

CIRCULAR NO. 3 OF 1984

TO HEADS OF ALL GOVERNMENT DEPARTMENTS, S.A. TRANSPORT SERVICES, POSTS AND TELECOMMUNICATIONS, PROVINCIAL ADMINISTRATIONS, DEVELOPMENT BOARDS, LOCAL AUTHORITIES, COMMUNITY BOARDS AND DECLARED INSTITUTIONS

WORD PROCESSOR : INSTRUCTIONS FOR USE¹

1984-10-01

1. For archival purposes two basic applications of the Word Processor have been identified, viz.
 - (i) Primary Application : Customary editing of type written text.
: Storage of standard letters/forms for periodical use.
 - (ii) Secondary Application : Storage of correspondence (other than standard letters), reports etc. when copies are not placed on correspondence files
: Transmission of information directly between inter town/city linked word processors.
: Linked to mainframe computer of the office.
2. All controlling offices where a word processor is in use are required to institute the following steps immediately to ensure that a complete record of all transactions is available on correspondence files:
 - (i) An office instruction directed to all offices/ departments/sections that when the word processor is used a copy of each finalised item or revised finalised item be placed on correspondence files of the office. This instruction does not apply to amended drafts but to final copies only.
 - (ii) Offices employing the word processor for secondary application, as set out above, must report such usage to this office supplying full details as regards each application.

¹ The National Archives and Records Service's publication *Management of electronic records in governmental bodies: Policy guidelines, 2003* contains the latest guidelines regarding the management of electronic records.