted.

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## 6. THE DESTRUCTION OF MATERIAL AT CONGREGATIONS:

**NOTE: Administrator at congregation destroys the documents.**

*No documents may be **destroyed** without the approval of the church council. While documents are being sorted in the congregation(s): (a) an **inventory** of all materials that in accordance to (b) **guidelines summarized and described in this document**, (c) **according to Act 20 of 2000**, may be destroyed. (D) This is presented to the Church Council for approval*

Destruction (after permission!) can be done in one of three ways:

- It can be torn into very small pieces.
- It can be shredded.
- It can be burned. Just make sure of the specific municipal regulations and ensure that this burning does not cause a larger fire. Great care must be taken that no personal information ends up lying around somewhere or is blown around.

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## 7. ARCHIVALIA THAT IS DESTROYED

These pieces do not need to be shredded, torn up or burned. It can be sold as scrap paper or disposed of through the normal municipal garbage collection.

### 7.1 Documents listed above at No, 2-5

7.2 **Marketing material received**, old magazines, newspapers, redundant copies of announcements, newsletters, and so on.

### 7.3 **Records that no longer contains readable information due to fading, weathering or damage.**

- Example: carbon copies of old correspondence that became so faint that it is unreadable; sometimes where "pen carbon books" were used or faxes that have faded.

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## 8. PURPOSE OF WORKSHOPS

**Main purpose of the workshop is to train office personnel or administrators to sort the congregation archivalia according to instructions; in order that the GKSA Archive is not flooded with unnecessary archivalia and; churches do not violate laws by destroying documents that have a legally prescribed lifetime.**

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**ACT 2 of 2000:** Use the general legal requirements for retaining records as a guide to the congregation archive.

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## LEGAL REQUIREMENTS FOR THE PRESERVATION OF RECORDS

<i>ACCOUNTING RECORDS</i>	<i>PERIOD</i>
Financial statements	15
Procurement Journals	15
General ledgers	15
Additional appendices to accounting records and additional accounting records	15
Debtor's Ledger	15
Subsidiary Ledgers	15
Subsidiary Journals	15
Auxiliary Account Books	15
Journals	15
Journal evidence that serves as support records for account books	15
Cash Book and/or petty cash books	15
Consolidation records	15
Creditors' Ledger	15
Registers of fixed assets	15
Accounting records	15
Sales Journals	15
Stock records supporting documents	15
Stock Statements	15
Dividend and interest payments lists	12
Interest Payment Lists (listed company)	12
Cheques and bills	6
Procurement invoices	5
Procurement Orders	5
Proof	5
Bank Assignments	5
Bank statements and –proofs	5
Tax returns and –assessments	5
Pay-sheets	5
Debtor Statements	5
Deposit slips	5
Financial statements' working papers	5
Goods received notes	5
Year-End Work Papers	5
Journal Evidence	5
Costing records	5

<i>EMPLOYEE RECORDS</i>	<i>PERIOD</i>
Tax returns in respect of employees' tax	5
Pay sheets	5
Salary and wage registers	5
Expense accounts	5
Industry Training Records	3
Accident books and records	3
Personnel/disciplinary records after the date of termination of employment	3
Time Sheets	3
Apprentice compensation records	3
Applications for employment - unsuccessful	1

<i>AGREEMENTS AND CONTRACTS</i>	<i>PERIOD</i>
Agreements of historical significance	Undetermined
Debts, according to type of debt - refer to the Statute of Limitations (Act 68 of 1969)	6/15/30
Elapsed written agreements or contracts (after date of expiry)	5
Rental, leasing and suspense sales agreements (after date of expiry)	5
Contracts with agents, customers and suppliers (after date of expiry)	5
Licensing agreements (after date of expiry)	5
Indemnity and warranties (after date of expiry)	5
Applications for employment - unsuccessful	1

<i>TITLE DOCUMENTS</i>	<i>PERIOD</i>
------------------------	---------------

Creditors invoices	5
Receipts	5
Salary and wage registers	5
Sales Tax Records	5
Shipping Documents	5
Sales Invoices	5
Freight Letters	5

