



# South African Society of Archivists

Non-Profit Organisation Reg. No. 140-955 NPO  
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## STRATEGIC PLAN

### 1. VISION

A leading professional body of choice in archives, records and information management in South Africa

### 2. Mission

To create a platform for research, knowledge sharing, development of standards, regulation and capacity building amongst Archives and Records Management (ARM) practitioners.

### 3. VALUES

- Trustworthiness
- Ethical conduct
- Accountability
- Empathy
- Transparency
- Teamwork

### 4. LEGISLATIVE MANDATE

- The constitution of the Republic of South Africa (Act, 108 of 1996)
- National Archives and Records Services Act (Act No. 43 of 1996)
- Promotion of Access to Information Act (Act No. 2 of 2000)
- Electronic Communication and Transactions Act (Act No. 25 of 2002)
- Promotion of Administrative Justice (Act No. 3 of 2000)
- Public Finance Management Act (Act No.1 of 1999)

## 5. EXECUTIVE SUMMARY

The South African Society of Archivists (SASA) is a professional body established with the sole intention of promoting research and knowledge sharing among Archives, Records and Information Management (ARIM) practitioners in South Africa. While the National Archives and Records Service of South Africa (NARSA) regulate proper care and management of public records, the role of SASA throughout the entire process is of utmost importance. Over and above, emergence of the fourth Industrial Revolution requires organizations to re-align their records management processes hence the role of SASA in research and knowledge.

## 6. SWOT ANALYSIS

STRENGTH	WEAKNESS
<ul style="list-style-type: none"> <li>▪ SASA is the only registered professional body in ARM.</li> <li>▪ Recognition and supported by national and provincial bodies.</li> <li>▪ Registered NPO.</li> <li>▪ Institutional support by NARSSA.</li> <li>▪ Single handedly hosted the successful annual conference.</li> <li>▪ SASA is financially liquid</li> <li>▪ An accredited journal</li> <li>▪ Existence of office space</li> </ul>	<ul style="list-style-type: none"> <li>▪ Inability to attract and retain membership.</li> <li>▪ No policies and internal controls.</li> <li>▪ Limited resources (Funds and Human resources).</li> <li>▪ Lack of TAX clearance.</li> <li>▪ No audited financial statements.</li> <li>▪ Not Accredited by SAQA.</li> <li>▪ Not recognised by international ARM professional bodies.</li> <li>▪ Non contribution of members towards development of SASA.</li> </ul>
OPPORTUNITY	THREATS
<ul style="list-style-type: none"> <li>▪ Establishment of more provincial branches.</li> <li>▪ Social media.</li> <li>▪ Possible Funding from donors.</li> <li>▪ Support from organisations.</li> <li>▪ Relationship with ESARBICA.</li> <li>▪ Technology &amp; innovation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Inadequate funding.</li> <li>▪ No standards generated.</li> <li>▪ Emerging legislation.</li> <li>▪ Technology and innovation.</li> <li>▪ Lack of ARM programmes at institutions of higher learning</li> </ul>

## 7. EXTERNAL FACTORS

**P** = Strengthen engagement of political principals to participate in SASA activities  
e.g. Public protector, chief Justice etc.

**E** = Budget cuts affect SASA

**S** = Racial imbalances

**T** = Implications to Fourth Industrial Revolution (4IR)

**L** = Outdated and emerging legislation

**E** = Largely paper reliant

## 8. STRATEGIC GOALS AND OBJECTIVES

GOALS	OBJECTIVES
▪ Get accreditation as professional body (standards)	▪ To organise, and coordinate best practice and development of standards
▪ Sustain accreditation of SASA journal (focusing on new knowledge)	▪ To promote research and development in South Africa.
▪ Fully functional provincial chapters	▪ To establish, maintain and strengthen archives and records management programs in all provinces.
▪ Improve membership affiliation	▪ Sustain the existence of SASA.
▪ Capacity building for ARM practitioners	▪ To provide learning and development on ARM programs in all provinces
▪ Maintain a stable and financially viable organisation	▪ To collect the revenue and fundraise for the organization.
▪ Good corporate governance	▪ To improve governance through risk management and compliance.
▪ Form Partnerships	▪ To create meaningful and lasting relationship developments of SASA

