

BERGRIVIER MUNICIPALITY



SCHEDULE OF ELECTRONIC RECORDS SYSTEMS IMIS

DATE APPROVED : BK4117 – 18/06/2013
COMMITTEE : MAYORAL COMMITTEE

SCHEDULE OF ELECTRONIC RECORDS SYSTEM – IMIS

1. System name

Integrated Municipal Information System (IMIS)

2. System control number

IMISDOC 4

3. Governmental body programmes supported by the system

Administration Services
Communications Services
Communication channels throughout Bergrivier Municipality

4. Relevant laws and directives

The National Archives and Records Service of South Africa Act
The Promotion of Access to Information Act
The Promotion of Administrative Justice Act
The Electronic Communications and Transactions Act

5. Responsible personnel

Me BA du Plessis
Registry Office
(022) 913 6045

Mr S Lesch
Head : IT
(022) 913 6019

6. Purpose of the system

The system is used to capture all incoming and outgoing correspondence digitally and distribute all correspondence via the IMIS Integrator to the necessary recipients within the Bergrivier Municipality.

The system provides the following functionality:

Document Management : Capture documents digitally
Library : Search and viewing of digital documents/records
Records Management : Maintaining the corporate file plan and any disposals and retention periods.

7. Data input and sources

Paper incoming and outgoing correspondence scanned at the registry office:
Digital files uploaded into the system
NARS approved file plan and file amendments
NARS approved disposal and retention instructions

8. Major output

- Digital images of all documents and records found in the archive

- File plan reports/statistics regarding amendments, disposal and retentions schedules
- Reports and statistics regarding the distribution of documents and the tracking of these tasks send to recipients
- Digital images used for :
 - IMIS Integrator for the distribution of the documents to the relevant recipients
 - Search and viewing of documents in the archive

9. Information content

- Information, correspondence and daily records regarding Bergrivier Municipality
- NARS approved archive file plan, related amendments, disposal and retentions schedules.

Date coverage, time span : April 2013 – present

Geographic coverage : Bergrivier Municipal Area

Update cycle : Every week day

10. Location of documentation (metadata) needed to read and understand the files

Total Geo-Spatial Information Solutions (TGIS) maintains codebooks and file layouts

Contact person : Mr A du Preez (Development)

Metadata and other relevant information is kept in an online database:

- A file regarding the file plan, its structure, the amendments, disposal and retention schedules is kept at the registry office
- A post register of all correspondence is kept at the registry.

Information regarding file plan and corporate records management can be found within the system or at the registry office.

11. Storage Management

- Online database
- Daily, weekly and monthly back-up done on external hard drives
- Spot checking of media on an annual basis

12. Disposal authority

Pending

13. Date prepared

30 April 2013