Shares certificates	Until the shares have been sold
Shares certificates - cancelled	3
Patents and trademark records	Undetermined
Patents and trademark records from the date of expiry	5
Title-deeds of property or diagram deeds	Until the property is disposed of

<b>STATUTORY AND SHARE REGISTRATION RECORDS</b>	<b>PERIOD</b>
Annual returns and supporting documents	Undetermined
Notices of general and class meetings	Undetermined
Minute books of companies and closed corporations	Undetermined
Certificates to start business	Undetermined
Certificates of incorporation	Undetermined
Certificates of name change	Undetermined
Indemnity Letters for lost shares certificates	Undetermined
Memorandum and articles of association	Undetermined
Founding statement and amendments (closed corporation)	Undetermined
Directors' attendance	15
Index of members	15
Members register	15
Registers of directors and officers	15
Registers of directors' interests in contracts	15
Registers of directors' interests in shares and debentures	15
Registers of property concessions and relationships	15
Registers of debenture holders	15
Branch registers	15
Share Transfer Forms (cancelled)	12
Certificates, warranties or any other instruments representing any shares, bonds or debenture (cancelled)	3
Notices of change of address	1

## DISCLAIMER

Although the Archive does everything in its power to ensure that this information is as accurate as possible and is regularly updated, the Archive accepts no responsibility for the accuracy thereof. The accuracy of information that is provided, resides with the primary sources used in the collection of

information. It may be that a particular document is not mentioned in this list, consult Act 2 of 2000 as guideline.

## IRONY IN ARCHIVE SCIENCE

*It is ironic that everything possible is being done to preserve archival material for the sake of man and that man himself has become a threat that can not be disregarded due to his need for it and the use thereof. Archival material in many cases possesses provable value that can be lost.*

## RESEARCH

### ACCESSIBILITY OF THE GKSA ARCHIVE FOR RESEARCH

The archive is accessible to research. Certain work requirements have to be followed since the archive is subject to legislation:

- 1) Archive is open by appointment and research fees are charged.
- 2) Rates Scale is available from archivist.
- 3) Researcher(s) is responsible for:
  - a) completing the ***Request for Access to Information Form***;
  - b) submitting the form to the archive within 14 days prior to the planned research.
- 4) The archivist has the right to refuse the research request if it conflicts with operations in the archive.

### HOW DOES RESEARCH WORK IN OUR ARCHIVES?

- a) Staff will firstly ask for an outline of the research project - purpose of research and *what research is about*: this serves as a guideline for searches and gives an indication of sources from which searches can be done, hereafter it is determined whether the sources are in the archive;
- b) The following key questions are addressed to the researcher;
  - Is or was the person/family members of the GKSA? The question is meaningful in order to determine whether the person is indeed related to the GKSA; his/her details will be included in published records only if the relevant register has been taken up in the archive. *Remember congregational archivalia/documents remain the property of the church council and it is the solely the church council's decision whether the archivalia is sent to the archive for storage. Reason for this is that each church council operate autonomously.*
  - Determine which congregation the person belongs/belonged to - which province/area
  - Get the date and year, this serves as the starting point of the search.

- If the sources containing the required information are in the archives it is made available to the researcher for research.

The archive regularly receives inquiries from the church denomination. According to statistics most questions are answered from member registers and minute books.

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## ARCHIVE POLICY ON RESEARCH

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### *GLOVES:*

According to general archival practice, researchers need wear gloves when handling documents. The gloves will be provided to the researchers. These are cotton gloves that prevent sweat and micro-organisms from the hands/skin ending up on the pages and damaged them.

### *RESEARCH AREA:*

No researcher is allowed in the archive safe to do research. Research stations have been created for researchers in the archive office.

### *COST:*

Genealogical researchers pay R50.00 per session from 9:00 to 13:00 and R50 for the second session from 14:00 to 15:30. *Please note:* researchers do searches themselves, the archivist and staff only make the documents available for research.

## ELECTRONIC ARCHIVING

GKSA Archive can not be regarded as a static environment. This negates for adjustments to be made as a result of changes in technology and other fields that create new challenges. In practice the archive experiences degeneration of paper and ink. The use of other methods of storage and digital preservation are now a requirement. Especially important, as we are moving to a digital system to provide everything in digital format to:

- a) establish a research friendly archive;
- b) help curb the weathering process of documents by digitalizing documents; documents are therefore no longer handled by hand.

