

Sanet Kotze



agriculture

Department of  
Agriculture  
FREE STATE PROVINCE

Enq: Charles Khati  
Tel. No: 051-506-1468  
Ref. No: LA 2/10/3/3

Date: 01<sup>st</sup> October 2009

To: MEC  
Head of Department  
General Manager: Corporate Services  
Chief Director: Operations  
Chief Director Acting Chief Financial Officer  
Acting Chief Director: Agricultural Development Support Services  
Director: Human Resources  
Director: Management Support  
Director: Legal Services  
Director: Financial and Management Accounting  
Director: Supply Chain Management  
Director: Internal Auditor  
Director: Glen Agricultural Institution  
All District Directors  
All staff

**REGISTRY CIRCULAR NO 2 OF 2009: FLOW OF INFORMATION AND RECORDS CONTROL**

Records\information is very important in public sector and private institutions and they should be properly controlled and protected as outlined in the National Archives and South Africa Records Services Act [Act No. 43 of 1996] and Minimum Information Security Standards documents.

- The HOD is very concern about mails\records or correspondence being lost within the department. It was discovered that most mails\records being lost were not registered at Central Registry at all.
- All sections\directorates are requested to bring or send their records or correspondence **(to be recorded)** via Registry at third floor, office number 308/9 before being posted or distributed to relevant stakeholders and clients. There will be a messenger who will collect all mail\correspondence within the department and whom will take it to registry to be recorded.

Records Management (Registry)  
Private Bag X02, Bloemfontein, 9300  
ABSA Building, 3<sup>rd</sup> Floor, Room 310, Cnr Elizabeth Aliwal Streets, Bloemfontein  
Tel: (051) 506 1468 Fax: (051) 448 6138, Email: [khatic@agriculture.gov.za](mailto:khatic@agriculture.gov.za)

- All mails\records from departmental office blocs or district offices and other departments or institutions, should also be brought to central registry to be recorded\registered before being distributed to their respective destinations.
- Central Registry will work hand in hand with all clients to ensure that the flow of information is properly controlled, and as a result, all mails are recorded.

You are also reminded that the Chief Directors, HOD and MEC's offices have moved to the Chemistry Building at GLEN, and this situation has compelled us again to develop a practical system and process that will ensure the smooth flow of information and documents.

The new collection and delivery system will be implemented as from 02<sup>nd</sup> October 2009.

**THE ARRANGEMENT FOR ABSA\GLEN MAIL WILL BE AS FOLLOWS:**

**MONDAY TO FRIDAY**

***MORNING***

- |    |   |              |
|----|---|--------------|
| 1. | Messenger (s) will collect mail at:       | <b>08H30</b> |
| 2. | Mail will be registered by mail clerk at: | <b>09H00</b> |
| 3. | Mail will be taken (conveyed) to Glen at: | <b>09H30</b> |

***AFTERNOON***

- |    |   |              |
|----|---|--------------|
| 4. | Messenger (s) will collect mail at:       | <b>13H00</b> |
| 5. | Mail will be registered by mail clerk at: | <b>13H30</b> |
| 6. | Mail will be (conveyed) to Glen at:       | <b>14H00</b> |

At GLEN the messenger will collect and distribute mail by going from office to office.

This is the only recognised safe way to facilitate and control the flow of information in the governmental bodies, local authorities and private institutions.

You are all requested to obey and comply with the flow of information procedure stated above.

Your prompt attention to this matter would be appreciated.

Kind regards



V Mlambo  
General Manager: Corporate Services

Date: 09/10/09