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M A N U A L S

IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO

INFORMATION ACT (NO. 2 OF 2000)



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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LIBERTY

Electric Liberty (Pty) Ltd

a wholly-owned subsidiary of Liberty Group Limited

Electric Liberty (Pty) Ltd, 1 Ameshoff Street, Braamfontein, Johannesburg 2001
 P O Box 10499, Johannesburg 2000
 Tel: (011) 408 3740 Fax: (011) 408 3 743
 Registration no: 2000/008962/07

The Manual in terms of the Promotion of Access to Information Act section 51

A request in terms of the Promotion of Access to Information Act 2 of 2000 (the Act) begins with the completion of the prescribed form; please remember you are required to:

1. indicate the form of access required
2. specify a postal address or fax number in South Africa, or an e-mail address
3. identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose
4. indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars
5. give proof of the capacity in which you are acting, if requesting access on behalf of another.

Once complete, you can mail it to

The Managing Director
 Electric Liberty (Pty) Ltd
 P O Box 10499
 Johannesburg
 2000.

Or, you can fax it to (011) 408 3743, or e-mail it to group.compliance@liberty.co.za.

We will deem to have received once the form reaches our offices.

Should you require greater clarity, we refer you to the Guide which will be published by the Human Rights Commission. It will describe in each official language:

- what the objects of this Act are
- the details of each private body (where possible)
- the process that needs to be followed in order to make a request
- how to get copies of the Guide at no charge
- how to get access to the manual of a private body
- all the remedies available in law to you.

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission:
 tel: 011 484 8300; fax: 011 484 7146; www.sahrc.org.za.

We set out the records which are already publicly available without a request for access in terms of the Act being necessary:

Records already available	
1.	Advertising material of products and services
2.	Annual financial statements and interim audited report of the holding company Liberty Group Limited

We also set out a description of the records available in accordance with other legislation:

Other applicable legislation	
1.	Companies Act 61 of 1973
2.	Labour Relations Act 66 of 1995
3.	Basic Conditions of Employment Act 75 of 1997
4.	Prevention of Organised Crime 121 of 1998
5.	Value Added Tax 89 of 1991

We set out below the categories of records held by Electric Liberty. Important examples of the type of records in each category follow:

Company records	Customer-related	Other
<ul style="list-style-type: none"> - financial and accounting - human resources - strategy - operational - shareholder - intermediary - technology - compliance 	<ul style="list-style-type: none"> - policyholder and investor - marketing 	<ul style="list-style-type: none"> - subsidiary - contractors - directors



Toyota South Africa (Pty) Limited
(Registration Number 1946/020429/07)
(the "COMPANY")

MANUAL
in terms of
The Promotion of Access to Information Act

2/2000
(the "ACT")

Compiled by the Company Secretary
August 2002
With acknowledgements to:

1. The South African Human Rights Commission
2. The Department of Justice and Constitutional Development

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1. INTRODUCTION

The COMPANY conducts business as a manufacturer, importer and exporter of motor vehicles and components.

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

The Company Secretary	
Postal address	PO Box 481, Bergvlei 2012
Street address	Stand 1, Wesco Park, Old Pretoria Road, Sandton
Telephone numbers	011-809-2172
Fax numbers	011-444-1194
Electronic Mail Address	cmarais@tsb.toyota.co.za

3. THE ACT

3.1 The ACT grants a requester access to records of the COMPANY, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7.

3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-484 8300

Fax Number: +27-11-484 0582

Website www.sahrc.org.za

4. COMPANY RECORD CLASSIFICATION KEY

<u>Classification No.</u>	<u>Access</u>	<u>Classification</u>
1	May be Disclosed	Public Access Document
2	May not be Disclosed	Request after commencement of criminal or civil proceedings [s7]
3	May be Disclosed	Subject to copyright
4	Limited Disclosure	Personal Information that belongs to the requester of that information [s61]
5	May not be Disclosed	Unreasonable disclosure of personal information of Natural person [s63(1)]
6	May not be Disclosed	Likely to harm the commercial or financial interests of third party [s64(a)(b)]
7	May not be Disclosed	Likely to harm the Company or third party in contract or other negotiations [s64(c)]
8	May not be Disclosed	Would breach a duty of confidence owed to a third party in terms of an Agreement [s65]
9	May not be Disclosed	Likely to compromise the safety of individuals or protection of property [s66]
10	May not be Disclosed	Legally privileged document [s67]
11	May not be Refused	Environmental testing / investigation which reveals public safety / environmental risks [s64(2); s68(2)]
12	May not be Disclosed	Commercial information of Private Body [s68]
13	May not be Disclosed	Likely to prejudice research and development information of the Company or a third party [s69]
14	May not be Refused	Disclosure in public interest [s70]

5. **SUMMARY: RECORDS AVAILABILITY**

<u>Departmental Records</u>	<u>Subject</u>	<u>Classification No.</u>
Communications/Public Affairs Division	• Public Product Information	1
	• Public Corporate Records	1
	• Community Trust Records	1,6,7,8
	• Media Releases	1
Environmental Department	• Environmental Policy	1
	• Environmental Records	11,14
Human Resources Division	• Staff Records	4,5,9
	• Employment Contracts	4,5
	• Policies and Procedures	4
	• Health & Safety records	4,5,8
Financial Division	• Financial Statements	12
	• Financial and Tax Records (Company & Employees)	12
	• Motor Industry Development Programme Records	12
	• Asset Register	12
	• Management Accounts	12
	• General Contract Documentation	6,12
Legal Department / Company Secretarial	• Trade Marks	1
	• Statutory Records	12
	• Market Information	12,13
Marketing Division	• Public Customer Information:	1
	- Product Brochures	
	- Owner Manuals	
	• Field Records	4,12
	• Performance Records	12
	• Product Sales Records	1
	• Marketing Strategies	12
	• Customer Database	12
	• Dealer Franchise Documents	6,7,12,13
	• Production Records	12
	Production / Logistics	• Vehicle and Components Specifications
• Engineering Records		12,13
Quality	• Quality Records	12

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za
- 6.2 Address your request to the Company Secretary.
- 6.3 Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d)
 - (i) The postal address or fax number of the requester in the Republic;
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za

**GUIDE TO THE RESOURCES OF
THE SOUTH AFRICAN HISTORY ARCHIVE (SAHA)**



**Compiled and edited by
Verne Harris, Helen Joannides, Olga Pickover and Kerry Harris**

South African History Archive, Johannesburg, 2002

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PROMOTION OF ACCESS TO INFORMATION ACT

Like all private bodies in South Africa, the South African History Archive is subject to the provisions of the Promotion of Access to Information Act (PAIA), Act 2 of 2000.

The vast majority of the records in SAHA's custody are collected from donors. These are accessible under the terms of donation agreements without the need for members of the public to request access under PAIA.

The only records for which PAIA requests are necessary are SAHA's own operational records. These records are organised under the following subject categories:

Acquisitions: individual cases; policy; special projects

Advocacy (general): input and liaison

Board (including Management Committee): meeting arrangements; meeting minutes; policy; reports to

Finance: Atlantic Philanthropies (including proposals, contracts and reports); auditing; budget; funding proposals; Joseph Rowntree (including proposals, contracts and reports); policy; purchase/expenditure; routine administration

Freedom of Information: access requests/appeals (open case files by name of body concerned and by individual request); advocacy; liaison

Human resources: individual cases (open case files by surname and initials); policy

Providing access: enquiries; policy

Access to the operational records should be requested in the prescribed form to the Director of SAHA using the contact details provided elsewhere in this Guide.

This Guide constitutes the manual prescribed for all private bodies in section 51 of PAIA. It is available for inspection at the SAHA office free of charge; and copies are available in the Government Gazette and with the South African Human Rights Commission. Its contents can also be viewed on the SAHA website at www.wits.ac.za/saha.

For broader information on the operation of PAIA, readers are referred to the PAIA Guide published by the South African Human Rights Commission. Please direct any queries to:
PAIA Unit

Research and Documentation Department

South African Human Rights Commission

Private Bag 2700

Houghton 2041

Telephone: +27-11-4848300

Fax: +27-11-4840582

Website: www.sahrc.org.za

Email: paia@sahrc.org.za

INTRODUCTION

What is the South African History Archive?

The South African History Archive is an independent archive dedicated to documenting and supporting the struggles for justice in South Africa. In South African parlance it is a Non-governmental Organisation (NGO). It is a registered trust, governed by a Board of Trustees, which appoints dedicated professionals to achieve its mission. Although in its early years it was closely connected to the United Democratic Front, the Congress of South African Trade Unions and the African National Congress, it has always been politically non-aligned and committed to collecting material from organisations and individuals across the political spectrum. Its founding mission was to strive to recapture our lost and neglected history and to record history in the making. This informed a focus on documenting the struggles against Apartheid. Today there is an equal emphasis on documenting the making of democracy. With its physical positioning at the University of the Witwatersrand, there is a special endeavour to weave the collections into processes of education for democracy.

The South African History Archive: A Short History

The South African History Archive (SAHA) was established in 1988 in Johannesburg by representatives of the Mass Democratic Movement, including the United Democratic Front (UDF) and the Congress of South African Trade Unions (COSATU) as the first democratic (in the sense of both being democratically run and serving the democratic movement) archive in South Africa. This initiative followed the founding of the Popular History Trust (PHT) in Harare, Zimbabwe in 1987. PHT developed from Julie Frederikse's personal collection of documents and publications produced by South African political organisations and activists between 1979 and 1986. From the outset PHT had strong links with the African National Congress (ANC). Initial funding was secured from the Dutch agencies ICCO, NOVIB and HIVOS for the sorting, indexing and microfilming of this material, as well as its development as a collection. It soon became clear that these holdings could form the basis of a unique collection of primary, grassroots material produced by people and organisations actively engaged in the liberation struggles inside South Africa. In the context of increasing state censorship and harassment of both grassroots organisations and general information centres in South Africa, Harare was seen as the ideal location for the storage of such material – being accessible to users from both inside and outside South Africa – and which would be able to serve as a “safe-haven” or “back-up archive” for the material being collected within the country. In this way, it was hoped that at least one set of the documents would survive and be available for use in the future. Julie Frederikse published two books which drew heavily on the collection: *South Africa: A Different Kind of War* (1986) and *The Unbreakable Thread: Non-racialism in South Africa* (1990). In 1990 the PHT launched a bimonthly dossier of key documents on South African political developments, entitled *Inside South Africa*.

Soon after the unbanning of the African National Congress, the Pan Africanist Congress (PAC) and the South African Communist Party (SACP) as well as other organisations in 1990, PHT began a process of implementing its original stated aim of eventually moving the collections and functions of the Trust to South Africa. In July of that year a joint meeting was held between members of the PHT Collective and the Management Committee of SAHA in Johannesburg. It was concluded that the work of PHT in almost every respect could be more

effectively carried out in Johannesburg. It was agreed that the work of collecting material, classifying it and developing a database, collecting oral histories, networking with other South African-based centres, and maintaining political accountability to the Mass Democratic Movement in South Africa, could best be done through an expanded SAHA. At the same time it was envisaged that the task of long term archiving of material would at some point in the future be passed on to a competent institution with the required resources (controlled environments, security, staff, resources etc.) on carefully agreed terms of management, access, etc. The PHT was therefore dissolved as an independent organisation in Harare and merged most of its resources with SAHA. The remainder were donated to the National Archives of Zimbabwe.

SAHA became a legally constituted entity managed by a Board of Trustees, and receiving funds from the Swedish Labour Movement (AIC, later known as the Olaf Palme International Centre) and the Canadian-based Catholic Agency for Development and Peace. Energies were focused on integrating, expanding and publicising the collections. SAHA took over the publication of *Inside South Africa*, renaming it *History in the Making*. In 1991 it published *Images of Defiance: South African Resistance Posters of the 1980s*. However, the shifting realities of transition to democracy introduced a new dimension to the organisation's work. It became a key player in the transformation of archival discourse and practice, participating in a wide range of processes designed to reimagine archives for the country. Although in new space professionally and conceptually, SAHA's identity remained rooted in a commitment to fighting for justice. The organisation was both instrument and documenter of this fight.

On 1 June 1994, the Board of Trustees met to discuss the future role of SAHA given a number of factors: the election of South Africa's first democratic government; the need to restructure and to rationalise operations due to the discontinuation of funding; and the intention of at least half of the staff to resign and take up employment with the newly elected democratic government. It was decided to undertake an in-depth assessment of the organisation, the result of which was the rationalisation and re-structuring of SAHA. It was agreed that SAHA should remain an independent organisation with the same mission and objectives but under the direction of the Curator of the Department of Historical Papers at the University of the Witwatersrand and with only one full-time archivist. In August 1994 SAHA re-located to the premises of the Department of Historical Papers at the University of the Witwatersrand, and on 24 October the agreement with the University was signed. It should be noted that SAHA did not merge with Historical Papers and is still governed by a Board of Trustees. SAHA continues to have ultimate authority over its own collections and employs staff in its own right. However, there is a significant sharing of resources between SAHA and Historical Papers, and some aspects of professional management are integrated. There is also co-operation and co-ordination of collection efforts. A good example is 1994 general election material, which both SAHA and Historical Papers had independently collected. The material was combined into a single collection.

From 1994 the initiative in the transformation of South African archives shifted to organs of the state. Increasingly SAHA concentrated on documenting the struggles against Apartheid rather than engaging continuing struggles for justice. However, from 1997 the latter crucial element of SAHA's founding rationale was embraced again. In 1997 the Gay and Lesbian Archives (GALA) was launched as an autonomous project of SAHA. For SAHA this was a valuable extension of its existing collections that echoed SAHA's historic commitment to documenting human rights struggles in South Africa. GALA has attempted to integrate acquisition and outreach programmes in order to raise public awareness about the archives and to fulfil its role as a community archive. Theatre, video and film productions and an innovative tour "Queer Johannesburg" have complemented more traditional exhibitions as part of the

archive's outreach strategy. The bulk of the collections are organisational records dating from the 1960s. These document the history of the lesbian and gay civil rights movement in South Africa. More "personal" records, including letters, scrapbooks and photograph albums, complement these collections. There is also an extensive oral narrative collection of both historical and contemporary material. While certain aspects of GALA's professional work is integrated with that of SAHA, it remains an autonomous undertaking. Its collections are not described in this Guide.

In April 2001 the seed of a new project was planted through GALA's participation as a co-host with the History Workshop and other organisations of the international "AIDS in Context" Conference. Together GALA and SAHA conceptualised a special collection of HIV/AIDS materials to be acquired and managed by SAHA. SAHA is in the process of raising funds in order to ensure that materials can be collected systematically and made available to the public. The Conference demonstrated that HIV/AIDS (and the responses to the pandemic) reveal a great deal about broader societal processes. The intention is to document these broader processes as well as more narrowly defined HIV/AIDS issues and dynamics.

SAHA's commitment to documenting struggles against Apartheid remains firmly in place. To this end new collections continue to be acquired. However, this focus is now positioned within a broadening determination to both document and participate in continuing struggles for justice. Aspects of this determination have been outlined above. Also worth noting is a fledgling freedom of information programme, which seeks to utilise South Africa's new Promotion of Access to Information Act (brought into operation in 2001) to access records with a human rights interest and to build up an archive of released materials. The intention is to make the latter available as a resource to users, particularly those involved in human rights issues.

The Collections

Both the PHT and SAHA, in the early years, were managed by non-archivists. The latter applied what were essentially library techniques to their collection, arrangement and description activities. Materials were catalogued by subject and/or physical medium, with very little attention paid to preserving documentation around provenance. This approach saw the emergence of seven core collections:

- Documents and publications from a range of organisations and individuals, arranged by subject in the first instance, and by organisation thereafter. This is the so-called Database Collection. Material continued to be added to it until early 2001, but it is now policy to regard it as a closed collection, ie. additions will be incorporated only in exceptional circumstances.
- The Poster Collection, currently comprising over 3 000 posters.
- The Julie Frederikse collection of sound recordings and transcripts of interviews. Over 150 persons contributed to this collection.
- The so-called Ephemera Collection, comprising t-shirts, banners, stickers, badges and related records.
- The Photograph Collection.
- The Slide Collection, comprising in the main reproductions of items in the poster Collection.
- The Periodicals Collection. The bulk of this collection has been donated to the Periodicals Section of the William Cullen Library, University of the Witwatersrand.

With the exception of the Julie Frederikse and Periodicals Collections, these core collections are described in Section I of this Guide. The former are described in Section II (see AL2460 and AL2494).

From the early 1990s SAHA began to adopt a more strictly archival approach. In particular, the so-called principle of provenance began to inform professional processing of materials. Increasingly material was arranged in archival groups defined by provenance, and described in group inventories. Section II of this Guide covers material in this category. It should be noted that the following special collections are still being used for new acquisitions where appropriate: Posters, Ephemera, Photographs and Slides.

As indicated above, in 2001 SAHA launched a programme designed to secure the release of materials in terms of the Promotion of Access to Information Act and to build up an archive of such materials. Still in its infancy, this archive is described as a special collection in Section I of this Guide.