### ROLE OF ELECTRONIC INFORMATION: *PROBLEM AREAS*

In light of the specific problem that the GKSA archive is facing, it is essential to look at the role that electronic information can play in the collection of information to achieve the goal and to establish the archive as *research-friendly*. The primary goal of the archive is making information available.

The intrinsic value of paper can never be replaced by electronic information and the value of the media should not be played against each other, but rather be seen as complementary. Each should be used to its value within its own right because of its intrinsic and authentic value.

According to the 29th edition of the newsletter of the archive in Kampen: *Adc Etera, Archief- en Documentatiecentrum van die Gereformeerde Kerken in Nederland, 2008, p 7* it is clear that electronics have dominated to such an extent that the digital documents are accepted as authentic.

## DIGITAL PRESERVATION

*The American Schellengerberg, an archivist with the National Archives and Records Administration, distinguished between records and archives on the ground of currency, the act of selection and worthiness for preservation for research purposes. (Modern Archives, University of Chicago Press, Chicago, 1956, p. 16.) Furthermore his views are: 'In an electronic environment records could perhaps be defined as data in the context of activity'*

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### WHAT IS DIGITAL PRESERVATION?

Digital preservation is the process of active management, by which we assure that a digital object will remain accessible in the future.

The duration is potentially very short and given the rapid changes in technology and systems, it will have a direct impact on us.

Important to plan what we want to achieve with digital sources, it is possible that much of the technical infrastructure that we currently use to create and read our data, may not be available or accessible in the future.

Digitally generated documents are supposed to be a mirror image of the original, i.e. the original quality, content and font remains preserved.

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## DIGITAL ASSET MANAGEMENT SYSTEMS

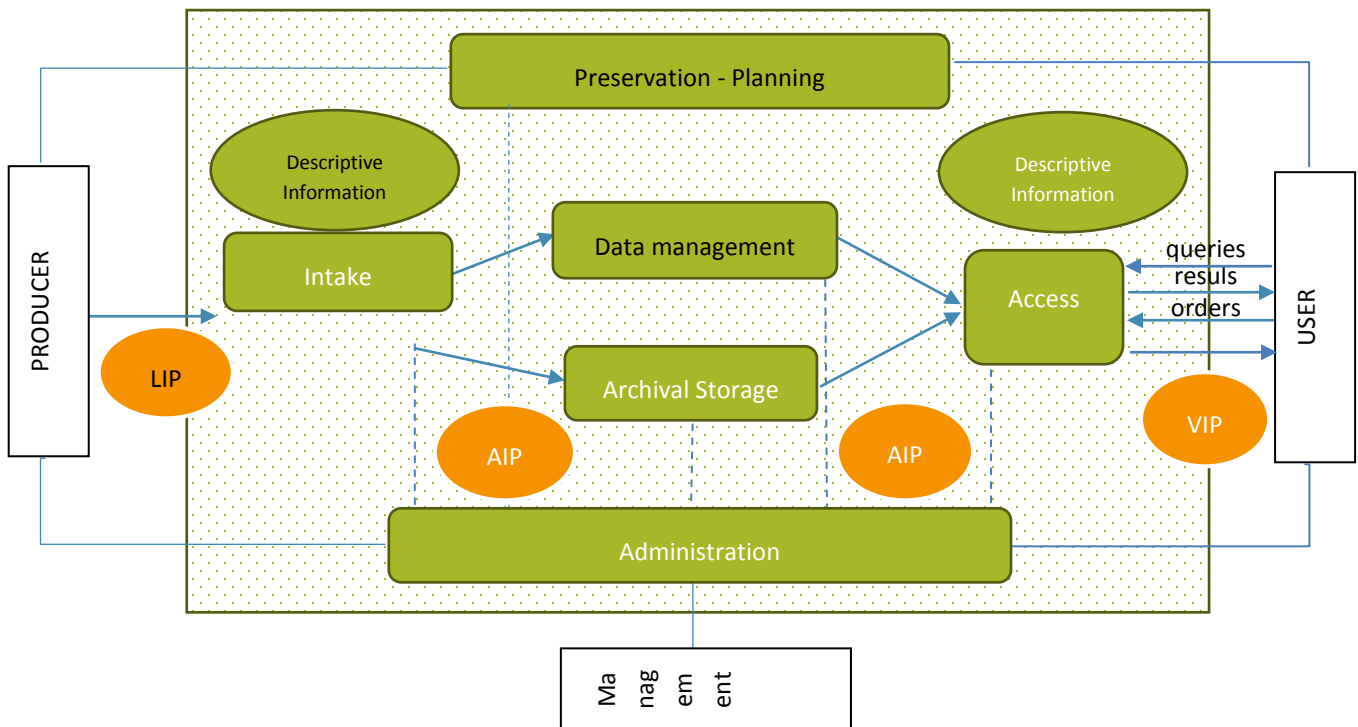
Here we describe the open archival information system (OAIS-model), requirements and how it flows into the DAMS: -Digital Asset Management Systems- it involves the management of tasks and decisions regarding the intake, footnotes, cataloguing, storage, retrieval and distribution of digital assets - including computer software and hardware systems that help in the process of digital asset (data) management.

