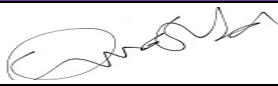




STANDARD OPERATING PROCEDURE

Title	Transferring of records to Archives		
SOP no	2Pr/2.12	Version no	0.001
Date of approval	2022-07-29	Revision date	

1 COMPILATION AND AUTHORISATION

Action	Designated person	Signature	Date
Compiled by:	Nakedi Ramoshaba		2022-07-01
Checked by:	Jacoline Jansen van Vuuren		2022-07-29
RAM Authorisation:	Jacoline Jansen van Vuuren		2022-07-29

2 DOCUMENT HISTORY

Date	Version no	Reason for revision
2022-07-29	0.001	Development of SOP

3 PURPOSE OF THE SOP

The purpose of this SOP is to guide record owners on the processes to follow when transferring records to the NWU Archives for permanent preservation.

4 SCOPE

The scope of the SOP includes all archival records as indicated in the NWU File Plan and disposal schedule, which must be transferred to the NWU Archives by all staff members and student leadership responsible for the management of such records.

5 ABBREVIATIONS AND/OR DEFINITIONS

Abbreviation/definition	Description
ARCHIVES	Refers to those records, as indicated in the NWU File Plan and Disposal Schedule, as having continued and historical value and that are kept permanently as part of the university's archives collections. It can also refer to the physical facility in which there are located.
SOP	Standard Operating Procedure
NWU	North-West University
RAM	Records, Archives and Museums

POPIA	The Protection of Personal Information Act
RECORD	Refers to anything in any medium or format that is produced due to the undertaking of a business activity or legislative requirement, including electronic documents, e-mails, texts, and social media channels, and is evidence of the fact that a process or procedure has taken place in support of the activity or requirement
AUDIO-VISUALS	An electronic media possessing both a sound and a visual component.

6 RESPONSIBILITIES

6.1 Records owner

- 1.1.1 Ensure that all archival records are managed as contemplated in the NWU File plan and disposal schedule.
- 1.1.2 Ensure that records of archival nature are transferred to the NWU Archives as contemplated in the NWU File plan and disposal schedule.

6.2 Archivist

- 6.2.1 Ensure that all archival records meet the required standards and of archival or historical value.
- 6.2.2 Provide guidance and ensure that all procedures are followed when transferring records to the NWU Archives.

7 PROCEDURE/S

7.1 Records owner

- 7.1.1 Send a request to the Archivist and request to submit records for archiving using the link and complete the webform:
<http://services.nwu.ac.za/records-archives-and-museum/archives-records>
- 7.1.2 A transfer authorisation number will be issued by the archivist before the records can be transferred. Records will not be accepted without the authorisation number and a transfer form.
- 7.1.3 Make use of the NWU File plan and disposal schedule for guidance on how to obtain the file reference number.
- 7.1.4 The authorisation number will be captured in archives transfer register.
- 7.1.5 A transfer checklist for use by the record owner is available at:
<https://nextcloud.nwu.ac.za/index.php/s/s3Laz7onwYTFiB3>
- 7.1.6 Electronic records can only be shared using NWU approved platforms, i.e NWU Google drive, NWU Teams and Nextcloud.
- 7.1.7 WeTransfer and Dropbox are not approved methods as the security of the records cannot be guaranteed or verified.
- 7.1.8 Physical records should be packed in archive boxes which can be requested from the NWU Archives.
- 7.1.9 Records must be separated if there are more than one and each record must be accompanied by a detailed transfer form and metadata.
- 7.1.10 No records will be accepted without prior arrangements with the RAM team. Records will be returned to sender with clear instructions on how they must be transferred if procedures are not followed
- 7.1.11 The NWU Archives will arrange for physical records to be collected. It is the responsibility of the sender to ensure that packaging is in order and transfer forms are included in the boxes.
- 7.1.12 Archival Box label should be fixed on the outside of the Box with detailed information

8 REFERENCE DOCUMENTS

1. [NWU File plan and disposal schedule](#)
2. Request for transfer and Archives Transfer form
<http://services.nwu.ac.za/records-archives-and-museum/archives-records>
3. Transfer Checklist: <https://nextcloud.nwu.ac.za/index.php/s/s3Laz7onwYTFiB3>
4. Archival Box label: <https://nextcloud.nwu.ac.za/index.php/s/tkCCRqWiiWwX5r2>

9 ADDENDA

None

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22 July 2022

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