It is important to make it clear that while a wide range of organisations are represented in the SAHA collections, very few have used SAHA as a formal organisational archive. The great bulk of the material has been collected and donated to SAHA by individuals, or has been collected by SAHA. So, for instance, the ANC is well represented in the collections, but no official ANC materials are to be found. The one exception to this, an accumulation of archives from the ANC's Lusaka Office (Women's Section), was returned to the ANC.

SAHA has a close and complex relationship with the Historical Papers Department (HP) of the University of the Witwatersrand's Library. The latter gives SAHA physical space, infrastructural support and the assistance of professional members of staff. In significant ways the SAHA collections are integrated with the broader HP collections. A number of records accumulations have been consolidated across the two collections, eg. the HP's United Democratic Front (UDF) holdings were added to SAHA's official UDF archive, and SAHA's political trial materials were added to HP's substantial trial collection. HP's acquisitions of posters and ephemera are integrated with SAHA's special collections for these media. SAHA's extensive anti-Apartheid collections articulate very well with HP's own significant anti-Apartheid collections, particularly in the area of organised labour. All the SAHA collections are described in HP's own Guide, tagged with the distinctive AL reference number. The HP Guide has been incorporated into the National Archives' National Register of Manuscripts (NAREM).

In their early years, both SAHA and PHT were under-resourced and very much focused on gathering in material in grave danger of being lost. Between 1994 and 2000 SAHA relied on the services of a single professional archivist. This has meant that processing has seldom kept pace with acquisition. The result is that today SAHA is still carrying a substantial backlog of unprocessed materials. A full listing of these materials is given in the section "List of Unprocessed Materials" elsewhere in this Guide. Access to some of these materials is almost impossible.

All SAHA materials are represented in HP's card index to collections. This is an alphabetical index referencing persons, organisations, publications, events, places and subjects.

Together, the SAHA, GALA and HP collections give to the University of the Witwatersrand one of the premier accumulations of archival material documenting resistances to Apartheid. Other notable accumulations of such material in South Africa are to be found at the Alan Paton Centre

(University of Natal), the Cory Library (Rhodes University), District Six Museum, Killie Campbell Africana Library (University of Natal), the Mayibuye Centre (Robben Island Museum), the National Archives, and the University of Fort Hare (archives of the liberation movements, including the ANC and the PAC).

The Guide

The Guide is organised in two main sections. Section I comprises descriptions of SAHA's six special collections. A particularly detailed account is provided of the so-called Database Collection, because it is arranged in terms of a somewhat idiosyncratic subject matrix. The latter is reproduced in full, and at the back of the Guide is an index to campaigns, organisations, persons and publications represented in the collection. Each collection carries an AL reference number, which refers to their referencing in terms of the broader Historical Papers reference system. In addition, with the exception of the Photograph Collection and the collection of materials released under the Promotion of Access to Information Act, the collections have been described at the item level on SAHA's computer databases. The Photograph Collection is described at the item level within Historical Papers' classification system for photographs.

Section II comprises descriptions of each SAHA archives group, recorded in order of acquisition by AL number (effectively the call number for users of the archive). At the back of the Guide is an index to events, organisations, persons and publications represented in the archives groups. Each entry in Section II includes the following:

- The AL call number. Those incorporating an 'f', eg. AL2808f, indicate storage in Historical Papers' filing cabinet collection.
- An indication of the nature of the material, eg. papers.
- The time period covered by the group.
- The extent of the group, in terms of archival boxes or number of items.
- An indication of whether a detailed inventory is available.
- Cross-references where appropriate.
- Notes on the group, in most cases divided into a 'brief historical background' and 'notes on the collection'.

The Guide is rounded off by a listing of as yet unprocessed materials and the indexes described above.

Services and Contact Information

SAHA is physically located in the Historical Papers Department of the University of the Witwatersrand (Wits) at the William Cullen Library, East Campus. It is serviced by professional staff who integrate expertise and knowledge of the SAHA, GALA and Historical Papers collections. A single reading room accesses all three archives. It is open to the public on weekdays (except public holidays) between 08:30 and 16:00.

SAHA materials are frequently used for exhibition purposes, primarily at Wits venues. Requests for their use at off-site venues can be directed to the SAHA Director.

Increasingly SAHA is being exploited as a teaching resource at Wits. Its materials are consulted by students and faculty for research purposes. The Graduate School for the Humanities and

Social Sciences utilises SAHA resources for its course 'Reading the Trace: Memory and Archives'. Practical training through internship is made available to students. In 2001 for the first time internship was opened to persons other than Wits students.

SAHA is committed to building its narrower archival work within the context of a broader involvement in advocacy and training related to archives. This commitment is informed by human rights imperatives. SAHA offers support, advice, training and consultancy services in the arenas of freedom of information, information management, records management and archival education.

Enquiries can be directed by post, telephone, fax or email:

- Postal address: Director, SAHA, PO Box 31719, Braamfontein 2017, South Africa
- Telephone: 011-7171941/0
- Fax: 011-3394137
- Email: sahav@library.wits.ac.za or michelep@library.wits.ac.za

Staff are competent to deal with any enquiries concerning the collections, broader documentation of the struggles against Apartheid, and the archival scene in South Africa.

The SAHA website address is www.wits.ac.za/saha. The GALA and Historical Papers website addresses are as follows: www.wits.ac.za/gala and www.wits.ac.za/histp.

SECTION I

SPECIAL COLLECTIONS

AL2457 DATABASE COLLECTION

Papers, publications; 1980-1992; 199 boxes; inventory available; over 5 000 items retrievable on the database

This collection includes documents, newsletters and pamphlets collected from various anti-Apartheid organisations. It covers a wide spectrum of political, community and trade union organisations which were active in South Africa in the 1980s.

The collection is arranged under the following subject headings:

- A Government and Administrative Structures
- B Homelands
- C Rural Community Organisation and Removals
- D Political Parties
- E Military
- F Police and State Security
- G Legal and Judiciary
- H Political Organisations
- I Women's Organisations
- J Youth Organisations
- K Right-Wing Organisations
- L Social, Community and Housing Organisations
- M Labour
- N Education
- O Religion and Churches
- P Media
- Q Sport and Culture
- R Economy
- S Health
- T Foreign Relations
- U Environment
- V General Service Organisations
- W International Material

A GOVERNMENT AND ADMINISTRATIVE STRUCTURES

- A 1 Constitutional
- A 2 Security Related Bills and Legislation
- A 3 President's Council
- A 4 Department of Information
- A 5 Bureaucracy [pass forms, regulations, permits *et cetera.*]
- A 6 Town Councils, *et cetera*
 - A 6.1 Soweto
 - A 6.2 Lekoa
- A 7 Government / Right Wing Smear Documents

- A 8 Miscellaneous
- A 9 House of Delegates
- A 10 House of Representatives

B HOMELANDS

- B 2 Bophuthatswana
- B 3 Ciskei
- B 4 Kangwane
Inyandza National Movement
- B 5 KwaNdebele
- B 6 KwaZulu
- B 7 Lebowa
- B 8 QwaQwa
- B 9 Transkei
- B 10 Venda
- B 11 Contralesa [House of Traditional Leaders]

C RURAL COMMUNITY ORGANISATION AND REMOVALS

- C 1 Communities (General)
 - C 1.3 Mogopa
 - C 1.5 Ekangala
 - C 1.6 Lawaaiikamp
 - C 1.7 Langa
 - C 1.8 Moutse
 - C 1.9 Khayelitsha
- C 2 Miscellaneous / Ad Hoc and Unsourced Materials
 - C 2.1 Resettlement
- C 3 Service Organisations
 - C 3.1 NCAR (National Committee Against Removals)
[later NLC (National Land Committee)]
 - C 3.2 AFRA (Association for Rural Advancement)
 - C 3.3 GRC (Grahamstown Rural Committee)
 - C 3.4 SPP (Surplus People's Project, Western Cape)
 - C 3.5 TRAC (Transvaal Rural Action Committee)
See AG 2735
 - C 3.6 EDA (Environmental and Development Association)

D POLITICAL PARTIES

- D 1 CP (Conservative Party)
- D 3 Independent Party
- D 5 Labour Party
- D 6 SACP (South African Communist Party)
 - D 6.1 Constitutional, Code of Conduct and Rules
 - D 6.2 Tongaat Conference

- D 6.3 8th Party Congress
- D 6.4 Correspondence
- D 6.5 Publications
- D 6.6 Umsebenzi
- D 6.7 Press Statement
- D 6.8 Policy and Discussion Papers
- D 6.9 Speeches
- D 6.10 Workshops
- D 6.11 Interim Leadership Group
- D 6.12 Johannesburg Branch
- D 6.13 Tripartite Alliance
- D 6.14 Pamphlets and Stickers
- D 6.15 Miscellaneous
- D 6.16 Conferences
- D 6.17 9th Party Congress
- D 6.18 Gauteng Region Congress
- D 7 NDM (National Democratic Movement)
- D 8 NP (National Party)
- D 9 PFP (Progressive Federal Party)
- D 10 NPP (National People's Party)
- D 11 DP (Democratic Party)
- D 12 Solidarity Party
- D 13 United Conciliation Party
- D 14 Miscellaneous

E MILITARY

- E 1 Government
 - E 1.1 Legislation, Government Policy, Statements
[House of Assembly: Questions and Answers on SADF]
 - E 1.2 Board For Religious Objection
- E 2 SADF (South African Defence Force)
 - E 2.1 Press and General Relations
 - E 2.2 Operational Propaganda
 - E 2.3 Conscription and Recruitment
 - E 2.4 Policy, Strategy, *et cetera*
- E 3 Armaments Industry
 - E 3.1 Armscor (Armaments Corporation of South Africa)
 - E 3.2 Other
- E 4 Militarisation
- E 5 Public Military Support Structures
 - E 5.1 General
 - E 5.3 Southern Cross Fund
 - E 5.4 Veterans for Victory
- E 6 Opposition to Conscription and Militarisation
 - E 6.1 Ad Hoc and Unsourced Material
 - E 6.2 Miscellaneous
 - E 6.3 War Resister Trials
 - E 6.3.1 Various Smaller Trials

- E 6.3.2 Philip Wilkinson
- E 6.3.3 David Bruce
- E 6.3.4 Brett Myrdal
- E 6.3.5 Billy Paddock
- E 6.3.6 Peter Hawthorne
- E 6.4 COSG (Conscientious Objectors' Support Group)
 - E 6.4.1 Minutes
 - E 6.4.2 National Conference
 - E 6.4.3 Correspondence
 - E 6.4.4 Workshops and Discussion Papers
 - E 6.4.5 The Objector
 - E 6.4.6 Pamphlets
 - E 6.4.7 Informational Pamphlets
 - E 6.4.8 Press Statements
 - E 6.4.9 Petitions and Resolutions
 - E 6.4.10 Conscription Advice Service
- E 6.5 ECC (End Conscription Campaign)
 - See AG 1977
- E 6.8 COSAWR (Congress of South African War Resistance)
- E 6.9 Alternative Service Working Group
- E 6.10 "771" Group

F POLICE AND STATE SECURITY

- F 1 Government Policy, Legislation and Budget
- F 2 SAP [South African Police]
 - F 2.1 Press and Public Relations
 - F 2.2 Operational Propaganda
- F 3 Security – Private Sector Responses
- F 4 Organisations dealing with Detentions, Bannings, Restriction Orders
 - F 4.1 Ad Hoc and Unsourced
 - F 4.2 Detainees Letters and Correspondence
 - F 4.2.1 Hunger Strike
 - F 4.3 Ad Hoc Detainees' Support Groups
 - F 4.4 DPSC (Detainees' Parents' Support Committee)
 - See AG 2523
 - F 4.5 FCA (Free the Children Alliance)
 - F 4.6 RMG (Repression Monitoring Group)
 - F 4.7 ADAC (Ad Hoc Detention Action Committee)
 - F 4.8 HRC (Human Rights Commission)
 - See AG 2413
 - F 4.9 DESCOM (Detainees' Support Committee)
 - F 4.10 DACOM (Pietermaritzburg Detainees' Aid Committee)
 - F 4.11 Civil Rights' League
 - F 4.12 Human Rights' Trust
 - F 4.13 Ad Hoc Organisations dealing with Death Row
 - F 4.14 HSSC (Hunger Strike Support Committee)
 - F 4.15 CAPI (Campaign Against Political Imprisonment)
- F 5 Miscellaneous Reports and Affidavits on Police Action

- F 6 Miscellaneous
- F 7 Organisations dealing with Informal Repression
 - F 7.1 Repression Ad Hoc Committees
 - F 7.2 David Webster Trust
 - F 7.3 IBI (Independent Board Of Inquiry into Informal Repression)
See AG 2543

G LEGAL AND JUDICIARY

- G 1 Government
- G 3 Miscellaneous Trials
See under 'trials' in index to Historical Papers' Guide to Archives and Papers
- G 4 Inquests, Judicial Commissions, *et cetera*
- G 5 Legal Practitioners / Professional Associations
 - G 5.1 NADEL (National Association of Democratic Lawyers)
 - G 5.2 DLC (Democratic Lawyers Congress)
- G 6 Legal Support Organisations
 - G 6.2 Miscellaneous
 - G 6.3 LHR (Lawyers for Human Rights)
- G 7 Ad Hoc and Unsourced Publications

H POLITICAL ORGANISATIONS

- H 1 Ad Hoc and Unsourced
- H 2 APDUSA (African People's Democratic Union of Southern Africa)
- H 3 WOSA (Workers' Organisation for Socialist Action)
See AL 2611
- H 4 AGAA (Action Group Against Apartheid)
- H 5 ANC (African National Congress)
 - H 5.1 Constitution and Membership
 - H 5.2 Minutes of Meetings, Reports and Memoranda
 - H 5.3 Conferences
 - H 5.3.1 Arusha Conference – 1987
 - H 5.3.2 National Consultative Conference – 1990
 - H 5.3.3 National Consultative Conference – 1991
 - H 5.3.4 Kabwe Conference – 1985
 - H 5.3.5 Miscellaneous
 - H 5.3.6 49th National Conference – 1994 [2 files]
 - H 5.3.7 50th National Conference – 1997
 - H 5.4 Correspondence
 - H 5.5 Publications
 - H 5.5.1 History
 - H 5.5.2 Pamphlets, including from the 'Underground' [2 files]
 - H 5.5.3 Nelson Mandela
 - H 5.5.4 Booklets on Various Topics [3 files]
 - H 5.5.5 Negotiations Bulletin
 - H 5.5.6 Photos
 - H 5.6 Policy Documents

- See also H 5.10
- H 5.7 Statements / Press Releases
 - H 5.7.1 NEC Statements
 - H 5.7.2 Interviews, Press Cuttings and Adverts
 - H 5.7.3 Press Statements on Various Issues
 - H 5.7.4 Joint statements with other organisations
 - H 5.7.5 Points from the Press
 - H 5.7.6 Miscellaneous
- H 5.8 Speeches
 - H 5.8.1 Speeches / statements – Nelson Mandela
 - H 5.8.2 Speeches / statements – Released Leaders
 - H 5.8.3 Speeches / statements – Oliver Tambo
 - H 5.8.4 Miscellaneous
- H 5.9 Campaigns
 - H 5.9.1 1994 Elections
- H 5.10 Education, Workshops, Discussion Papers
 - H 5.10.1 Constitutional Issues
 - H 5.10.2 Negotiations
 - H 5.10.3 Strategies and Tactics
 - H 5.10.4 Political Education
 - H 5.10.5 Land, Agriculture and Environment
 - H 5.10.6 Economic Policy
 - H 5.10.7 Culture
 - H 5.10.8 Local Government and Housing
 - H 5.10.9 Education, Health, Science and Technology
 - H 5.10.10 Reconstruction and Development and Minorities
 - H 5.10.11 Miscellaneous

See also H 5.6
- H 5.12 Ephemera
- H 5.13 Regions
 - H 5.13.1 Border
 - H 5.13.2 North West
 - H 5.13.3 PWV / Gauteng
 - H 5.13.4 Northern Natal
 - H 5.13.5 Eastern Cape
 - H 5.13.6 Western Cape
 - H 5.13.7 Southern Natal
 - H 5.13.8 Miscellaneous
 - H 5.13.9 Orange Free State
- H 5.14 Branches
 - H 5.14.1 Yeoville
 - H 5.14.2 Hillbrow / Berea
 - H 5.14.3 Johannesburg West and Central Town (Joubert Park)
 - H 5.14.4 Johannesburg East
 - H 5.14.5 Johannesburg North East
 - H 5.14.6 Moroka
 - H 5.14.7 Pimville / Klipspruit
 - H 5.14.8 Lenasia
 - H 5.14.9 Pretoria City Centre
 - H 5.14.10 Laudium

