



agriculture

Department of
Agriculture
FREE STATE PROVINCE

SECURITY MANAGEMENT

ENQ: MP. MIYA: SECURITY MANAGER
071 681 7340

To: OFFICE OF THE MEC
HEAD OF DEPARTMENT
GEN. MANAGER: CORPORATE SERVICES
ACTING CFO: AGRICULTURE
GEN. MANAGER: OPERATIONS
GEN. MANAGER: AGRICULTURAL DEV. SUPPORT
SNR. MANAGER: MOTHEO
SNR. MANAGER: XHARIEP
SNR. MANAGER: LEJWELEPUTSWA DISTRICT
SNR. MANAGER: THABO MOFUTSANYANE DISTRICT
SNR. MANAGER: FEZILE DABI DISTRICT
SNR. MANAGER: VETEROMARU SERVICES
SNR. MANAGER: SUSTAINABLE RESOURCE MANAGEMENT
ACTING SNR. MANAGER: FINANCIAL AND MANAGEMENT ACCOUNTING
SNR. MANAGER: GLEN AGRICULTURAL INSTITUTE
ACTING SNR. MANAGER: LEGAL SERVICES
SNR. MANAGER: SUPPLY CHAIN MANAGEMENT
SNR. MANAGER HUMAN RESOURCES
ACTING SNR. MANAGER: MANAGEMENT SERVICES
HEAD OF COMPONENTS
ALL STAFF

Re: SECURITY OF DEPARTMENTAL INFORMATION

The above matter refers.

It has come to the attention of the security manager's office that some confidential documents of the DoA is disposed as rubbish and put in rubbish bags without being destroyed. In turn this compromises the security of the Departmental information.

Cabinet approved on the 04th December 1996, the Minimum Information Security Standards document as national information security policy... "page 33, 14.1 to 14.4..." as attached herein.

Kindly bring its contents to the attention of all staff.


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DR. L. MOOROSI
HEAD OF DEPARTMENT: AGRICULTURE

DATE: 20.11.16

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14. **DESTRUCTION OF CLASSIFIED DOCUMENTS**

- 14.1 In terms of the Archives Act, 1962, all documents received or created in a government office during the conduct of affairs of such office are subject to the Act, except where they are excluded due to their very nature or the prescriptions of some or other Act of Parliament. It should be a point of departure that all state documentation is subject to the Archives Act, unless justifiably excluded along the above-mentioned lines. It should be noted that no document is to be excluded merely because it is classified. Heads of Departments will have to decide, after consultation with their legal advisers as well as the Director, State Archives whether the document(s) concerned is/are of such a nature that there is a legitimate demand for secrecy that goes beyond the degree of safekeeping by the State Archives.
- 14.2 Where destruction has been properly authorised, it should take place by burning or some other approved method, eg by means of a shredder (in the latter case - preferably a cross-cut machine), in which case the strips may be no wider than 1,5 mm. The officer who has destroyed the documents must give a certificate of destruction of the documents concerned to the head of the institution or his delegate.
- 14.2 The process of destruction must be such that reconstitution of the documents destroyed is impossible.
- 14.3 If the necessary precautions are not instituted, access to waste-paper baskets is probably one of the easiest ways for unauthorised persons to obtain sensitive information. Special attention should therefore be given by all those concerned to the disposal of drafts, notes, used carbon paper, typewriter ribbons, etc, that may contain information. Such waste must be stored separately under lock and key and must be periodically collected by an officer(s) specially designated for this purpose and destroyed by means of burning or shredding.
- 14.4 In terms of the procedure for the destruction of classified documents from other departments/institutions, a destruction certificate must be supplied to the author.