

Powers and duties of the National Archives and Records Service of South Africa Deputy Information Officer

The powers and duties of the Deputy Information Officer have been set out in an appointment letter and include the following:

1. Receive PAIA requests and internal appeals;
2. Record all requests and internal appeals;
3. Assist requesters;
4. Transfer requests, where necessary;
5. Extend period to deal with request, where necessary;
6. Administer requests and internal appeals (e.g. fee administration, correspondence, etc);
7. Seek legal advice where necessary;
8. Communicate applicable procedures to departmental officials;
9. Request for and obtain records from relevant units within the Department;
10. Communicate decisions about the requests to requesters;
11. Search for records or issue instructions to that effect;
12. Reproduce or prepare records; and
13. Generally do whatever is required to be done by the DIO in terms of the Act.