- H 5.14.11 Brakpan
- H 5.14.12 Tembisa / Katlehong / Mohlakeng
- H 5.14.13 Cape Town
- H 5.14.14 Chatsworth
- H 5.14.15 United Kingdom
- H 5.14.16 Miscellaneous
- H 5.14.17 Alexandra
- H 5.14.18 Port Elizabeth
- H 5.15 ILC (Internal Leadership Core)
- H 5.16 Chris Hani's Death
- H5.17 MK (Umkhonto we Sizwe)
- H5.18 Marxist Worker's Tendency and African Nationalists of the ANC
- H5.19 Miscellaneous
- H 6 AZAPO (Azanian Peoples' Organisation)
 - H 6.1 Constitution
 - H 6.2 Speeches, Discussion and Policy Papers
 - H 6.3 Press Statements
 - H 6.4 Press Cuttings
 - H 6.5 Pamphlets
 - H 6.6 Frank Talk
 - H 6.7 Free Azania
 - H 6.8 Umtapo Focus
 - H 6.9 Miscellaneous Publications
- H 7 Black Sash
 - See AE 862
- H 8 Cape Democrats
 - See also AL 2424
- H 9 Concerned Citizens
- H 10 BCM (Black Consciousness Movement) [of Azania]
- H 11 DDA (Durban Democratic Association)
 - See also AL 2424
- H 12 CAL (Cape Action League)
- H 13 SASO (South African Students' Organisation)
- H 14 BPC (Black Peoples' Convention)
- H 15 FFF (Five Freedoms Forum)
 - See AL 2564
- H 16 FCC (Freedom Charter Committee)
- H 17 GCD (Grahamstown Committee of Democrats)
 - See also AL 2424
- H 19 PEAC (Port Elizabeth Action Committee)
 - See also AL 2424
- H 20 IFP (Inkatha Freedom Party) / Inkatha
 - H 20.1 South African Update
 - H 20.2 Speeches
 - H 20.3 Publications
- H 21 FIDA (Federal Independent Democratic Alliance)
- H 22 JODAC (Johannesburg Democratic Action Committee)
 - See AL 2424
- H 23 MDM (Mass Democratic Movement)
- H 24 Ad Hoc Crisis Committee [Natal]

- H 25 NIC (Natal Indian Congress)
See AL 2421
- H 26 National Convention Movement
- H 27 NCF (National Forum Committee)
- H 28 New Unity Movement
- H 29 PAC ([Pan Africanist Congress)
 - H 29.1 Reports, Memos and Conferences
 - H 29.2 Speeches
 - H 29.3 Discussion and Policy Papers
 - H 29.4 Press Statements
 - H 29.5 Publications
 - H 29.5.1 Azania News
 - H 29.5.2 Azania Combat
 - H 29.5.3 Azania Commando
 - H 29.5.4 Woman / Youth
 - H 29.6 Pamphlets
 - H 29.7 Press Cuttings
- H 30 RMC (Release Mandela Campaign)
- H 31 National Reception Committee (formerly Mandela Reception Committee)
- H 33 Pietermaritzburg Democratic Association
- H 34 Transvaal Anti-President's Council Committee
- H 35 Transvaal Anti-SAIC Committee
See AL 2563
- H 36 TIC (Transvaal Indian Congress)
See AL 2563
- H 37 UDF (United Democratic Front)
See AL 2431 for UDF Documents
- H 38 Codesa (Conference for a Democratic South Africa)
 - H 38.1 First Plenary Session Vol 1 and Vol 2
 - H 38.2 Speeches at Codesa 1
 - H 38.3 Codesa 2 Miscellaneous
 - H 38.4 Work Groups and Miscellaneous
 - H 38.5 ANC Briefing Documents

I WOMEN'S ORGANISATIONS

- I 1 Ad Hoc and Unsourced Groups
- I 2 ANC Women's Section / League
 - I 2.1 ANC Women's Section
 - I 2.1.1 Conferences
 - I 2.1.2 Malibongwe Conference
 - I 2.1.3 Discussion and Policy Papers
 - I 2.1.4 Reports
 - I 2.1.5 Correspondence and Statements
 - I 2.1.6 Pamphlets
 - I 2.1.7 Voice of Women
 - I 2.2 ANC Women's League
 - I 2.2.1 Constitution
 - I 2.2.2 First National Conference

- I 2.2.3 Programme of Action and Discussion Papers
- I 2.2.4 Correspondence
- I 2.2.5 Press Statements
- I 2.2.6 Pamphlets and Newsletters
- I 2.2.7 Miscellaneous
- I 3 CAS (University of the Witwatersrand)
- I 4 CASA (Campaign Against Sexual Abuse)
- I 5 FEDSAW (Federation of South African Women)
- I 6 FEDTRAW (Federation of Transvaal Women)
 - I 6.1 Affiliates
- I 7 NOW (Natal Organisation of Women)
- I 8 Women's Movements on Campuses
 - I 8.1 BSS Women's Group
 - I 8.2 Wits Women's Movement
 - I 8.3 UCT Women's Movement
 - I 8.4 Natal Women's Movement
- I 10 UWO (United Women's Organisation)
- I 11 UWCO (United Women's Congress)
- I 12 ASATUWU (Annual Southern African Trade Unions' Forum)
- I 13 Publications on Women
- I 14 Women for Peace
- I 15 Committee of Concerned Women
- I 16 WAR (Women Against Repression)
- I 17 POWA (People Opposing Women Abuse)
- I 18 National Women's Coalition
- I 19 International
- I 20 [Includes] PAWO (Pan African Women's Organisation)

J YOUTH ORGANISATIONS

- J 1 Ad Hoc and Unsourced
- J 2 Action Youth
- J 3 ANC Youth Section / League
 - See AL 2451
- J 4 CAYCO (Cape Youth Congress)
- J 5 National Youth Organisation
- J 6 Mowbray Youth Congress
- J 7 SAYCO (South African Youth Congress) Affiliates
 - See AL 2425 for SAYCO Documents
- J 8 SOYCO (Soweto Youth Congress) / SAYCO Soweto
- J 9 JOYCO (Johannesburg Youth Congress) / SAYCO Johannesburg
- J 10 Northern Transvaal Youth Congress / SAYCO Northern Transvaal
- J 11 EYCO (Eldorado Park Youth Congress)
- J 12 LYL (Lenasia Youth League) / SAYCO Lenasia
 - J 12.1 Inaugural Congress
 - J 12.2 Discussions, Workshops and Speeches
 - J 12.3 Correspondence and Statements
 - J 12.4 Pamphlets
 - J 12.5 Contact

- J 12.6 The Young Leader
- J 12.7 The Newsletter
- J 12.8 Ephemera
- J 12.9 Lenasia Bursary Committee
- J 12.10 ANCYL Lenasia Branch
- J 12.11 Contact
- J 13 AYCO (Alexandra Youth Congress) / SAYCO Alexandra
- J 14 Gardens Youth Congress
- J 15 LAYCO (Laudium Youth Congress)
- J 16 Riverlea Youth Congress
- J 17 Miscellaneous

K RIGHT-WING ORGANISATIONS

- K 1 Ad Hoc and Unsourced
- K 2 Aida Parker Newsletter
- K 3 Federal Democratic Union
- K 4 AWB (Afrikaans Weerstand Beweeging)
- K 5 Afrikaans Right-Wing Organisation
- K 7 Publications and Research Centre
- K 8 SMA (Student Moderate Alliance)
- K 11 Victims Against Terrorism
- K 13 Women for South Africa
- K 14 Mineworkers' Union
- K 15 International Right-Wing Organisations

L URBAN, SOCIAL, COMMUNITY AND HOUSING ORGANISATIONS

- L 1 Internos
- L 2 Cast
- L 3 Social Work Agencies
 - L 3.1 OASSSA (Organisation for Appropriate Social Services in South Africa)
 - L 3.2 CSW (Concerned Social Workers)
 - L 3.3 Miscellaneous
- L 4 Federation of Residents' Association
- L 5 Civic Associations – General
 - L 5.1 Federation of Cape Civic Associations
 - L 5.2 Housing action committees
 - L 5.2.1 CAHAC (Cape Housing Action Committee)
 - L 5.2.2 DUHAC (Durban Housing Action Committee)
 - L 5.3 Cape – General
 - L 5.4 CETCA (Central Transvaal Civic Association)
 - L 5.5 CAJ (Civic Association of Johannesburg)
 - L 5.6 SCA (Soweto Civic Association)
 - L 5.7 ACO (Alexandra Civic Organisation)
 - L 5.7.1 Action Committee
 - L 5.8 FRA (Federation of Residents' Associations)
 - L 5.9 LCA (Lenasia Civic Association)

- L 5.10 Pretoria
- L 5.11 Johannesburg
- L 5.12 West Rand
- L 5.13 East Rand
- L 5.14 Vaal
- L 5.15 Natal
- L 5.16 Eastern Cape (including PEBCO)
- L 5.17 Orange Free State
- L 5.18 Consumer Boycotts and Stayaways
- L 5.19 Miscellaneous (including Lebohang Community Study Centre – Leandra)
- L 6 Service Organisations
 - L 6.1 Advice Office Forum
 - L 6.2 Advice Offices – General
 - L 6.3 General
- L 9 Squatter / Homelessness Groups
- L 10 Open City Initiative
- L 11 Actstop (Action to Stop Evictions)
 - L 11.1 Constitution and History
 - L 11.2 Minutes, Memorandum and Reports
 - L 11.3 Correspondence
 - L 11.4 Waldorf Heights
 - L 11.4.1 Minutes
 - L 11.4.2 Rentals
 - L 11.4.3 Rental Statements
 - L 11.4.4 Complaints
 - L 11.5 Farbian Heights
 - L 11.5.1 Complaints
 - L 11.5.2 Rental Statements
 - L 11.5.3 Rentals
 - L 11.6 Claridges Heights
 - L 11.6.1 Complaints
 - L 11.6.2 Minutes
 - L 11.6.3 Rental Statements
 - L 11.6.4 Rentals
 - L 11.7 Publications and Pamphlets
 - L 11.8 Press Statements and Press Clips
 - L 11.9 Cash Receipts

M LABOUR

- M 1 Miscellaneous
- M 2 Government Reports, Commissions and Legislation
 - M 2.1 Reports and Commissions
 - M 2.2 White Papers
 - M 2.3 Bills and Acts
 - M 2.4 Miscellaneous Official
- M 3 Employer Associations
- M 4 Trade Union Federations
 - M 4.1 COSATU (Congress of South African Trade Unions)

- M 4.1.1 Constitution
- M 4.1.2 Executive
- M 4.1.3 Congresses
 - M 4.1.3.1 Inaugural Congress 1985
 - M 4.1.3.2 Second National Congress 1987
 - M 4.1.3.3 Special Congress 1988
 - M 4.1.3.4 Third National Congress 1989
 - M 4.1.3.5 Miscellaneous
- M 4.1.4 Correspondence
- M 4.1.5 Publications
- M 4.1.6 Policy Documents
- M 4.1.7 Statements and Press Releases
- M 4.1.8 Occasional Speeches
- M 4.1.9 Campaigns
 - M 4.1.9.1 Living Wage
 - M 4.1.9.2 Hands Off
 - M 4.1.9.3 May Day
 - M 4.1.9.4 Scrap the LRA
 - M 4.1.9.5 Campaign against Barlow-Rand Group
- M 4.1.10 Education and Seminars
- M 4.1.11 Culture
- M 4.1.12 General Ephemera
- M 4.1.13 Regions
 - M 4.1.13.1 Witwatersrand
 - M 4.1.13.2 Northern Natal
 - M 4.1.13.3 Western Cape
 - M 4.1.13.4 Eastern Cape
- M 4.1.14 Local / Area Committees
- M 4.1.15 Workshops and Discussion Papers
- M 4.1.16 Conferences
- M 4.1.17 Miscellaneous
- M 4.2 CUSA (Council of Unions of South Africa)
- M 4.3 FOSATU (Federation of South African Trade Unions)
- M 4.4 NACTU (National Council of Trade Unions)
- M 4.5 SACTU (South African Congress of Trade Unions)
- M 4.6 NFWU (National Federation of Workers Union)
- M 5 Trade Unions
 - M 5.1 ACTWUSA (Amalgamated Clothing and Textile Workers' Union of South Africa)
 - M 5.2 CAWU (Construction and Allied Workers' Union)
 - M 5.3 CCAWUSA (Commercial, Catering and Allied Workers' Union of South Africa)
 - M 5.4 CWIU (Chemical Workers' Industrial Union)
 - M 5.5 FAWU
 - M 5.5.1 FAWU (Food and Allied Workers' Union)
 - M 5.5.2 FAWU (Farm Workers' Union)
 - M 5.6 NEHAWU (National Education, Health and Allied and Workers' Union)
 - M 5.7 NUM (National Union of Mineworkers)
 - M 5.8 NUMSA (National Union of Metalworkers of South Africa)
 - M 5.9 NUWCC (National Unemployed Workers Coordinating Committee)

- M 5.10 POTWA (Post and Telecommunications Workers' Association)
- M 5.11 PPWAWU (Paper Printing Wood and Allied Workers Union)
- M 5.12 SADWU (South African Domestic Workers' Union)
 - M 5.13.1 SAMWU (South African Municipal Workers' Union)
 - M 5.13.2 SAMWU (South African Mine Workers' Union)
- M 5.14 SARHWU (South African Railway and Harbours Workers' Union)
- M 5.15 TGWU (Transport and General Workers' Union)
- M 5.16 BAMCWU (Black Allied Mining and Construction Workers' Union)
- M 5.17 BDWA (Black Domestic Workers' Association)
- M 5.18 BEEWU (Black Electrical and Electronics Workers' Union)
- M 5.19 BCWU (Brushes and Cleaners Workers' Union)
- M 5.20 BCAWU (Building, Construction and Allied Workers Union)
- M 5.21 BIFAWU (Banking, Insurance, Finance and Assurance Workers' Union)
- M 5.22 EAWUSA (Engineering and Allied Workers' Union of South Africa)
- M 5.23 EATUSA (Electrical and Allied Trade Union of South Africa)
- M 5.24 FBWU (Food and Beverage Workers' Union)
- M 5.25 HOTELICA (Hotel, Liquor, Catering and Allied Workers' Union)
- M 5.26 MWASA (Media Workers' Association of South Africa)
- M 5.27 NUF (National Union of Farmworkers)
- M 5.28 NUPSW (National Union of Public Service Workers)
- M 5.29 NUWSAW (National Union of Wine, Spirits and Allied Workers)
- M 5.30 NUFAW (National Union of Furniture and Allied Workers)
- M 5.31 SACWU (South African Chemical Workers' Union)
- M 5.32 SALDDWU (South African Laundry, Dry-Cleaning and Dyeing Workers' Union)
- M 5.33 SEAWUSA (Steel, Engineering and Allied Workers' Union of South Africa)
- M 5.34 TWU (Textile Workers' Union)
- M 5.35 TAWU (Transport and Allied Workers' Union)
- M 5.36 UAMWU (United African Motor and Allied Workers' Union)
- M 5.37 VGAWU (Vukani Guards and Allied Workers' Union)
- M 5.38 NLCTU (Natal Liquor and Catering Trade Union)
- M 5.39 FCWU (Food and Canning Workers' Union) and AFCWU (African Food and Canning Worker's Union)
- M 5.40 RAWU (Retail and Allied Workers' Union)
- M 5.41 SFAWU (Sweet, Food and Allied Workers' Union)
- M 5.42 GWIU (Garment Workers' Industrial Union) [Natal]
- M 5.43 GAWU (Garment and Allied Workers' Union)
- M 5.44 CLOWU (Clothing Workers' Union) [Western Cape]
- M 5.45 NURW (National Union of Railway Workers)
- M 5.46 WCWU (White Conservative Workers' Union)
- M 5.47 MACWUSA (Motor, Assembly and Component Workers Union of South Africa)
- M 5.48 IAWUSA (Insurance, Assurance Workers' Union of South Africa)
- M 5.49 MAWU (Metal and Allied Workers' Union)
- M 5.50 SAFTGLWU (South African Federation of Textile, Garment and Leather Workers Union)
- M 5.51 IMF (International Metalworkers' Federation)
- M 5.52 UWM (Unemployed Workers' Movement)
- M 5.53 NUMARWOSA (National Union of Mineworkers)