The Open Archival Information System (OAIS) is a reference model for the GKSA Archive:

- consists of an organization of systems
- that preserves information
- and makes it accessible for a designated community.

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## OPEN ARCHIVAL INFORMATION SYSTEM (OAIS)



The OAIS reference model illustrates the functions and information flows applicable to a digital archive - built in order to maintain a secure long-term preservation of digital objects.

The most important functions of the model above are:

- Intake - receiving and verifying records
- Archival Storage - ensuring storage of records
- Data Management - ensuring management of records
- Administration - management of internal and external relationships
- Preservation - management of the record's integrity and security over time
- Access - providing records in database

Descriptive information: metadata about the object that allows the object to be traced at a later time using the archive search or recovery functions.

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## SOFTWARE AND SYSTEMS

The following programs are suitable for electronic archiving:

- **MS Office Professional Plus 2013**,
- **Acrobat Reader** is used to read PDF documents.
- **PDF Converter**: There are many sites available on the Internet to convert PDF documents to MS Word documents to be able to work on the documents. <http://www.freepdfconvert.com/pdf-word> is a link to a website and gives the best results. PDF documents can also be changed to a picture, especially if you want to insert a page into another document, the format is JPEG, and this link <http://pdf2jpg.net/> is a site that works well.
- **Gimp 2** and **Inkscape** are photo/digital restoration programs, which are freely available on the Internet; these programs meet all the necessary requirements for digital restoration and can be compared to **Photoshop**.
- **Scribus** is a good publishing-program.



- **PDF/A** is a format used for long-term storage **PDF Technologies PDF/A Converter** or <http://createpdf.neevia.com/pdfconvert/> online converter.