## 5. THREE YEAR IMPLEMENTATION PLAN

GOAL	OBJECTIVE	PRIORITY ISSUE	BASELINE 2019/20	ACTIVITY / KPI	BUIDGET R'000	TIME FRAME	RESPONSIBLE PERSON
1. Accreditation as professional body (with standards)	To organise and coordinate best practice and development of standards	1. To identify and contributes towards development of the ARM standards.	None	Request workshop on ARM standards with SABS.	R 30 000	March 2020	Dr Adv. Makhura
		2. To develop the code of ethics for ARM profession.	None	Draft code of ethics for ARM professionals.	R0	March 2020	Dr. Marutha
		3. Register with relevant bodies.	None	Register with SAQA.	R10 000	March 2020	Prof. Ngoepe
		4. To participate in ARM curriculum development.	None	1. Assess and support in curriculum development focusing on <ul style="list-style-type: none"> <li>▪ University of Limpopo,</li> <li>▪ University of South Africa,</li> <li>▪ Fort hare and UKZN,</li> <li>▪ Sol Plaatjie University,</li> </ul>	R7 000	March 2020	Dr. Marutha and Ms Momoti

GOAL	OBJECTIVE	PRIORITY ISSUE	BASELINE 2019/20	ACTIVITY / KPI	BUDGET R'000	TIME FRAME	RESPONSIBLE PERSON
				<ul style="list-style-type: none"> <li>▪ University of Mpumalanga</li> </ul> 2. Produce a list of recommended training service providers in ARM.			
2. Sustain accreditation of SASA journal	To promote research and development	Produce an annual accredited SASA publication.	1 issue of SASA Journal	Publishing & issuing of SASA journal		October 2020	Dr. Marutha SG
			None	1. Establish a mentorship program  2. Established SASA Grant to students' mentees e.g. sponsoring students to attend SASA conferences	R100.000	March 2020	Dr Adv Makhura
			None	Review author guidelines	R0	December 2019	Dr. Marutha
3. Fully functional provincial branches	To establish, maintain and strengthen archives and records	Recruit members of Provincial ARM forums to be SASA members	3 Branches	SASA to approach Provincial Archives with a proposal	R 10 000	March 2020	JPM
			3	Election and launching of provincial branches.	R 50 000	June 2020	JPM

GOAL	OBJECTIVE	PRIORITY ISSUE	BASELINE 2019/20	ACTIVITY / KPI	BUDGET R'000	TIME FRAME	RESPONSIBLE PERSON
	management in all provinces			Conduct provincial branches induction on expectations of provincial SASA programs by NEC			
4. Improve membership	Sustain the existence of SASA.	Improved "customer service" & communication to members.	None	1. Establish quarterly newsletter.	R 12 000	March 2020	KN
				2. To recruit student membership.	0		SG
		Conduct impact assessment and evaluation.	None	1 x Impact assessment of SASA produced.	R100 000	March 2021	JN
		Establish Awards ceremony on national conference.	None	Costed concept document.	R0	June 2020	SG and SN
		Recognition of affiliations	None	Costed concept document	R0	June 2020	SG and JN
	To use partnerships to drive up membership	Increased membership database	None	1. Identify stakeholders 2. Make presentations	R0	February 2020	SG
	To encourage and support the	Developed & well implemented records	None	Training workshops x 5	R100 000	June 2020	JPM

GOAL	OBJECTIVE	PRIORITY ISSUE	BASELINE 2019/20	ACTIVITY / KPI	BUIDGET R'000	TIME FRAME	RESPONSIBLE PERSON
	of SASA			▪ ICA			

Chairperson: Jabu Nkatingi

Signature: 

Date: 02/12/2020

Secretary: Mphahane Makhura

Signature: 

Date: 02/12/2020