- M 5.54 SAAWU (South African Allied Workers' Union)
- M 5.55 GWU (General Workers Union)
- M 5.56 AFCWU (African Food and Canning Workers Union)
- M 5.57 OVGWU (Orange Vaal General Workers Union)
- M 5.58 MGWUSA (Municipal and General Workers' Union of South Africa)
- M 5.59 SACTWU (South African Clothing and Textile Workers' Union)
- M 5.60 SACCAWU (South African Commercial, Catering and Allied Workers' Union)
- M 5.61 DWA (Domestic Workers' Association)
- M 5.62 PAWU (Plastic and Allied Workers' Union)
- M 5.63 Miscellaneous
- M 6 Worker / Community Strike Support Committees
 - M 6.1 Wilson-Rowntree Strike Support
 - M 6.2 Simba Workers' Committee
 - M 6.3 Miscellaneous
- M 7 Worker Co-Operatives / Collectives
 - M 7.1 SAWCO (Sarmcol Workers' Co-Operative)
 - M 7.2 PAWCO (Phalaborwa Workers' Cooperative)
 - M 7.3 Miscellaneous
- M 8 Labour Service Organisations
 - M 8.1 IAS (Industrial Aid Society) [Johannesburg]
 - M 8.2 Western Province Workers' Advice Bureau
 - M 8.3 General Factory Workers' Benefit Fund [Durban]
 - M 8.4 LMG (Labour Monitoring Group)
 - M 8.5 WIG (Workplace Information Group)
 - M 8.6 Urban Training Project
 - M 8.7 Farm Labour Project
 - M 8.8 DWEP (Domestic Workers' and Employers' Project)
 - M 8.9 LERC (Labour and Economic Research Centre)
 - M 8.10 JUEP (Joint-Union Education Project)
 - M 8.11 ILRIG (International Labour and Research Information Group)
 - M 8.12 Miscellaneous Service Organisations
 - M 8.13 Azanian Labour Journal
- M 9 Miscellaneous and Unsourced Labour
- M 10 Smear / Disinformation Documents

N EDUCATION

- N 1 Black Education – Official
 - N 1.1 Policy and Administration
 - N 1.2 Syllabi and Exam Papers
 - N 1.3 School / Classroom Materials
 - N 1.4 Propaganda
- N 2 White Education – Official
 - N 2.1 Policy and Administration
 - N 2.2 Syllabi and Exam Papers
 - N 2.3 School / Classroom Materials
 - N 2.4 Veld School
- N 3 School Student Organisations

- N 3.1 Ad Hoc / Unsourced / Miscellaneous
 - N 3.1.1 Committee of '81
- N 3.2 COSAS (Congress of South African Students)
- N 3.3 TRASCO (Transvaal Students' Congress)
- N 3.4 WECSO (Western Cape Students' Congress)
- N 3.5 PAAG (Pupils' Awareness and Action Group)
- N 3.6 AZASM (Azanian Students' Movement)
- N 3.7 SOSO (Soweto Students' Congress) / COSAS Soweto
- N 3.8 LESO (Lenasia Students' Congress) / COSAS Lenasia
- N 3.9 PASO (Pan Africanist Student Organisation)
- N 4 National Organisations / Campaigns for Educational Change
 - N 4.1 Ad Hoc and Unsourced
 - N 4.1.1 National Ad Hoc Conference of Parents' Committees
 - N 4.2 NECC (National Education Crisis Committee)
 - N 4.3 Education Charter Campaign
 - N 4.4 SACHED (South African Council for Higher Education)
 - N 4.5 Learn and Teach
- N 5 Community Based Parent / Teacher / Student Organisations
 - N 5.1 Transvaal
 - N 5.1.1 SPCC (Soweto Parents' Crisis Committee)
 - N 5.1.2 Save Our Schools' Committee (SOS)
 - N 5.1.3 All Schools for All People (ASAP)
 - N 5.2 Western Cape
 - N 5.3 Natal
 - N 5.4 Orange Free State
- N 6 Teachers Associations / Unions
 - N 6.1 General
 - N 6.2 NEUSA (National Education Union of South Africa)
 - N 6.3 WECTU (Western Cape Teachers' Union)
 - N 6.4 UDUSA (Union of Democratic University Staff Associations)
 - N 6.5 PTL (Progressive Teachers' League)
 - N 6.7 EDASA (Education for an Aware South Africa)
 - N 6.8 SADTU (South African Democratic Teachers' Union)
- N 7 Universities
 - N 7.1 Wits (University of the Witwatersrand)
 - N 7.1.1 Ad Hoc and Unsourced
 - N 7.1.2 Miscellaneous
 - N 7.1.3 Administration
 - N 7.1.4 SRC
 - N 7.1.5 SRC Projects' Committee
 - N 7.1.7 BSS (Black Students' Society)
 - N 7.1.8 Muslim Students' Association
 - N 7.1.9 Right Wing Campus Groups / SMA (Student Moderate Alliance)
 - N 7.1.10 History Workshop
 - N 7.1.11 Medical School / Students
 - N 7.1.12 Jewish Students' Association
 - N 7.1.13 Campus Christian Groups
 - N 7.1.14 Wits Alternative Students Grouping
 - N 7.1.15 Students African Movement
 - N 7.1.16 Cathsoc

- N 7.1.17 Law Students' Council
- N 7.1.18 ERC (Economic Research Committee)
- N 7.2 UCT (University of Cape Town)
 - N 7.2.1 Ad Hoc and Unsourced
 - N 7.2.2. Miscellaneous
 - N 7.2.3 Administration
 - N 7.2.4 SRC
 - N 7.2.4.1 Constitution
 - N 7.2.4.2. Executive [Minutes / Reports]
 - N 7.2.4.5 Publications
 - N 7.2.4.7 Statements / Press Releases
 - N 7.2.4.12 Ephemera
 - N 7.2.4.15 Commissions / Sub-Commissions
 - N 7.2.5 SRC Projects' Committee
 - N 7.2.7 Staff
 - N 7.2.8 SALDRU (Southern Africa Labour and Development Research Unit)
 - N 7.2.9 Centre for Intergroup Studies
 - N 7.2.10 Media Committee
 - N 7.2.11 Campus Christian Groups
 - N 7.2.12 Jewish Student's Association
 - N 7.2.13 MSM (Moderate Student Movement)
 - N 7.2.14 Social Action
 - N 7.2.15 Conscription Action Group
 - N 7.2.16 Students Council – Law
 - N 7.2.17 Students Council – Medical
 - N 7.2.18 Students Council – Science and Engineering
 - N 7.2.19 Students Council – Arts and Architecture
 - N 7.2.20 Students Council – Commerce
 - N 7.2.21 Rag Committee / SHAWCO (Students' Health and Welfare Centres' Organisation)
 - N 7.2.22 Wages' Committee
 - N 7.2.23 SSD (Students for Social Democracy)
 - N 7.2.24 Communities Committee (Comm Comm)
 - N 7.2.25 Islamic Society
 - N 7.2.26 BSS (Black Students' Society)
- N 7.3 UND (University of Natal, Durban)
 - N 7.3.1 Ad Hoc and Unsourced
 - N 7.3.2 Miscellaneous
 - N 7.3.3 Administration
 - N 7.3.4 SRC
 - N 7.3.5 SRC Projects Committee / NUSAS
 - N 7.3.6 Women's Groups
 - N 7.3.7 BSS (Black Students' Society) / BSM (Black Students' Movement)
 - N 7.3.8 CAE (Centre for Adult Education)
 - N 7.3.9 Muslim Students' Association
 - N 7.3.10 Medical Students' Representative Council
 - N 7.3.11 Students' Action Front
 - N 7.3.12 Dome – Official Student Newspaper

- N 7.4 UDW (University of Durban-Westville)
- N 7.5 UWC (University of Western Cape)
- N 7.6 Rhodes University
- N 7.7 University of Fort Hare
- N 7.8 University of Pretoria
 - N 7.8.1 SDS (Students for a Democratic Society)
 - N 7.8.2 ISSUP (Institute for Strategic Studies)
- N 7.9 UNISA (University of South Africa)
- N 7.10 UNIBOP (University of Bophuthatswana)
- N 7.11 Stellenbosch University
- N 7.12 University of the North [Turfloop]
- N 7.13 Other Universities
- N 8 National University Student Organisations
 - N 8.1 NUSAS (National Union of South African Students)
 - N 8.1.1 Constitutional
 - N 8.1.2 Executive
 - N 8.1.3 Conference
 - N 8.1.4 Correspondence
 - N 8.1.5 Publications [by year]
 - N 8.1.6 Policy documents
 - N 8.1.7 Press Releases
 - N 8.1.8 Occasional addresses
 - N 8.1.10 Education and training
 - N 8.1.12 Ephemera
 - N 8.2 AZASO (Azanian Students' Organisation) / SANSCO (South African National Students' Congress)
 - N 8.3 POLSTU (Political Students' Organisation of South Africa)
 - N 8.4 NSF (National Students' Federation)
 - N 8.5 Anonymous Right Wing Students' Organisations
 - N 8.6 SASPU (South African Students' Press Union)
- N 9 Business Initiatives in Education
- N 10 FEP (Foundation for Education with Production)
- N 11 Adult Education
 - N11.1 Literacy
- N 12 Ad Hoc / Unsourced / Miscellaneous

O RELIGION AND CHURCHES

- O 1 Miscellaneous and Unsourced
- O 2 Christian Churches
 - O 2.1 The Catholic Church
 - O 2.1.1 General
 - O 2.1.2 Diocesan
 - O 2.1.3 SACBC (Southern African Catholic Bishops' Conference)
 - O 2.1.4 Justice and Peace Commission
 - O 2.1.5 Dominicans
 - O 2.2 CPSA (Church of the Province of South Africa)
 - O 2.3 Methodist Church of Southern Africa
 - O 2.4 DRC (Dutch Reformed Church)

- O 2.5 Evangelical Lutheran Church in South Africa
- O 2.6 Apostolic Faith Mission of South Africa
- O 3 SACC (South African Council of Churches)
 - O 3.1 Constitutional
 - O 3.2 Executive Minutes and Reports
 - O 3.3 Conferences
 - O 3.4 Correspondence
 - O 3.5 Publications
 - O 3.6 Policy Documents
 - O 3.7 Statements and Press Releases
 - O 3.10 Education
 - O 3.12 Ephemera
 - O 3.13 Regions
 - O 3.13.1 SACC – WPCC
- O 4 Non-Denominational Religious Organisation
 - O 4.1 Miscellaneous and Unsourced
 - O 4.2 Diakonia
 - O 4.3 ICT (Institute for Contextual Theology)
 - O 4.4 Koinonia
 - O 4.5 World Conference on Religion and Peace – South African Chapter
 - O 4.6 Christians for Justice and Peace
 - O 4.7 ABRECSA (Alliance of Black Reformed Churches in South Africa)
 - O 4.8 Standing for the Truth
 - O 4.9 UCC (United Committee of Concern)
 - O 4.10 Phoenix Settlement Trust
 - O 4.11 Ecumenical Centre [Durban]
 - O 4.12 PACSA (Pietermaritzburg Agency for Christian Social Awareness)
 - O 4.13 Kairos Document and Commentaries
 - O 4.14 Ecumenical Action Movement
 - O 4.15 Jubilee Initiative
- O 5 Christian Youth / Students Organisations
 - O 5.1 Miscellaneous
 - O 5.2 YCS (Young Christian Students)
 - O 5.3 YCW (Young Christian Workers)
 - O 5.4 National Catholic Federation of Students
 - O 5.5 IYY (International Youth Year Committee)
- O 6 Islam
 - O 6.1 General
 - O 6.2 Organisations
 - O 6.2.1 Call of Islam
- O 7 Judaism
 - O 7.1 General
 - O 7.2 Organisations
 - O 7.2.1 Jews for Justice
 - O 7.2.2 Jews for Social Justice
 - O 7.2.3 SAUJS (South African Union of Jewish Students)
- O 8 Independent Churches
- O 9 Evangelical Groups
- O 10 Religious Right-Wing
- O 11 WCC (World Council of Churches) [South African Related Material]

P MEDIA

- P 1 Legislation and Censorship Regulations
- P 2 Broadcasting
 - P 2.1 Miscellaneous
 - P 2.2 SABC TV (South African Broadcasting Corporation Television)
 - P 2.3 Bop TV
 - P 2.4 Capital Radio
 - P 2.5 Voice of Free Africa
 - P 2.6 Radio Truth
 - P 2.7 Radio Bantu
- P 3 Writers / Journalists Associations
 - P 3.1 Miscellaneous and Ad Hoc
 - P 3.2 WASA (Writers' Association of South Africa)
 - P 3.3 COSAW (Congress of South African Writers)
 - P 3.4 ADJ (Association of Democratic Journalists)
 - P 3.5 SASJ (South African Society of Journalists)
- P 4 Media Corporations / Business Media
 - P 4.1 Argus
 - P 4.2 SAAN (South African Associated Newspapers)
- P 5 Community Media Organisations
 - P 5.1 Miscellaneous
 - P 5.2 Saamstaan
- P 6 Anti-Censorship Organisations
 - P 6.1 ACAG (Anti-Censorship Action Group)
 - P 6.2 Ad Hoc
- P 7 Commercial Press
 - P 7.1 The Star

Q SPORT AND CULTURE

- Q 1 Government
 - Q 1.1 Legislation
 - Q 1.2 Official Sports Bodies
 - Q 1.3 Official Cultural Bodies
- Q 2 Alternative Sports Bodies
 - Q 2.1 SACOS (South African Council on Sport)
 - Q 2.2 NSC (National Sports Congress)
 - Q 2.3 TABTEN (South African Table Tennis Board)
 - Q 2.4 TSB (Transvaal Soccer Board)
 - Q 2.5 NCS (Natal Council on Sport)
 - Q 2.6 TCB (Transvaal Cricket Board)
 - Q 2.7 CARDS (Committee Against Racial Discrimination in Sport)
 - Q 2.8 TCS (Transvaal Council on Sport)
 - Q 2.9 Laudium Inter-Primary Sports Association
 - Q 2.10 Natal Squash Rackets Federation
 - Q 2.11 Eastern Transvaal Football Association
 - Q 2.12 South African Cricket Board
 - Q 2.13 Tennis Association of South Africa

- Q 2.14 Congress Opposes International Tours to South Africa
- Q 2.15 Transvaal Amateur Athletic Union
- Q 2.16 Sports Miscellaneous
- Q 3 Alternative Cultural Groups
 - Q 3.1 SAMA (South African Musicians' Alliance)
 - Q 3.12 Culture [Freedom Songs]
 - Q 3.16 Culture [Miscellaneous]
 - Q 3.17 FAWO (Film and Allied Workers' Organisation)

R ECONOMY

- R 1 Legislation and Commissions
- R 2 Government / Business Conferences
- R 3 Small Business Assistance Agencies
- R 4 Chambers of Commerce
- R 5 Chambers of Industry
- R 6 Chamber of Mines
- R 7 Farmers' Associations ??
- R 8 Corporations
- R 9 Parastatals
- R 10 Banks
 - R 10.1 First National Bank [previously Barclays]
 - R 10.2 Reserve Bank
- R 11 Business Reform Initiatives
 - R 11.1 Get Ahead
 - R 11.2 Urban Foundation
- R 12 Co-Operatives
- R 13 Miscellaneous
- R 14 CBM (Consultative Business Movement)
- R 15 NAFCOC (National African Federated Chamber of Commerce)

S HEALTH

- S 1 Government and Legislation
- S 2 Organisations
 - S 2.1 NAMDA (National Medical and Dental Association)
 - S 2.2 HIC (Health Information Centre)
 - S 2.3 HWA (Health Workers' Association)
 - S 2.4 SAHWCO (South African Health Workers' Congress)
 - S 2.5 PPHC (Progressive Primary Health Care Committee)
- S 3 Miscellaneous

T FOREIGN RELATIONS

- T 1 Government
- T 2 United States Policy Statements
- T 3 British Government Policy

- T 4 Foreign National Community Organisations
 - T 4.1 Polish Association of South Africa
- T 5 United States-South Africa Relations
 - T 5.1 American Chambers of Commerce in South Africa
- T 6 South Africa's Relationship with Other Countries
- T 7 Foreign Propaganda
- T 8 SAIIA (South African Institute of International Affairs)
- T 9 Multinational Corporations
- T 10 Western Trade Links and Investment
- T 11 International Support
- T 12 Sanctions
- T 13 Disinvestment
- T 14 Miscellaneous

U ENVIRONMENT

- U 1 Government and Legislation
- U 2 Organisations
 - U 2.1 Koeberg Alert

V GENERAL SERVICE ORGANISATIONS

- V 1 HAP (Human Awareness Programme)
- V 2 CRIC (Community Resources and Information Centre)
- V 3 IDASA (Institute for a Democratic Alternative in South Africa)
- V 4 SAIRR (South Africa Institute of Race Relations)
- V 5 Study Group on Internal Relations
- V 6 CPS (Centre for Policy Studies)
- V 7 Ad Hoc / Unsourced / Miscellaneous
- V 8 CDS (Centre for Development Studies)
- V 9 ERIC (Education Resource and Information Centre)
- V 10 ERIP (Education Resource and Information Project)
- V 11 CACE (Centre for Adult and Continuing Education)

W INTERNATIONAL [produced by non-South African organisations]

- W 1 Ad Hoc and Unsourced
- W 2 International Support
 - W 2.1 Anti-Apartheid Movements
 - W 2.2 Apheda
- W 3 International Funding
- W 4 Namibia
 - W 4.1 History and Constitution
 - W 4.2 The Economy
 - W 4.3 Reports
 - W 4.4 Resolution 435
 - W 4.5 The Church

- W 4.6 Elections
 - W 4.6.1 Press Statements on Elections
- W 4.7 Namibia Solidarity Committee
- W 4.8 SWAPO (South West African People's Organisation)
 - W 4.8.1 History
 - W 4.8.2 Economic Programme
 - W 4.8.3 Constitutional Proposals
 - W 4.8.4 Women's Council
 - W 4.8.5 Press Statements
 - W 4.8.6 Press Clips and Speech by Sam Nujoma
- W 4.9 Trade Union [NUNW]
 - W 4.9.1 The Namibian Work
 - W 4.9.2 Press Release
- W 4.10 Statements
 - W 4.10.1 Press Clips
 - W 4.10.2 Interviews
- W 4.11 Publications
 - W 4.11.1 News Briefing on Namibia
 - W 4.11.2 Network
 - W 4.11.3 Action on Namibia
 - W 4.11.4 Windhoek Observer
 - W 4.11.5 The Student Voice of Namibia
- W 4.12 Namibian Communication Centre
- W 4.13 Discussion Papers
- W 4.14 Miscellaneous
- W 5 Mozambique
- W 6 Zimbabwe

AL2446 POSTER COLLECTION

This collection consists of over 3 000 items, dating in the main from the 1980s and 1990s. There are duplicate copies for a substantial proportion of the items. Posters acquired by Historical Papers and the Gay and Lesbian Archives are also included in this collection. All items are retrievable on the database. The book *Images of Defiance: South African Resistance Posters of the 1980s* (Ravan Press, Johannesburg, 1991) reproduced 327 items from the collection. Slides of the latter are also available (see AL2432).

