

2.13.3 RECORDS & ARCHIVES MANAGEMENT

2.13.3.1 Records & Archives Management

Records and Archives Management is responsible for the university's official recordkeeping and the preservation of the corporate knowledge of CPUT. Our purpose is to implement records & archives management programs and to provide advice, assistance, guidance and training to all staff. Records and Archives Management falls under the portfolio of the registrar.

2.13.3.1.1 Why Records Management?

- To Control the Creation and Growth of Records
- To Reduce Operating Costs
- To Improve Efficiency and Productivity
- To Assimilate New Records Management Technologies
- To Ensure Regulatory Compliance
- To Safeguard Vital Information
- To Support Better Management Decision Making
- To Preserve the Corporate Memory
- To Foster Professionalism in Running the Business

2.13.3.1.2 Why Archives Management?

- Archives ensure that the records of today are preserved for future generations.
- People can then use the records to study and understand the life, ideas and thoughts of their original creators, linking the past, present and future.
- Archives ensure that historically significant records are systematically described and, wherever possible, available for a variety of research uses, including: teaching purposes, building plans, publications, and legal proceedings;
- Archives serve as society's collective memory. They provide evidence of the past and promote accountability and transparency of past actions;
- Archives help people to understand their history and the role of particular organizations, individuals and movements in shaping that past. Knowledge of the past creates a better future;
- Archives help to foster and promote a sense of community and identity;

2.13.3.1.3 University Records Management

Careful management of University records contributes to business efficiency, protects from legal risk, and preserves CPUT's history. The CPUT records management programs provide guidance on managing records in all formats.

2.13.3.1.4 University Archives Management

The CPUT University Archives supports the University's mission of education and research by striving to preserve and provide access to CPUT's historical records; to gather an accurate, authentic, and complete record of the life of the University; and to promote the highest standards of management for CPUT's current records.

All CPUT University employees have a stake in making sure records are efficiently and effectively managed so that University administrative, legal, fiscal and historical interests are served. Records & Archives management staff can advise on the appropriate care of records in all formats, including electronic records and email.


2.13.3.1.5 Our Services Include:

- records classification systems/File Plan
- records retention schedule and disposal authority
- disaster preparedness and vital records protection
- records management training and implementation projects
- methods and systems for the identification, transfer, and preservation of archival materials.

CONTACT US

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