



UNIVERSITY OF PRETORIA
University of Pretoria Archives

UNIVERSITY OF PRETORIA ARCHIVES CONSTITUTION

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1. CORE MISSION

By means of the University of Pretoria Archives (UPA), in compliance with the National Archives and Record Services of South Africa Act, 1996 (Act 43 of 1996), Public Access to Information Act (Act 2 of 2000) and Protection of Personal Information Act (Act 4 of 2013), the University of Pretoria (UP) recognises its responsibility towards the academic community and the public to collect, arrange, preserve, retrieve and make accessible and known, university related information that meets legal regulatory, fiscal, operational and historical requirements.

UP shall, by means of the UPA, collect both the personal and professional documents and objects of professional services and academic staff, students, alumni and benefactors, in so far as these are particularly relevant to the history and development of UP.

In order to fulfil this responsibility, the UPA has been appointed as the official repository of all University records of enduring value that meet legal, regulatory, fiscal, operational, and historical requirements; from UP's professional services and academic departments, committees and student groups and also of material that is necessary for research regarding UP.

As a UP Professional Service division for the acquisition, accessioning, description, preservation and making available of University related information, the UPA strives to reflect the character of UP. For,

2. CORE VALUES AND GENERAL AIMS

In the rendering of service, the UPA strives to be distinguished for excellence, skill, service orientation and high standards of professionalism, which can be attained by:

- 2.1 attaining the highest possible level of client acceptance and satisfaction by determining their research needs and developing services and products accordingly;
- 2.2 disposing of skills which will equip the UPA to collect information of UP that meet legal, regulatory, fiscal, operational and historical requirements, to identify possible sources of information, and to build up the UPA's own collection of information sources;
- 2.3 facilitating the process of putting into writing, from time to time, as a reference source, the history of UP including its faculties, departments and professional services in a scientific and objective manner, according to the prescribed format;
- 2.4 employing excellent management by, amongst other things, acquiring, developing and applying the necessary resources for the UPA and, with a realisation of the limited availability of resources, working together with other organisational units within UP in order to optimise the application of resources.

- 2.5 striving for the highest level of integrity and ethical behaviour in order to establish beyond any doubt, the UPA's trustworthiness.

3. MARKET ORIENTATION

Markets can be distinguished on two levels, namely:

- 3.1 **Primary market**, which includes institutions and individuals that are directly linked to UP, for example organisational units within UP, lecturing and non-lecturing staff, researchers, undergraduate and postgraduate students and alumni.
- 3.2 **Secondary market**, which includes institutions and individuals from outside the University, who may have access to the archival material under certain conditions, in accordance with the National Archives and Record Services of South Africa Act, 1996 (Act 43 of 1996), PAIA) and POPIA, for example, national departments, the media, other tertiary education institutions and bona fide researchers from outside the University.

4. ADMINISTRATIVE AND OBLIGATORY SUPPLY MANDATE

The Management of the University of Pretoria, in compliance with the prescriptions of the National Archives and Record Services of South Africa Act , PAIA and POPIA, hereby promulgates the following policy and procedures for the collection, maintenance, preservation and retrieval of University records:

- 4.1 The responsibility for the maintenance and permanent preservation of records of enduring value regarding the UP that meet legal, regulatory, fiscal, operational and historical requirements, rests with the UPA.
- 4.2 All records that are created or received during the undertaking of their duties by administrative, academic and student offices, are the property of UP and may become archival material.
- 4.3 Records of enduring value that are transferred to the UPA for permanent preservation, become the property of the UPA.
- 4.4 In order to deliver an archival service to the whole of UP and in order to facilitate effective coordination with other UP offices, the UPA will be an administrative department of the Office of the Registrar and the University Archivist will report directly to the Registrar or the Registrar's designate.

5. GOVERNANCE STRUCTURES

5.1. Advisory Committee

The Advisory Committee of the UPA is composed as follows:

- Registrar or Registrar's designate (Chairperson)
- Director: Department of Library Services
- Director: Facilities Management
- Director: Department Institutional Advancement
- Head: Department of Historical and Heritage Studies
- Director: Information Technology Services
- Representative: Information Governance Office
- Representative: Student Representative Council
- Representative: Professional archivist from a recognised outside institution
- University Archivist (ex officio)
- Assistant Archivists (Secretariat)

The UPA Advisory Committee may, when it is deemed necessary, co-opt members based on their knowledge and expertise. The UPA Advisory Committee serves as an advisory body concerning archival and related matters.

5.2. University Archivist and personnel

The duties of the UP Archivist, with the support of the Archives personnel, include the following:

- 5.2.1 Identify all potential archival material containing information relevant to UP and select this archivalia according to archival standards.
- 5.2.2 Collect the selected archival material pertaining to UP that meet legal regulatory, fiscal, operational and historical requirements.
- 5.2.3 Ensure that the archival material of UP is stored according to accepted archival principles.
- 5.2.4 Ensure the archival material of UP can be retrieved by creating an applicable retrieval system and retrieve same when required.
- 5.2.5 Make information regarding UP, found in archival material, available to the departments and personnel of UP and other bona fide researchers.
- 5.2.6 Protect the confidentiality of UP's archival material.
- 5.2.7 Ensure that the integrity of the information in the archival material of UP is maintained against modifications, removal, damage and theft.

- 5.2.8 Ensure that all stakeholders are aware of their roles and responsibilities regarding the transfer of records and archival material to the UPA.
- 5.2.9 Manage any other matters pertaining to the UPA.

6. AMENDMENT AND REVIEW OF THE CONSTITUTION

This Constitution may be revised according to changes in national legislation, such as the National Archives and Record Services of South Africa Act, PAIA and POPIA. Changes may also be suggested by the UPA Advisory Committee. This Constitution will be reviewed at least every five (5) years)

7. DOCUMENT METADATA

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