AL2547 PHOTOGRAPH COLLECTION

The collection was begun by Julie Frederikse while researching her book *The Unbreakable Thread* (see the introduction to this Guide). These photographs, numbering over 1 200, still form the bulk of the collection. SAHA photographs are incorporated into the broader Historical Papers photograph collection. An inventory is available.

AL2540 EPHEMERA COLLECTION

The great majority of the items in this collection date from the 1980s. The categories making up the collection are as follows: t-shirts, stickers, badges, banners and miscellaneous. All items are retrievable on the database.

AL2432 SLIDE COLLECTION

Almost all the items in this collection are copies of posters utilised in the book *Images of Defiance* (see AL2446). They are retrievable on the database.

AL2878 RELEASED MATERIALS UNDER THE PROMOTION OF ACCESS TO INFORMATION ACT

This collection was initiated in 2001 and remains limited in both scope and volume. It comprises copies of records secured in terms of three collecting projects: Apartheid security establishment records; the Truth and Reconciliation Commission archive; and the Apartheid Defence Force's programme for identifying and "dealing with" "homosexuals". A list of materials is available. Also available is SAHA's

own documentation of the collecting process, valuable in understanding how the Promotion of Access to Information Act operates and in contextualising the released materials.

SECTION II

ARCHIVES GROUPS

AL2184 COLEMAN, Neil

Papers; 1930-1980; 29 boxes; inventory available

Brief historical background

The collection issues from the research commissioned between 1979 and 1981 by the Labour Research Committee. This organisation was linked to the University of the Witwatersrand. The research was conducted by a team headed by Neil Coleman and spans the period 1930-1980. It deals mainly with influx control, migrant labour and conditions of the labour force in various industries. The research was meant to culminate in a publication, but it was never completed.

Notes on the collection

The collection consists of minutes, notes, material on conferences and commissions of enquiry, interviews, statistics, reports and press clippings.

AL2418 PROGRESSIVE TEACHERS' LEAGUE

Papers; 1986-1990; 5 boxes; inventory available

Brief historical background

The Progressive Teachers' League (PTL) was formed under the repressive conditions of the State of Emergency in the 1980s. Its formation reflects the increasing militancy of teacher organisations and the impact of the education crisis on teachers during this period. The PTL's members were involved with the teacher unity process at the national, Southern Transvaal and National Education Crisis Committee level. This process culminated in the formation of the South African Democratic Teachers Union (SADTU). Many of the PTL's executive were also members of other country-wide teacher organisations.

Notes on the collection

The PTL is a small collection consisting mainly of correspondence, conference papers and various documents of the PTL. It has been arranged to reflect the League's main activities. Sections A-H deals with the teacher unity process at the national, the Southern Transvaal regional and NECC level. Section L is made up of files kept by the PTL on various teacher organisations in the country. Sections M and N consists of miscellaneous documents relating to education or collected in the course of the PTL's activities.

AL2420 SOUTH AFRICAN TIN WORKERS UNION (SATWU)

Papers; 1937-1978; 2 boxes; inventory available

Brief historical background

The South African Tin Worker's Union (SATWU) was founded in August 1937 after workers at the Durban Falkirk Industries went on strike for higher wages. In 1939, the Union was registered under the Industrial Conciliation Act, and, as such, organised mainly Coloured and Indian workers. In 1941, the first agreement between the employers and the Union was reached, giving the workers a substantial rise in wages. SATWU affiliated to the South African Congress of Trade Unions (SACTU) upon its formation in 1955. A further success due to pressure from SATWU, was the Wage Determination No.173 in 1956 which laid down the minimum wage for the tin industry.

During the late 1940s and 1950s, a number of leading members from SATWU were banned and imprisoned. Although many trade unionists were detained during the State of Emergency (declared in 1960), SATWU managed to negotiate two wage increases for its members. SATWU also petitioned the International Metal Workers Union and the British Trade Union Congress to apply pressure on the parent companies of the South African subsidiaries.

Notes on the collection

The collection is very small. SAHA received it as part of the Natal Indian Congress Collection (see AL2421). It contains minutes, correspondence, memoranda and submissions relating to tin workers, as well as material from the Congress of South African Trade Unions (1986-1989).

AL 2421 NATAL INDIAN CONGRESS

Papers; 1971-1990; 10 boxes; inventory available

Brief historical background

The Natal Indian Congress (NIC) was formed in 1894 by Mahatma Gandhi to fight discrimination against Indian traders in Natal. The NIC, Transvaal Indian Congress (TIC) and the Cape Indian Congress went on to form the South African Indian Congress (SAIC). Thereafter, many joint activities between the SAIC and African National Congress (ANC) were organised. During the 1950s and 1960s, several of the NIC leadership were jailed. Although the NIC itself was not banned, this harassment of its leadership and the repressive conditions at that time, led to a halt in the activities of the NIC. It was only in 1971 that the NIC was revived. The main focus at this stage was on civic work.

In the 1980s the most striking of the campaigns embarked on by NIC were the Anti-South African Indian Council campaign of 1981 and the Anti-Tricameral Parliament Campaign against the establishment of the House of Delegates in 1984. The NIC

was also a founding member of the United Democratic Front (UDF), and remained an affiliate until the disbandment of the UDF. After the ANC was unbanned in 1990, the NIC together with the TIC, had various meetings with the ANC to strategise on the role of the two Indian Congresses. Both were subsequently disbanded.

Notes on the collection

This collection is not the official NIC collection, but was donated to SAHA by the Centre for Community and Labour Studies (CCLS) in Durban. Included in this collection are the constitution, minutes, correspondence, speeches and conference papers since the revival of the NIC in 1971 (with a few items before this date). It also includes records from the Anti-South African Indian Council (1981) and Anti-Tricameral Parliament (1984) campaigns; documents from various civic and welfare organisations that were active in the Indian community in Natal; and UDF, Congress of South African Trade Unions and Inkatha documents on violence and the peace process in Natal. Some of the material given to us by CCLS has been separated from this collection as it was clear that it constituted a separate archive: that of the South African Tin Workers' Union (AL 2420).

AL2423 MOLEFE, George B.

2 items: a typescript and a manuscript

Molefe (1901-1986) was the founder of Newell High School in Port Elizabeth, first African Moderator of the Presbyterian Church and one of the first graduates from Fort Hare.

The collection includes memoirs and tributes.

AL2424 JOHANNESBURG DEMOCRATIC ACTION COMMITTEE (JODAC)

Papers, photos and sound recordings; 1983-1990; 8 boxes; inventory available

Brief historical background

The Johannesburg Democratic Action Committee (JODAC), was formed as an affiliate of the United Democratic Front (UDF) in 1983. As such, JODAC took responsibility for furthering the principle of non-racialism by providing an opportunity for whites to join the struggle against Apartheid. When the UDF was restricted, JODAC managed to maintain itself as an organisation. It continued to be a link with the rest of the Democratic Movement in broader forums such as the End Conscription Campaign and Five Freedoms Forum and hosted regular political forums. JODAC also co-ordinated various organisations nationally. These were either affiliated or sympathetic to the UDF. After the unbanning of the liberation movements in 1990, JODAC disbanded. Since most of its members were members and supporters of the ANC, they then joined the legally constituted ANC.

Notes on the collection

The collection includes minutes, reports, conference papers and other organisational material. Of particular interest are documents on organising the white community into the Democratic Movement and the struggles against apartheid.

AL2425 SOUTH AFRICAN YOUTH CONGRESS (SAYCO)

Papers; 1987-1990; 4 boxes; inventory available

Brief historical background

The South African Youth Congress (SAYCO) was launched in 1987 at the height of the State of Emergency. It brought under its banner the various local youth organisations that had sprung up all over the country. SAYCO became an important affiliate of the United Democratic Front by representing a vast and militant constituency. SAYCO was a unitary structure with organisations at a regional and local level. SAYCO National consisted of the National Office bearers, Head Office staff and various departments, e.g. Women, Labour or Pioneers. Peter Mokaba and Rapu Molekane were the President and General Secretary respectively.

After the unbanning of the ANC in 1990, SAYCO immediately began the process of re-establishing the ANC Youth League and the ANC Youth Section. The Provisional National Youth Committee was set up to oversee this process. SAYCO dissolved once the ANC Youth League was established.

Notes on the collection

These documents, received by SAHA from SAYCO Head Office, are not the complete archives of SAYCO. It is doubtful if records of the period before 1990 were kept or even exist at all given the repressive conditions of the period. Thus, this collection has documents mainly from 1990. This collection includes the constitution, minutes, correspondence and other organisational documents, including material on the re-establishment of the ANC Youth League.

AL2431 UNITED DEMOCRATIC FRONT (UDF)

Papers, publications, computer disks; 1983-1991; 75 boxes; inventory available

Brief historical background

At the Anti-South African Indian Council conference held in January 1983, the call was made for a united front to be launched to co-ordinate the campaigns against the establishment of black local authorities and the Tri-cameral parliament. A committee was established at this conference to look into "the feasibility of forming a united front". On 20 August, the UDF was launched at a rally at the Rockland

Civic Centre in Cape Town. This non-racial organisation had structures and affiliates country-wide. It has since been disbanded.

See the following books for more information on the UDF:

Jeremy Seekings, *The UDF: A History of the United Democratic Front in South Africa, 1983 - 1991* (David Philip, 2000).

Ineke van Kessel, *"Beyond our Wildest Dreams": The United Democratic Front and the transformation of South Africa* (University Press of Virginia, 2000)

Notes on the collection

The UDF Head Office, located in Khotso House, was frequently raided and was bombed in 1988. This resulted in valuable UDF documentation being lost.

This UDF collection has been created by compiling documents from different sources. Some of the material was donated by individuals who, in one capacity or another, were active in the UDF or its structures or affiliates. Some material comes from Valli Moosa and Murphy Morobe and some (especially the press statements and policy documents) from the UDF Information Office. Most of the documents from 1989-1991 are from the UDF offices all over the country. Also added to the collection was a group of UDF documents that were deposited at Historical Papers for safekeeping (AD1789). Given these various sources, there are still some important gaps. The Northern Transvaal documents have never been located and the material from Natal is scarce. These gaps and the lack of documentation highlight important characteristics of the period like the severe repression, the uncertainty, the escalation of violence and resistance. No "open" UDF office existed, Popo Molefe and Terror Lekota with others were on trial in the "Delmas Treason Trial". Valli Moosa, Murphy Morobe and other UDF officials operated clandestinely, and were constantly 'on the run' to avoid detention. This impacted on the process of record creating and record keeping. A study of this period cannot therefore solely rely on the written document.

Included in this collection are minutes, speeches, discussion papers, correspondence, newsletters and pamphlets of the UDF from the national and regional structures, as well as computer disks from UDF head office. Material from the Conference for a Democratic Future, National Reception Committee and on National Civic Co-ordination are included.

AL2448 PORTRAITS OF ANC LEADERS

8 paintings; 1993

These portraits are painting on fabric: 8 paintings of ANC Presidents-General, (including John Dube, Dr Moroka, Chief Albert Luthuli, O.R. Tambo, Josiah Gumede, Pixley Ka- Seme and Nelson Mandela). They were commissioned by the Film Resource Unit for the public launch of "Ulibambe Lingashoni - Hold up the Sun", a five part video documentary series on the ANC and popular power. The artists are from J V Graphix. From 1912 to 1993, when the portraits were painted,

the ANC had had ten presidents. However, only nine were painted and only eight are found in this collection.

AL2451 AFRICAN NATIONAL CONGRESS YOUTH LEAGUE

Papers, publications; 1990-1991; 3 boxes; inventory available

Brief historical background

The African National Congress Youth League (ANCYL) was re-established on the 27th October 1990 at Orlando stadium in Soweto. The South African Youth Congress (SAYCO) and the ANC Youth Section, which had operated in exile, merged at the launch of the Youth League. The Provisional National Youth Committee (PNYC) and the National Youth Secretariat (PNYS) were established to spearhead the rebuilding of the Youth League nationwide. Their main functions included: receiving reports from all departments at the Head Office of the ANCYL, addressing developments related to the rebuilding of the Youth League and strategising the way forward.

The main task of the Youth League was to conscientise and mobilise all sectors of the youth into active participation in the struggle to secure democracy. To achieve this the ANCYL established contacts with various youth and student organisations locally and abroad, established recruitment campaigns in high schools and tertiary institutions and set-up different departments and committees to appeal to different sectors of the youth. All campaigns were with the understanding that rebuilding the Youth League was in fact rebuilding the ANC itself.

See the South African Youth Congress (SAYCO) Collection AL 2425 for material relating to the re-launching of the ANCYL

Notes on the collection

It includes the constitution, minutes, correspondence, discussion and policy papers, and an incomplete set of *Horizon Journal*.

AL2460 FREDERIKSE, Julie

Sound recordings and interview transcripts; 1979-1990; 472 audiocassettes and 52 boxes; inventory available

Brief historical background

This collection of interviews and recordings covers the period 1979-1990. Frederikse worked as journalist for the National Public Radio (NRP) in the USA, covering South Africa. At the same time, she wrote the book *South Africa: A Different Kind of War: From Soweto to Pretoria* (1986). Thereafter, she wrote *The Unbreakable Thread: Non-racialism in South Africa* (1990).

For the writing of the *Unbreakable Thread*, Frederikse was based at the Popular History Trust (PTH) in Harare, Zimbabwe. It was at PHT where most of the interviews conducted for the purposes of this book were transcribed. All the interviews were with South Africans.

Notes on the collection

The collection includes interviews with over 150 prominent anti-apartheid activists and leaders. Some of the interviewees include:

Neville Alexander; Ray Alexander; Molly Blackburn; Cheryl Carolus; Frank Chikane; Jesse Duarte; Alec Erwin; Frene Ginwala; Pravin Gordhan; Trevor Huddleston; Helen Joseph; Patrick "Terror" Lekota; Trevor Manuel; Valli Moosa; Murphy Morobe; Jay Naidoo; Billy Nair; Aziz Pahad; Cyril Ramaphosa; Albie Sachs; Gertrude Shope; Jack Simons; Joe Slovo; Raymond Suttner; Steve Tshwete; David Webster; Jacob Zuma; Nkosasana (Dlamini) Zuma.

AL2461 SAHA EXILES PROJECT

Sound recordings and interview transcripts; 1991; 1 box; inventory available

Brief historical background

In 1990, after the unbanning of various political organisations, SAHA set up the Oral History Project with Tom Mathole as the co-ordinator. The first project undertaken was to interview some of those who had been in exile and had returned to South Africa. It was to focus on the circumstances leading up to the exile, life in exile and the returnees' current perceptions of South Africa. When the project was conceptualised, it was hoped that it would cover the wide spectrum of exile experience: people based in various places; those who left at various times; those who grew up in exile; those who occupied leadership positions and those who were rank and file members. The second part of the project was to do follow-up interviews one or two years later.

Notes on the collection

The project was never completed as it was undertaken in a climate of change and uncertainty. Due to the fact that the project was never completed, some of the interviews stop before the period in exile is even covered. The interview with Soli Modise was included in this project (although he never went into exile) because of his knowledge of Alexandra Township. Those interviewed are: Papi Moloto; Nonsikelelo Memela; Michael Kgoadi; Ngoako Ramatlhodi; Pumla Williams; Moosa Moolla, Angela Brown; Selby Msimang; Sue Rabkin; Bongwiwe Njobe; Soli Modise; Phola Mabizela.