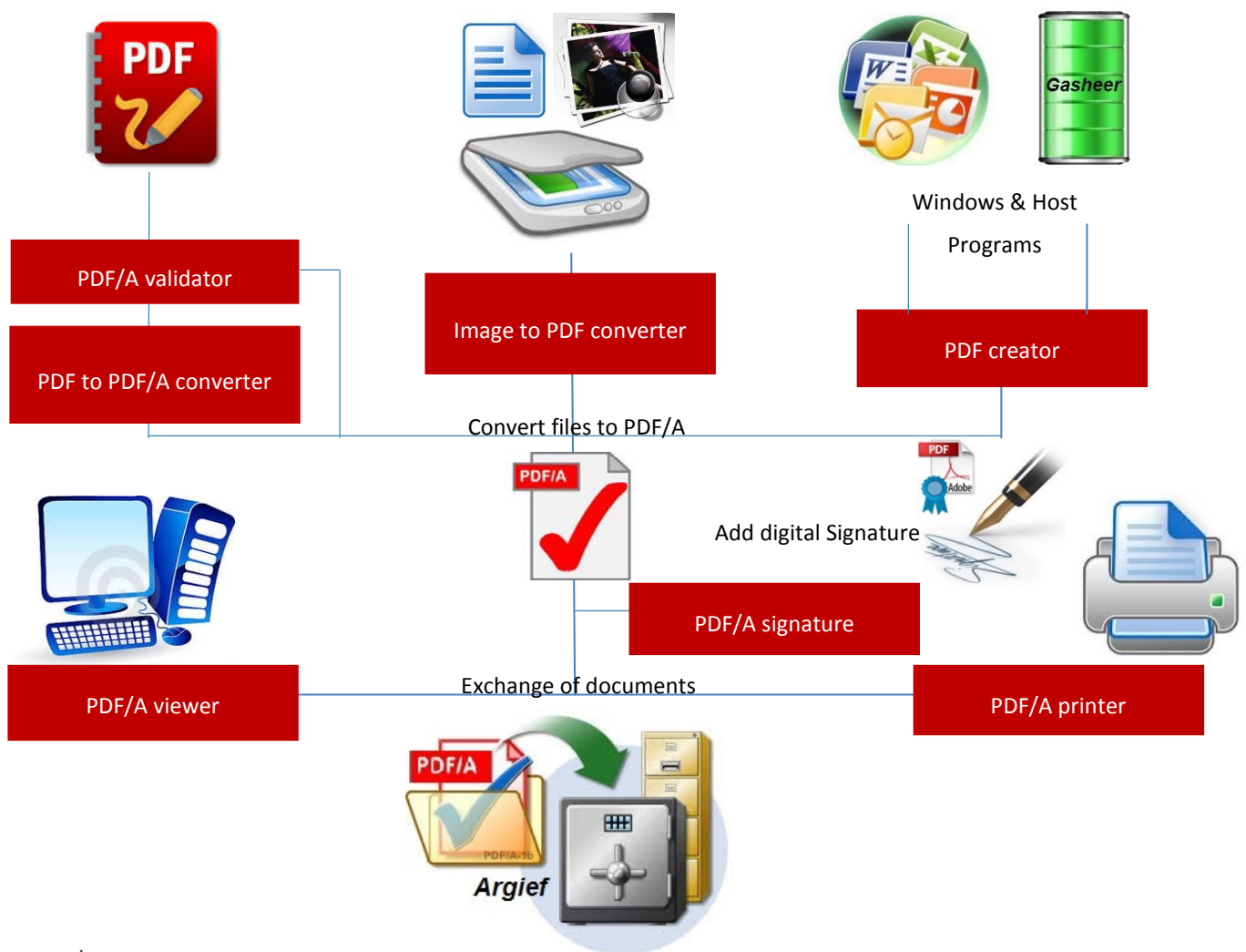
### DIGITALLY DEVELOPED DOCUMENTS AND FORMATS

For the purpose of preservation methods, such as digitalizing, a number of formats to which data is converted from its original to digital image are addressed, e.g. software programs such as PDF (Portable Document Format). *Programs develop rapidly with the result that readability and the authentic image of data can over time not be guaranteed or accessed.*

Even for documents and files that have been digitally created PDF is an excellent choice for longer-term archiving and carries the advantage of uniformity, search-ability and cost effectiveness.

### REVIEW OF DEVELOPMENT AND TRANSFER PROCESSES

Here is a basic model to explain the creation and storage of digital documents:



## SUMMARY: THE GKSA ARCHIVE

The Archive is a "collection or storage place of registers, documents and writings in connection with a street, town, association, company, etc. *"Something kept in the archives for future generations"* - HAT 2007. The archive serves as the 'memory' of the institution in which is enshrined what was done and how it was done.

The public does not always realize what an archive is and the contents of it entails. It is markedly so that a much larger percentage of the public has an understanding of a museum's setup and content *than* is the case with an archive.

Factors to be taken into consideration in the preservation of archives and museum items are temperature, humidity, light levels, air circulation and pests. Climate control is applied at the GKSA-Archive. The necessary equipment, like a dehumidifier and air conditioner, has been installed to continually monitor and control conditions in the archive.

*The GKSA Archives not only strives for the promotion of the preservation idea, but naturally also for the collection and preservation of document collections and therefor it certainly has the right to continue to exist. The people and the need exist; the documents are legion; we should just place greater emphasis on archival awareness and a sense for preservation. Every unlocked document has archival value.*

## BIBLIOGRAPHY

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