

General Disposal Authority No. AK 4: Cumulative Report Cards

These records may not be destroyed. Section 59(a) of the South African Schools Act (Act No 84 of 1996) places a responsibility on schools to make information available for inspection by any person insofar as such information is required for the exercise and protection of such a person's rights. By implication this means that cumulative report cards must be kept by schools for a very long period of time.

Should the functional use of these records lapse, the Provincial Departments of Education in conjunction with the Provincial Archives Services should take overall responsibility to make further arrangements for the preservation of these records for at least the life time of a student.

Provincial Archives Services should take the secondary research value for genealogical research into account when making a decision in this regard.