AL2467f THANDRAY, N.S. "Murvy"

Photocopies of 6 documents

Mr Thandray was a teacher and later became principal of the Denver Primary School. He was the first in the Transvaal to register as a volunteer for the Passive Resistance Campaign in 1946. As a result, he was forced to resign from his principal's post. He was also imprisoned and later banned for his political activities until his death in 1980.

The collection includes a passive resistance certificate, banning orders imposed on Thandray and a profile by Ahmed Kathrada.

AL2491f KGWANA CULTURAL PROJECT

Papers; 1988; 4 items

After the declaration of the State of Emergency in 1986 and the increased political repression, the youth of Manganeng in Sekhukhuneland decided to mobilise. They wanted to use culture as a weapon in the struggle against Apartheid. In 1988 they formed the Kgwana Cultural project (named after John Kgwana Nkadimeng of the ANC). They believed that there was ignorance about culture amongst the youth, that there was a distortion of local culture and that this was reinforced by a lack of education. Their activities in dance, music, drama and poetry spread to neighbouring villages too. The project was hampered, however, by lack of funding and full-time organisational structures.

The records in this group include the KCP Constitution, code of conduct, manifesto and some background to KCP.

AL2494 SAHA PERIODICALS

Miscellaneous periodicals; 1977-1984; 5 boxes

This was a large and wide-ranging collection. However, it was decided to donate the vast majority of the periodicals to the periodicals section of the University of the Witwatersrand's Library. All that remains are the following:

ANC Weekly News briefings, 1979-1984

Workers' Unity (Organ of SACTU) Nos. 1-28, 38, 40, 41, 67 and 70 and a special issue on JB Marks *Resister: Journal of the Committee on Southern African War Resistance* (COSAWR) March 1979 - June 1990

AL2506 HUMAN AWARENESS PROGRAMME

Papers; 1977-1993; 72 boxes; inventory available
(for audiovisual material see AL2556)

Brief historical background

The Human Awareness Programme (HAP) offered three main services: consultation, organisational development and training and publications. The consultation service was focussed around helping to establish structures, develop staff procedures, fundraise, plan events, set objectives and implement campaigns. The organisational development and training was involved in creating more efficient working environments in terms of time, relationships and administration. The publications aimed at developing skills and providing information on current issues in South Africa.

Notes on the collection

This collection includes minutes, reports, correspondence and other documents relating to training projects in human relations in the workplace and in management consultancy.

AL2516 AFRICAN NATIONAL CONGRESS, Commissions of Inquiry

Reports; 1984-1993; 6 files

1. Report of Commission of Inquiry into Recent Developments in Angola, March 1984.
2. Report of Commission of Inquiry Investigating the Death of Mzwakhe Ngwenya (Thami Zulu), Nov. 1989.
3. Motsuenyane Commission on Treatment of ANC Prisoners, May 1993.

AL2517 AFRICAN NATIONAL CONGRESS WOMEN'S SECTION

Papers; 1981-1987; 6 files

Papers on 9 August 1981 Programme of Action and papers from second ANC Women's Conference 1-6 September 1987.

AL2539 IDASA SOUTH AFRICAN WRITERS' CONFERENCE

Sound recordings; 1989; 20 cassettes; inventory available

The Conference was organised by the Institute for a Democratic Alternative in South Africa, Victoria Falls, Zimbabwe, July 1989. It lasted four days, with South African writers (mainly Afrikaners) meeting with the ANC.

AL2548 JO'BURG CITY, WHOSE CITY?

Photographs; 1970s-1990; inventory available (see Historical Papers photograph inventory)

Brief historical background

The "Jo'burg City, Whose City?" exhibition of photographs took place in 1990, and was part of an oral history project looking at the inhabitants of Johannesburg and the impact of the Group Areas Act.

Notes on the collection

The collection includes photographs from the late 1970s to 1990. The photographers are: Karen Fletcher, David Goldblatt, Jenny Gordon, Ingrid Hudson, Lesley Lawson, Gideon Mendel, Santu Mofokeng, Ken Oosterbroek, Graeme Williams, Gisele Wulfsohn and Anna Zieminski.

AL2554 CHRISTIAN INSTITUTE OF SOUTH AFRICA

1 publication, 70 slides

Brief historical background

In the early 1960s, certain Dutch Reformed Church ministers felt the need for closer contact with English-speaking and black Christians. This led to the establishment of the Institute on 15 August 1963 in Johannesburg. Reverend C. F. Beyers Naude was instrumental in this process. The emphasis of this country-wide organisation was on the establishment of ecumenical study and prayer groups. These would deal specifically with the country's problems in light of Scripture.

Notes on the collection

This collection includes: "The eye of the needle - Christians opposing the government: the work of the Christian Institute of South Africa" (Dutch language). Also 70 slides produced by the Association of Churches within the Federal Republic of Germany and West Berlin.

AL2556 HUMAN AWARENESS PROGRAMME

Microfiche, audiovisual materials; 1970s-1980s
(see also AL2506)

This collection includes slide and tape programmes, videocassettes and films on various topics relating to the future of South Africa. The following titles are available at the Multi-Media Centre, Wartenweiler Library, University of the Witwatersrand:

Life in South Africa's Homelands (DT 1760 LIF)
The Redundant People (DT 1760 RED)
Going Home (DT 1756 GOI)
Pageview (DT 944.J6 PAR)
Maids and Madams (HD 8039.D5 MAI)
Mayfair (DT 944.A385 MAY)
Matiwane's Kop (DT 764.B2 MAT)
None But Ourselves (DT 962.7FRE)

HAP also produced various publications which are available on microfiche for the period 1982-1987.

AL2563 TRANSVAAL INDIAN CONGRESS (TIC)

Papers; 1981-1991; 46 boxes; inventory available

Brief historical background

The TIC (Transvaal Indian Congress) was formed at the turn of the twentieth century by Mahatma Gandhi. It was not banned but was severely affected by the harsh repression of the period. By the mid-60s the activities of the TIC had declined and by the early 70s it was virtually non-existent. At this time, some activists in the Indian community were involved in Black Consciousness organisations. Others associated themselves with the non-racial policy of the 1950s Congress Alliance. In 1981, a meeting was held in Lenasia to discuss the response of the Indian community to the forthcoming elections for the South African Indian Council (SAIC). It was decided that the Transvaal Anti-SAIC Committee (TASC) be established to oppose the SAIC election. The Committee actively campaigned for a boycott of the SAIC elections in a style reminiscent of the Congress Alliance. The culmination of this process was a resounding boycott of the SAIC elections and the holding of the TASC Conference in January 1983. It was here that the decisions were taken to form the United Democratic Front (UDF) and to revive the TIC.

On the formation of the UDF, the TIC affiliated to it. The TIC consciously promoted the idea of non-racialism, and sought to mobilise the Transvaal Indian community under the dual banner of the TIC and the UDF. This was done by house visits, mass meetings, pamphleteering and extensive campaigns to boycott the Tricameral

Parliament, municipal elections and education. They also participated in national UDF campaigns and began organising the business sector through the TIC Business and Economy Group. After the unbanning of the ANC in 1990, TIC leaders and activists became active in the newly-formed ANC branches and its provincial and national structures, and ultimately the organisation was disbanded.

Notes on the collection

This is the official collection of the revived TIC and spans the period 1981- 1991. The bulk of the material comes from the TIC offices and includes the records of the Transvaal Anti-SAIC Committee. The material includes speeches, minutes, correspondence, policy papers, newsletters and pamphlets. The material from the 1960s was also at the TIC offices, having been deposited there by Dr Essop Jassat in the mid 1980s. The TIC also had extensive UDF documentation. This was removed from this collection and added to the UDF collection (AL 2431).

AL2564 FIVE FREEDOMS FORUM (FFF)

Papers; 43 boxes; inventory available
(see also AG2180)

Brief historical background

The FFF was founded in late 1986 in response to a call from the black community for whites to show a tangible response to the State of Emergency. This broad regional alliance was made up of some 25 organisations. These ranged from human rights groups to religious, political, professional and student organisations. The FFF had a dual objective of heightening awareness within the white community and drawing whites into anti-apartheid action. The aim was to remove Apartheid and have "one country and one people" in South Africa. The means by which this was to be achieved was by striving for the five freedoms: freedom from want, freedom of speech and association, freedom from fear, freedom of conscience and freedom from discrimination.

Notes on the collection

This collection is made up of minutes, speeches, correspondence and conference material relating to the activities of the FFF.

AL2566 PLANACT

Papers, photographs, publications; 1985-1994; 527 boxes; inventory available

Brief historical background

Planact was started in 1985 by professionals and academics who were constantly being approached by community groups needing assistance. Planact members included architects, engineers, planners, lawyers, sociologists and people with

organisational and administrative experience. It was founded as a voluntary, non-profit organisation. Planact's principal objective was to provide technical, professional, organisational skills and assistance to communities adversely affected by state planning, apartheid policies and economic inequalities. Planact worked in the fields of housing, land, services, local government and local economic development. After the first democratic election in 1994, many of the Planact staff resigned to take up key positions in the newly-formed democratic government. The funding scenario also changed during this period. Many of the international donors now channelled the money directly to the democratic government. This led to a scaling down and refocusing of Planact activities.

Notes on the collection

The initial deposit of Planact material was made when the premises that Planact occupied in Rockey Street, Yeoville were literally bursting at the seams. This documentation consisted of completed projects, as well as files from the offices staff who had resigned. The bulk of the Planact material, however, was transferred to SAHA after Planact moved to their new premises in Braamfontein. This also included the documents from the offices of ex-Planact employees and from the Planact Resource Centre which had been closed down. The bulk of the collection covers the period 1988-1992. There was a gap of earlier Planact material - both of the project work and the internal organisational material. An attempt has been made to separate the project documentation (Sections 1 - 49 and Sections A1 - A 70) from the organisational records (Sections P 1 - P 9).

AL2573f TOLSTOY FARM

Papers; 1976 and 1991; 4 items

Tolstoy Farm, also known as Satyagrahi Farm, was the Transvaal home of Mahatma Gandhi. It is situated 35km South-West of Johannesburg. This 1100 acre farm was a gift from a follower of the Satyagraha movement and was intended as a base for the families of those who were unemployed or in jail because of their political activities. However, it grew far beyond the Transvaal and became an experiment in community living. It is now owned by the Transvaal Gandhi Centenary Council and there are plans for its restoration. The items include a secretarial report of the Transvaal Gandhi Centenary Council, a proposal for the restoration of Tolstoy Farm and quotes from an interview on Gandhi and Tolstoy Farm.

AL2579 AUSTRIAN ANTI-APARTHEID MOVEMENT

Records; 1977-1993; 3 boxes; inventory available

Brief historical background

The Austrian Anti-Apartheid Movement (AAM) was started in 1977 after the 1976 Soweto uprisings. It began as a small group of people who lobbied the Austrian public and government into taking an active stand against apartheid. Over the years the group grew and mobilised the Austrian public into, for example, boycotting South African products. The AAM was not aligned to any political party in Austria. The AAM was also in touch with the other anti-apartheid movements in Europe. In 1993, the AAM was dissolved and a successor organisation was founded: the Southern Africa Documentation and Cooperation Centre (SADOCC)

Notes on the collection

This collection includes the Information Bulletin, publications, stickers, pamphlets, posters, T-shirts and other miscellaneous items. Most of the material is in German, and most of it has been added to the SAHA special collections.

AL2591f KARON AND EVANS INTERVIEWS

Interview transcripts; 1988-1989; 5 items

Interviews by Tony Karon with Issy and Ann Heymann (1988), Bill and Miriam Hepner (1988) and Harry Gwala (1989). Interviews by Gavin Evans with Zach de Beer (1989) and General Charles Lloyd of the State Security Council (1989).

AL2594 SCHOON, Jeanette

Sound recording; 1984

Jeanette Schoon and her three year old daughter, Katryn, were killed in 1984 in Lubango, Angola by a letter bomb. Both Jeanette and her husband, Marius, had been involved with African National Congress and South African Communist Party activities both in South Africa and in Botswana and Angola. The attack was orchestrated by members of the South African Security Forces. This item consists of one audio-tape of speeches made at the funeral of Jeanette and Katryn Schoon in 1984 in Angola. It includes speeches by: Thozamile Botha (South African Congress of Trade Unions, Administrative Secretary), Marius Schoon and Neville Curtis (incomplete).

AL2595 INTERNATIONAL CONFERENCE ON CHILDREN, REPRESSION AND THE LAW IN APARTHEID SOUTH AFRICA

Conference papers (incomplete); 1987; 1 box; inventory available

This conference was held in Harare, Zimbabwe from 24-27 September 1987 under the auspices of the Bishop Ambrose Reeves Trust. It was convened by the Rt. Revd. Trevor Huddleston C.R. The conference sought to analyse the problems facing children in Apartheid South Africa, expose the full extent of their problems, achieve an understanding of their difficulties and focus international attention on the crisis confronting the youth of South Africa. The central issues were the State of Emergency, the arrest and detention of children and children's role in the struggle against Apartheid.

AL2596 CULTURE AND RESISTANCE SYMPOSIUM

Conference papers; 1982; 1 file

The Culture and Resistance Symposium was held in Gaborone from 5 to 9 July 1982. The symposium and the accompanying exhibition and festival of South African Arts was an initiative of a number of South African artists living in Botswana. They felt a need to establish contacts and exchange ideas and experiences with other South African cultural workers. The theme for the symposium ("Culture and Resistance") arose out of their need to discuss the artists' position within the milieu in which they found themselves.

AL2603 SOUTH AFRICAN INDIAN TEACHERS' ASSOCIATION (SAITA)

Papers, publications; 1968-1978; 1 box

Brief historical background

SAITA was formerly known as the Natal Indian Teachers' Society, which was established in 1925. It then became a national organisation whose main aim was to bring about improvements in the prevailing educational conditions. It was felt that such an organisation was needed to deal with the issues affecting Indian teachers employed by Indian Affairs, to promote unity amongst them and to act as a watchdog. SAITA's first Annual General Meeting was held in Lenasia in February 1968.

Notes on the collection

This collection includes minutes of the Executive Council and Transvaal Regional Committee of SAITA; Lenasia Branch AGM papers (1975-1976), correspondence, memoranda and press cuttings relating to Y Eshak, E Seedat, MA Moosa, A Essop, V Poonan and Y Cajee. It also includes copies of the *Teacher's Chronicle*.

AL 2604 SOUTH AFRICAN PRISONERS' ORGANISATION FOR HUMAN RIGHTS (SAPOHR)

Papers; 1996; 4 files

Brief historical background

SAPHOR was formed in Modderbee Prison in 1988 by political and other prisoners. A National Office was opened in 1992. SAPOHR's mission statement is as follows: To address the legacy of the Apartheid criminal justice and prison systems and contribute to a culture of human rights and social justice in a non-racial, non-sexist democratic South Africa. Its main functions are to act as a watchdog of the prison services, be a representative and a voice of prisoners, to provide para-legal services to prisoners, to address human rights abuses within South African prisons and to reform and democratise the Correctional Services and Criminal Justice Service of South Africa.

Notes on the collection

This collection includes SAPOHR's constitution, correspondence, memoranda and press releases.

AL2605 NISAA INSTITUTE FOR WOMEN'S DEVELOPMENT

Papers; 1995-1996; 2 files

Brief historical background

The Nisaa Institute was founded in 1994 as a community-based women's organisation. The Institute is involved in networking; in providing refuge for women survivors of violence and their children; in lobbying for legislation that protect women; and in creating opportunities for women's entrepreneurial development. It is opposed to all forms of oppression, violence and exploitation against women and is committed to non-sectarianism and social transformation.

Notes on the collection

This collection includes annual reports for 1994-1996, a research report and newsletter, pamphlets, stickers and postcards.

AL2606 CONGRESS OF SOUTH AFRICAN WRITERS (COSAW)

Records; 1996; 4 items (1 file)

COSAW was launched in July 1987. It arose out of the need for a grassroots writer's organisation that sought to promote literature and redress the imbalances of Apartheid education. COSAW organises literary events; conducts research; liases

with literacy organisations; establishes writing groups; facilitates workshops for aspirant writers from disadvantaged communities and publishes materials. This collection includes the Constitution, informational leaflet, Events Bulletin June/July 1996 and COSAW News, Vol. 1 no 2, 1996.

AL2607 CONGRESS OF SOUTH AFRICAN STUDENTS (Mamelodi Branch)

Records; 1992, 1995; 4 items (1 file)

The Congress of South African Students is a national organisation established in Pietermaritzburg in 1979. COSAS' aim was to co-ordinate student activities in different regions and unite all students against discrimination in education. COSAS is striving for "dynamic free and compulsory education for all", for a spirit of co-operation and trust between students, parents and teachers and for a spirit of trust and companionship between students. This collection comprises photocopies of "Code of Conduct for Schools"; final working document "School Governance"; articles from New Nation series "Build your Organisation" and a membership card.

