

## **CIRCULAR NO. 2 OF 1997**

TO ALL GOVERNMENTAL BODIES

1997-03-19

### **TRANSFER OF OFFICIAL PUBLICATIONS TO THE NATIONAL ARCHIVES OF SOUTH AFRICA**

1. All official publications created by governmental bodies are records which are created during the execution of a body's functions and must thus comply with the stipulations of the National Archives of South Africa Act (Act No. 43 of 1996).<sup>1</sup>
2. In order to ensure that the National Archives' records of each governmental body are complete, you are requested to:
  - a. transfer one copy of all official publications to the National Archives Repository at Private Bag X236, Pretoria, 0001, immediately after publication; and
  - b. transfer a copy of each publication together with the regular transfer of A20-records to the National Archives Repository.
3. This circular should kindly be circulated and brought to the attention of all sub-offices under your control.
4. Please acknowledge receipt of this circular.

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1. National Archives and Records Service of South Africa Act (Act No. 43 of 1996 as amended).