AL2608 AZANIAN STUDENT CONVENTION (UNIVERSITY OF THE WITWATERSRAND)

Records; 1992, 1995, 1996; 4 files

Brief historical background

AZASCO is a national black tertiary students' organisation. It was founded in 1990 as the official student wing of the Azanian People's Organisation (AZAPO). As such, it is based on the principles of the Black Consciousness Movement. AZASCO's aims are to create a forum for black people to articulate their aspirations; to mobilise students around liberation ideology, to encourage community involvement and to work towards a socialist, democratic, anti-racist society. The programmes that they are involved in include: matric enrichment programmes, anti-drug and alcohol abuse campaigns, self-help and literacy projects and leadership training.

Notes on the collection

The collection is made up of the Constitution, newsletters, paper on transformation and miscellaneous statements, pamphlets and posters.

AL2609 SOUTH AFRICAN STUDENTS' CONGRESS (UNIVERSITY OF THE WITWATERSRAND)

Papers; 1992, 1996; 1 box; inventory available

Brief historical background

SASCO was formed in 1991 through the merging of the South African National Students Congress (a revolutionary black student organisation) and the National Union of South African Students (a predominantly white liberal student organisation). The new Congress was founded on the following five principles: African leadership, working class leadership, democracy, non-racism and non-sexism. The main aim of SASCO is transformation of the country's tertiary institutions.

Notes on the collection

The collection consists of discussion and policy papers, memoranda, statements about transformation and crises in tertiary education.

AL2610 INTERNATIONAL SOCIALISTS SOUTH AFRICA (ISSA)

Publications; 1991-1996; 2 files

This collection contains the booklet "What we stand for" and copies of *The Socialist* (Nov/Dec 1991, Feb/March 1992, April/May 1992, June/July 1992, June/July 1993, Aug/Sept 1993, undated no. 14, undated no. 16, Aug/Sept 1994. Later *The Socialist* became *The Socialist Worker* (Oct 1994, Sept 1994, March 1995, Aug 1995, Oct 1995, May/June 1996).

AL2611 WORKERS' ORGANISATION FOR SOCIALIST ACTION (WOSA)

Papers, publications; 1990-1996; 6 files

Brief historical background

WOSA was launched in April 1990 as a national organisation. It is opposed to racism, tribalism and sexism and supports Socialism, leadership of the black working class, accountability and democracy. It was felt that an organisation was needed that could raise workers' issues without being aligned to any political parties (the example of the ANC/SACP Alliance was used). The issues that WOSA deals with relates to working conditions, wages, unemployment, housing, education, health and transport.

Notes on the collection

This collection includes documents on National Conferences, copies of *Workers' Voice*, *Vukani Basebenzi*; pamphlets and documents on the Workers' List Party.

AL2612 CEASEFIRE CAMPAIGN

Papers, publications; 1995; 1 box

Brief historical background

The Ceasefire Campaign (a voluntary organisation) was established in August 1993 as a result of a decision taken at the 1993 Peace Festival organised by the End Conscription Campaign. Ceasefire's objectives are to work towards the demilitarisation of society, to reduce and ultimately eliminate the arms industry in South Africa and to support other organisations with similar aims. Ceasefire's activities include campaigning, lobbying, networking, research and the dissemination of information.

Notes on the collection

This collection consists of the constitution, minutes, conference and workshop papers, documents on the campaigns against the arms trade and landmines. It also includes copies of *Anti-War News*.

AL2686 THE INDIAN COMMUNITY IN THE TRANSVAAL

Slides and poster; 1991
(see AL2467f for exhibition catalogue)

Slides of some of the material collected towards the exhibition on "Art, culture and social reality – The Indian community in the Transvaal" which formed part of the 1991 Wits Spring Festival. It also contains a poster on the 1946 Passive Resistance Campaign (in Gujarat).

AL2693 SOUTH AFRICAN LABOUR BULLETIN

Papers; 1981-1989; 5 boxes; inventory available

Brief historical background

The South African Labour Bulletin has been published in Braamfontein since April 1974 and publishes eight issues yearly. It contains articles related to labour practice, trade unions, conditions of employment and has editorial boards in Cape Town, Johannesburg, Durban and the Eastern Cape.

Notes on the collection

This collection is made up of documents for Volumes 11, 12, 13 and 14. It includes unpublished articles and reports of the Labour Monitoring Group, and court records of Arendse vs. Soeker and the Executive Committee of the Tramway and Omnibus Workers' Union.

AL2719 CENTRE FOR SOUTH-SOUTH RELATIONS

Papers, audiovisual materials; 1981-1994; 27 boxes; inventory available

Brief historical background

The centre for South-South Relations (CSSR) was formerly known as the Theology Exchange Programme (TEP). TEP, as an ecumenical South-South exchange project, was formed in 1981. The formal decision to amend the organisational name from TEP to that of CSSR came into effect on the 17 September 1994. The name change did not mean that its ecumenical and theological heritage had been overlooked or aborted. CSSR continued to see itself as a national and ecumenical project but with a more clearly defined South-South agenda as its focus. CSSR believed that trans-national solidarity had become absolutely essential for success in the international struggle for appropriate development, democracy, human rights and justice. It attempted to put forward a coherent democratic alternative to that presented by the north.

The principal objectives of CSSR were: the promotion of international solidarity through dialogue, exchange and action at a South-South level, and the facilitation of programmes which enable the most oppressed, exploited and marginalized people and their community and religious organisations to assess relevant issues affecting them so as to make informed responses and appropriate interventions.

Notes on the collection

Included in the collection are the early discussion documents on the establishment of the Truth and Reconciliation Commission in South Africa; documents relating to the churches involvement in the struggle; documents of the Institute for Contextual Theology (ICT); reports, videos and slides of exchange visits and Third World posters depicting "Liberation Theology".

AL2808f SPARK NEWSPAPER AND NEW SJAMBOK NEWSPAPER

Newspapers, photocopies; 1931, 1963; 1 file

Spark: 3, 24 January and 21, 28 March. *New Sjambok*: photocopies: various dates from July-September 1931. *Spark* Newspaper was a mouthpiece in the early 1960s for the people's movement fighting against Apartheid. It exposed social problems and issues caused by discrimination. Key members of the newspaper were F.

Carneson, M. P. Naicker, B. Bunting, R. First and G. Mbeki. It was banned by Vorster under the Suppression of Communism Act. The last issue was 28 March 1963.

LIST OF UNPROCESSED MATERIALS

LIST OF UNPROCESSED MATERIALS

These are materials still awaiting professional processing. In most cases no finding aids, not even item lists, are available. This means that effectively they are inaccessible to users.

African National Congress

Aids in Context Conference

Accession number 01-005; posters and ephemera; list available

Centre for South-South Relations

Accrual to archives group AL2719; list available

Centre for the Study of Violence and Reconciliation

Accession number 01-003; materials related to the Truth and Reconciliation Commission; list available

Barbara Hogan Papers

Institute for Contextual Theology/Noel Stott Collection

Accession number 91-005; personal and organisational papers

Labour Allocation Project/Labour Research Caucus

Hein Marais

Accession number 01-004; publications and newspaper clippings; list available

Emilia Potenza Papers

Accession number 91-010; mainly National Education Union of South Africa materials

Morice Smithers Papers

Accession number 01-002; transcripts of interviews and reference materials; South African Council of Churches' Devcraft project

South African Health and Social Services Organisation

South African National Civics Organisation

Mark Swilling Collection

Richard Tomlinson/Demarcation Board

Transitional Executive Council

Accession number 94-004; documents collected by Khalik Mayet

Transvaal Indian Congress Multi-Party Negotiation Papers

Accession number 93-006

Urban Research Services

Accession number 92-003; organisational records

Ishmail Vadi Papers

Mainly records related to the South African Democratic Teachers Union

Working Group on International Relations (United Democratic Front)

Accession number 92-002; organisational records

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TOPICS (PTY) LIMITED

("TOPICS")

(Registration number: 1955/000568/07)

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO.
2 OF 2000 ("THE ACT")**

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1. INTRODUCTION

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Topics as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requestor is advised to contact Sharon Baumgartl should he / she require any assistance in respect of the utilisation of this manual and/or the requesting of documents / information from Topics.

The following words will bear the following meaning in this manual :-

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of Topics from time to time;
"SAHRC"	shall mean the South African Human Rights Commission;
"Topics"	shall mean Topics (Proprietary) Limited.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body: Topics (Pty) Limited

Chairman: Syd Alan Muller

The appointed information Officer: Sharon Baumgartl

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Black River Park
Fir Street
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Postal address: P.O. Box 13642
MOWBRAY
7705

Telephone: +27 21 442 1040

Fax: +27 21 442 1004

E-mail: sbaumgartl@topics.co.za

3. **GUIDE IN TERMS OF SECTION 10 OF THE ACT** (Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

Topics keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list) :-

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Customs and Excise Act, Act No. 91 of 1964 (Section 101)
- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act No. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Insolvency Act, Act No. 24 of 1936 (Sections 134 and 155)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Sale and Service Matters Act, Act No. 25 of 1964
- Skills Development Act, Act No. 97 of 1998

6. DOCUMENTS / INFORMATION HELD BY TOPICS IN TERMS OF THE ACT
(Section 51(1)(e) of the Act)

The documents / information listed hereinbelow pertain to the day-to-day management of the business of Topics :-

- Standard Employment Contracts
- Employment Equity Plan & Report
- Employee Handbook
- List of trademarks and pending applications
- Insurance Policies
- Other commercial contracts

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of Topics, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Topics.
- 8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*. However, it should be noted that the manual accessible on the website of SAHRC and in the *Government Gazette*, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").



JAN S. DE VILLIERS

ATTORNEYS

("JAN S")

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO.
2 OF 2000 ("THE ACT")**

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1. INTRODUCTION

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Jan S as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requestor is advised to contact Louis du Preez should he / she require any assistance in respect of the utilisation of this manual and / or the requesting of documents / information from Jan S.

The following words will bear the following meaning in this manual :-

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the / this manual"	shall mean this manual together with all annexures thereto as available at the offices of Jan S from time to time;
"Jan S"	shall mean Jan S De Villiers Attorneys;
"SAHRC"	shall mean the South African Human Rights Commission.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body: Jan S. De Villiers Attorneys

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3. **GUIDE IN TERMS OF SECTION 10 OF THE ACT** (Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT** (Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

5. **INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION** (Section 51(1)(d) of the Act)

Jan S keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list) :-

- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act No. 55 Of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Insolvency Act, Act No. 24 of 1936 (Sections 134 and 155)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Attorneys Act, Act No. 53 of 1979
- Skills Development Act, Act No. 97 of 1998

6. **DOCUMENTS / INFORMATION HELD BY JAN S IN TERMS OF THE ACT** (Section 51(1)(e) of the Act)

Web page

The Jan S Web page (www.jans.co.za), accessible to anyone with access to the Internet, has the following categories:

- Profile
- Services
- IP & Brands
- IP Portfolio
- Locate us
- Enquiries
- E-mail us

Other

The documents / information listed herein below pertain to the day-to-day management of the business of Jan S: -

- Standard Employment Contracts
- Employment Equity Report
- Jan S Personnel Report
- Human Resources Manual
- List of trademarks and pending applications
- Insurance Policies
- Rules and regulations relating to Pension funds
- Other commercial contracts

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

7. **OTHER INFORMATION** (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

8. **AVAILABILITY OF THE MANUAL** (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of Jan S, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Jan S.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and Jan S (www.jans.co.za) and will be published in the *Government Gazette*. However, it should be noted that the manual accessible on the website of SAHRC and in the *Government Gazette*, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

NASPERS LIMITED

(Registration number: 1925/001431/06)

and various of its subsidiaries

("NASPERS")

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THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO.
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1. INTRODUCTION

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Naspers as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requestor is advised to contact George Coetzee should he / she require any assistance in respect of the utilisation of this manual and/or the requesting of documents / information from Naspers.

The following words will bear the following meaning in this manual :-

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of Naspers from time to time;
"Naspers"	shall mean Naspers Limited, and various of its subsidiaries as set out in part 9, page 11 and further of this manual
"SAHRC"	shall mean the South African Human Rights Commission.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body:	Naspers Limited
Chief Executive Officer:	Koos Bekker
The appointed information Officer:	George Coetzee
Address:	40 Heerengracht Cape Town, 8001
Postal address:	P.O. Box 2271 CAPE TOWN 8000
Telephone:	+27 21 406 2041
Fax:	+27 21 406 3753
E-mail:	gcoetzee@media24.com

3. **GUIDE IN TERMS OF SECTION 10 OF THE ACT** (Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4. **NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT** (Section 51(1)(c) of the Act)

At this stage no notice(s) has / have been published.

5. **INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION** (Section 51(1)(d) of the Act)

Naspers keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list) :-

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Customs and Excise Act, Act No. 91 of 1964 (Section 101)
- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act No. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Insolvency Act, Act No. 24 of 1936 (Sections 134 and 155)
- Occupational Health and Safety Act, Act No. 85 of 1993

6. **DOCUMENTS / INFORMATION HELD BY NASPERS IN TERMS OF THE ACT** (Section 51(1)(e) of the Act)

Webpage

The Naspers Webpage (www.naspers.co.za), accessible to anyone with access to the internet, has the following categories:

- About Naspers
- Operational Structures
- Investor Centre
- News
- Publications

Other

The documents / information listed hereinbelow pertain to the day-to-day management of the business of Naspers :-

- Standard Employment Contracts
- Employment Equity Plan & Report
- Naspers Personnel Report
- Staff Handbook
- Human Resources Policies and Procedures
- List of trademarks and pending applications
- Insurance Policies
- Rules and regulations relating to Pension and Provident funds
- Documentation with regard to share option schemes
- Other commercial contracts

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

7. **OTHER INFORMATION** (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of Naspers, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Naspers.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and Naspers (www.naspers.co.za) and will be published in the *Government Gazette*. However, it should be noted that the manual accessible on the website of SAHRC and in the *Government Gazette*, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

9. VARIOUS SUBSIDIARIES OF NASPERS

Name	Number
Naspers Group	
▪ Naspers	1925/001431/06
Media24 Group	
▪ Media24	1950/038385/06
▪ RCP Media	1997/001319/06
▪ CT Media Publications	1994/009092/07
▪ Newspaper Leaflet Distributors	1983/004124/07
▪ Boland Newspapers	1965/001754/07
▪ Mooival Media	1964/004662/07
▪ Vaal Vision	1995/003710/07
▪ Worcester Standard Electric Press	1919/001856/06
▪ Property and Loan Application Network (Planet MLS)	1991/003382/07
▪ Paarl Post Media	1995/002637/07
▪ Agrimark Tendense	1998/008609/07
▪ Touchline Media	1996/003178/07
▪ Alchemy Publishing	1997/007744/07
▪ New Media Publishers	1997/016833/07
▪ Health24	2000/012930/07
Nasboek Group	
▪ Nasboek	1949/035471/06
▪ Nasou Via Afrika	1996/012379/07
▪ Bateleur Books	1995/008497/06
▪ Van Schaik Group	1938/011749/06
▪ NB-Uitgewers	1951/002378/06

- Human en Rousseau 1961/000348/07
- National Education Group 1998/012890/07
- Jonathan Ball Publishers 1984/003543/07
- HarperCollins Publishers (SA) 1970/001554/07
- Lux Verbi 1953/000037/06
- JL van Schaik 1921/006651/07
- Nasionale Opvoedkundige Uitgewery 1963/000742/06
- On the Dot Distributors 1973/005362/07

Educor Group

- Educor 1999/020356/06
- Academy for Mathematics &
Science (Pty) Ltd
- City Varsity (Pty) Ltd 1998/021806/07
- Damelin Education Group (Pty) Ltd 1995/012787/07
- Educor Bramely (Pty) Ltd 1998/014729/07
(t/a Allenby Campus Bramley)
- Educor Investments (Pty) Ltd 1999/021595/07
(t/a Allenby Campus Centurion)
- Educor Properties (Springkell) (Pty) Ltd 1998/011281/07
(t/a Eduworld Modderfontein)
- Jocelyn Mansions (Pty) Ltd 1936/008006/07
(t/a Camelot Beauty School Houghton)
- Management Training and Techniques (Pty) Ltd 1994/009710/07
- Self Empowerment International (Pty) Ltd 1998/000529/07
- International Colleges Group (Pty) Ltd 1996/005010/07
(t/a Rapid Results College, Intec Colleges)
- Milpark Business School (Pty) Ltd 1998/009574/07
(t/a University of Michigan Business School)

- In Home Study (Pty) Limited 1995/002850/07
(t/a seriouschoices)

**PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000**

SECTION 51 MANUAL

for

EAST CAPE WOOL WAREHOUSING CC

(Reg. No. CK 1998/036683/23)

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CONTACT INFORMATION

Member: Nicolaas Louw van Tonder

Physical Address: Kelvin Street, Uitenhage, 6230

Postal Address: PO Box 461, Uitenhage, 6230

Tel: 041 – 99 23412

Fax: 041 - 9228048

E-mail: nicvt@mweb.co.za

HUMAN RIGHTS COMMISSION – GUIDE ON USE OF ACT

In terms of section 10 of the Promotion of Access to Information Act 2 of 2000 ("Act"), the Human Rights Commission has compiled a guide on the use of this Act. It is available from the Human Rights Commission at any of the following offices:

JOHANNESBURG

Private Bag 2700, Houghton, 2041

Tel: 011 – 484 8300

Fax: 011- 484 1360

BLOEMFONTEIN

PO Box 4245, Bloemfontein, 9300

Tel: 051 – 447 1130

Fax: 051 – 447 1128

PORT ELIZABETH

PO Box 1854, Port Elizabeth, 6001

Tel: 041 582 2611

Fax: 041 – 582 2204

POLOKWANE

PO Box 55796, Polokwane, 0700

Tel: 015 – 291 3500

Fax: 015 – 291 3505

DURBAN

PO Box 1456, Durban, 4000

Tel / Fax: 031 – 304 7323/4/5

CAPE TOWN

PO BOX 3563, Cape Town, 8000

Tel: 021 – 426 2277

Fax: 021 426 2875

COMPANY RECORD CLASSIFICATION KEY

Classification Number	Classification
1	Public Access Document
2	May be Disclosed - Unless it would breach a duty of confidence owed to a third party
3	May be Disclosed - Subject to copyright
4	Limited Disclosure - Personal Information that is own to the requester of that information
5	May not be Disclosed - Unreasonable disclosure of personal information
6	May not be Disclosed - Would breach a duty of confidence owed to a third party
7	May not be Disclosed - Likely to harm the commercial or financial interests of a third party
8	May not be Disclosed - Likely to compromise the safety of individuals or protection of property
9	May not be Disclosed - Legally privileged document
10	May not be Disclosed - Likely to harm the commercial or financial interests of the Company
11	May not be Disclosed - Likely to harm the Company or a third party in contract or other negotiations
12	May not be Disclosed - Likely to prejudice research and development information of the Company or a third party

RECORDS

No.	Record Description	Record Format	Indexing Method	Maintained By	Storage Place	Classification	Retention Period
1	Statutory documents	Hard copy	By subject	Member	Filing cabinet	1	Indefinite
2	Financial and legal records	Hard copy	By Date	Member	Filing cabinet	10	5 years
3	Staff records	Hard copy	By name	Member	Filing cabinet	4	Indefinite
4	Bale receipt forms	Hard copy	By date	Member	Filing cabinet	7	5 years
5	Wool stock sheet	Hard copy	By date	Member	Filing cabinet	7	5 years
6	Production planning schedule	Hard copy	By date	Member	Filing cabinet	7	5 years
7	Combing input reports	Hard copy	By date	Member	Filing cabinet	7	5 years
8	Delivery instructions	Hard copy	By date	Member	Filing cabinet	7	5 years
9	Production planning ticket	Hard copy	By date	Member	Filing cabinet	7	5 years

REQUESTING RECORDS

- Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- *The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.*
- *The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.*
- *If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.*
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form (see Form C below).

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
 (Section 53(1) of the Promotion of Access to Information Act, 2000)
 (Act. No. 2 of 2000)

[Regulation 10]

A. Particulars of private body
 The Head: _____

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: _____

Identity number: _____

Postal Address: _____

_____ Fax Number: _____

Telephone number: _____ E-mail Address: _____

Capacity in which the request is made, when made on behalf of another person: _____



C. Particulars of person on whose behalf request is made

This section must be completed ONLY if request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *In the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee has** been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee **payable** for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____ _____	Form in which record is required: _____ _____
----------------------------	--

Mark the appropriate box with an X.
 NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:	
Copy of record*	Inspection of record

2. If record consists of visual Images (this includes photographs, slide, video recordings, computer -generated images, sketches, etc.):				
view the images		Copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:				
Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine readable form:				
printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES	NO

G. Particulars of right to be exercised or protected.

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected: _____

2. Explain why the record requested is required for the exercise or protection of the aforementioned right: _____

H. Notice of decision regarding request for access.

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record? _____

Signed at _____ this _____ day of _____

**SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE**

FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00

-
- (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
 - (2) For purposes of section 54(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
 - (3) The actual postage is payable when a copy of a record must be posted to a requester.

TELKOM PENSION FUND

Promulgated in terms of Section 10 of the Post Office
Act, 1958 (Act No 44 of 1958), as amended

MANUAL

PREPARED IN TERMS OF SECTION 51 OF

**THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000
FOR ASSISTANCE IN REQUESTING INFORMATION**

(1) Contact details of the Fund

Principal Officer
Private Bag X220
Pretoria
0001

Tel: (012) 311-2546
Fax: (012) 311-3913

E-mail address: myburgwj@telkom.co.za

(2) The Guide

The Guide will be made available from the South African Human Rights Commission, not later than August 2003.

(3) Records which are available without a person having to request access in terms of this Act

1. The Sponsor Resolution
2. The Statutes of the Fund
3. The latest valuation certificate
4. The latest audited financial statements

(4) Subjects under which the Fund holds records**(a) Fund records**

The Statutes of the Fund
Investment contracts
Contract with Fund administrator
Fund register
Record of minutes of joint Trustee Board meetings
Investment mandates
Investment policy statement

(b) Member records

Benefit summary
Members contributions details
Medical records in terms of disability cases
Benefit statement format
New entrant statements
Dependant details
Historical benefits paid

(c) Trustee records

Proof of fidelity and indemnity cover
Trustee details
Trustee appointments

- (d) **Employee records**
Conditions of employment

(5) Records available in terms of other legislation

RSC levies returns registration number 9002324

Long-term Insurance Act:

Policies of insurance
Policyholder protection rules documents

(6) Other information as may be prescribed

The Act does not prescribe any other information in this respect, at this stage.

(7) Availability of the Manual

In terms of section 9(1) of the PAIA, the Principal Officer must, immediately after the manual has been compiled, make available a copy of the manual to -

- (i) the Human Rights Commission;
- (ii) the controlling body of which the private body is a member (FSB);
- (iii) publish the manual in a Gazette; and
- (iv) make available the Manual on the website, if any, of the private body.

The Principal Officer -

- (i) must, during office hours and upon request, make available for public inspection a copy of the Manual; and
- (ii) may not charge a fee for a public inspection.

(8) The request procedure

The object of this section is to set out briefly the procedure to be followed by Principal Officers of retirement funds in dealing with formal (i.e. in terms of the Act) requests for information. It also contains draft copies of the various notices to be delivered in terms of the Act.

The procedure:

1. In terms of the PAIA, a person requesting access to information (a "requester") must complete and submit a prescribed **Form B**. A copy of Form B appears in the Regulations.
2. The **Form B** may be submitted by post, fax or e-mail to the Principal Officer of the Telkom Pension Fund. Each Principal Officer should therefore establish a postal address, telephone number, fax number and e-mail address.

3. Upon receiving **Form B** the Principal Officer must first *peruse* the form to ensure that it contains the following information:
 - Sufficient particulars to enable the Principal Officer to identify the record or records requested and the requester.
 - The form of access that is required.
 - A postal address or fax number of the requester in the Republic.
 - The right the requester is seeking to exercise or protect and an explanation of why the requested record is required for the exercise or protection of that right.
 - If, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner and the necessary particulars to be so informed.
 - If the request is made on the behalf of a person, proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Principal Officer.
4. If the Form does NOT contain sufficient particulars, the requester should be requested to submit an improved/amended Form.
5. If the Form contains sufficient particulars the Principal Officer must *search* for the requested information in the records of the Fund. In particular it must be established:
 - Whether the information exists and is available.
 - Whether it qualifies as "personal information" for purposes of the Act. No request fee or deposit is payable by a "personal requester".
 - How long it will take approximately to prepare copies of the record and in what form access will be given eg. photostat copies or floppy disc. This will determine the access fee and whether a deposit is payable by a non-personal requester.
 - Whether the request pertains to information of a third party.
 - Whether there may be any reason why the request for access to the specific information should be REFUSED. The Act sets out categories of information where access "*must*", "*may*" or "*may not*" be refused or granted.

Important: In terms of Section 56 of the Act a Principal Officer must decide within 30 days of receiving a request whether to grant or refuse the request. A further 30-day extension is possible in terms of Section. 57.

6. **Notice to pay request fee and deposit:** If the request is not of personal nature the requester must be notified to pay a **request fee** and an **access fee** and a **deposit** (if applicable). See **notice 1**. It should again be borne in mind that the request need not be processed any further before receipt of payment of the request fee and deposit (if applicable).
7. **Access GRANTED: Notice to pay access fee:** If the request is for personal information, no request fee or deposit is payable. The personal requester must however be notified to pay the **access fee**. See **notice 2**. It should be borne in mind that the request need not be processed any further before payment of the access fee is received.
8. **Access REFUSED:** If the request for access is **REFUSED**, the requester must also be notified. See **notice 3**. This notice must provide full reasons for the refusal. It also informs the requester of the remedies that he/she may follow in objecting to the refusal.
9. **Extention of time period:** If the search for and preparation of the record will take longer than the allowed 30 days, a further 30 days may be used, provided the requester be furnished with a notice in this regard. See **notice 4**. This notice must give the reasons for the extension.
10. **Third party notices:** If a request for access to the information pertaining to a so-called "third party" is received, then that "third party" must first be informed of the request by way of notice. See **notices 5 and 6**. (Notice 6 contains an additional warning i.t.o. Section 71(2)(d) where the information might incriminate the third party in possible criminal action or where public safety or the environment might be at risk.)

The third party then has the opportunity to object (within 21 days) to the granting of access to the information. He/she may also consent in writing to the granting of access.

- If the third party consents in writing to access, then the access may be granted.
- If the third party requests the Fund NOT to give access (by way of written or oral representations), then the IO must decide whether to GRANT or REFUSE access to the information.
- If access is **REFUSED**, the third party must be notified. See **notice 7**.

- If access is **GRANTED**, the third party must be notified. See **notice 8**. This notice will state that the third party has 30 days to lodge a court application against the decision, failing which the information will be furnished to the requester.
11. The Act contains various further provisions relating to the granting of access to medical information, the legal steps that a requester can follow where he/she is dissatisfied with a decision of a Principal Officer, etc. The purpose of this manual is only to give a rough indication of the immediate procedure to follow in dealing with requests for access to information.
-

**PRETORIA PORTLAND CEMENT DEFINED
CONTRIBUTION PROVIDENT FUND**

Reg. Number 12/8/31664/1

MANUAL

**PREPARED IN TERMS OF SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000
FOR ASSISTANCE IN REQUESTING INFORMATION**



(1) Contact details of the Fund

Principal Officer
11 Sherborne Road, Parktown, Johannesburg, 2193
Tel. (011) 488 1768 Fax. (011) 488-9579
E-mail address: retirehelp@ppc.co.za

(2) The Guide

The Guide will be made available from the South African Human Rights Commission, not later than August 2003.

(3) Records which are available without a person having to request access in terms of this Act.

1. The Sponsor Resolution (Regulation 8 (ii) to the Pension Funds Act)
2. The Rules of the Fund
3. The Latest Valuation Certificate
4. The Latest Audited Financial Statements

(4) Subjects under which the Fund holds records**(a) Fund Records**

The Rules of the Fund
Insurance Policy documents
Investment Contracts
Contract with Fund Administrator
Contract with Actuary
Contract with Auditor
Agreement with consultants
FSB Certificate of Registration
Tax Approval letter from SARS
Fund Membership Statistics
Fund Trustee Board Minutes
Agreement with Trust Company
Investment Policy Statement
Risk Benefit Policies
Service Level Agreements

(b) Member Records

Benefit Summary
Members contributions details
Pensioner statistics
Benefit Statement format
New Entrant Statement format
Section 14 Certificates of approval
Recognition of Transfers

(c) Trustees Records

Proof of Fidelity and Indemnity cover
Trustee details
Trustee Declarations

(d) Employees Records

Conditions of employment

(5) Records available in terms of other legislation

Retirement Fund Tax returns
RSC Levy Returns Reg. Number 80304678
VAT Reg. Number 4450129855
FSB Levies – proof of payment

Long-term Insurance Act:

Policies of insurance
Policy Holder Protection Rules Documents

Income Tax Act:

Copies of IRP5's

(6) Other information as may be prescribed

The Act does not prescribe any other information in this respect, at this stage.

(7) Availability of the Manual

In terms of section 6(1) of the PAIA, the Principal Officer must, immediately after the manual has been compiled make available a copy of the manual to-

- (i) the Human Rights Commission;
- (ii) the controlling body of which the private body is a member (FSB);
- (iii) publish the manual in a Gazette
- (iv) make available the manual on the website, if any, of the private body.

The Principal Officer -

- (i) must, during office hours and upon request, make available for public inspection a copy of the manual;
- (ii) may not charge a fee for a public inspection;

(8) The Request procedures

The object of this section is to set out briefly the procedure to be followed by Principal Officers of Retirement Funds in dealing with formal (i.e. in terms of the Act) requests for information. It also contains draft copies of the various notices to be delivered in terms of the Act.

The Procedure:

1. In terms of the PAIA, a person requesting access to information (a "requester") must complete and submit a prescribed **Form B**. A copy of Form B appears in the Regulations.
2. The **Form B** may be submitted by post, fax or e-mail to the Principal Officer of the Retirement Fund. Each Principal officer should therefore establish a postal address, telephone number, fax number and e-mail address.
3. Upon receiving **Form B** the Principal Officer must first *peruse* the form to ensure that it contains the following information:
 - sufficient particulars to enable the Principal Officer to identify the record or records requested and the requester;
 - the form of access that is required;
 - a postal address or fax number of the requester in the Republic;
 - the right the requester is seeking to exercise or protect and an explanation of why the requested record is required for the exercise or protection of that right;
 - if, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner and the necessary particulars to be so informed;
 - if the request is made on the behalf of a person, proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Principal Officer.
4. If the Form does NOT contain sufficient particulars, the requester should be requested to submit an improved/amended Form.
5. If the Form contains sufficient particulars the Principal Officer must *search* for the requested information in the records of the Fund. In particular it must be established:
 - Whether the information exists and is available;
 - Whether it qualifies as "personal information" for purposes of the Act. No Request fee or deposit is payable by a "personal requester";
 - How long it will take approximately to prepare copies of the record and in what form access will be given eg. Photostat copies or floppy disc. This will determine the Access Fee and whether a deposit is payable by a non-personal requester;
 - Whether the request pertains to information of a Third Party;

- Whether there may be any reason why the request for access to the specific information should be REFUSED. The Act sets out categories of information where access “*must*”, “*may*” or “*may not*” be refused or granted.

Important: In terms of Sec. 56 of the Act a Principal Officer must decide within 30 days of receiving a request whether to grant or refuse the request. A further 30-day extension is possible in terms of Sec. 57.

6. **Notice to pay Request Fee and Deposit** If the request is not of personal nature the requester must be notified to pay a **Request Fee** and an **Access Fee** and a **Deposit** (if applicable). See Notice 1. It should again be borne in mind that the request need not be processed any further before receipt of payment of the request fee and deposit (if applicable).
7. **Access GRANTED: Notice to pay Access fee** If the request is for personal information, no request fee or deposit is payable. The personal requester must however be notified to pay the **Access Fee**. See Notice 2. It should be borne in mind that the request need not be processed any further before payment of the access fee is received.
8. **Access REFUSED** If the request for access is **REFUSED**, the requester must also be notified. See Notice 3. This notice must provide full reasons for the refusal. It also informs the requester of the remedies that he/she may follow in objecting to the refusal.
9. **Extention of time period** If the search for and preparation of the record will take longer than the allowed 30 days, a further 30 days may be used, provided the requester be furnished with a notice in this regard. See Notice 4. This notice must give the reasons for the extension.
10. **Third Party Notices** If a request for access to the information pertaining to a so-called “third party” is received, then that “third party” must first be informed of the request by way of notice. See Notices 5 and 6. (Notice 6 contains an additional warning i.t.o. Sec. 71(2)(d) where the information might incriminate the third party in possible criminal action or where public safety or the environment might be at risk.)

The third party then has the opportunity to object (within 21 days) to the granting of access to the information. He/she may also consent in writing to the granting of access.

- If the third party consents in writing to access, then the access may be granted.
 - If the third party requests the Fund NOT to give access (by way of written or oral representations), then the IO must decide whether to GRANT or REFUSE access to the information.
 - If access is **REFUSED**, the third party must be notified. See Notice 7.
 - If access is **GRANTED**, the third party must be notified. See Notice 8. This notice will state that the third party has 30 days to lodge a court application against the decision, failing which the information will be furnished to the requester.
11. The Act contains various further provisions relating to the granting of access to medical information, the legal steps that a requester can follow where he/she is dissatisfied with a decision of a Principal Officer, etc. The purpose of this manual is only to give a rough indication of the immediate procedure to follow in dealing with requests for access to information.
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TELKOM RETIREMENT FUND

Registration Number 31505/R

MANUAL

**PREPARED IN TERMS OF SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000
FOR ASSISTANCE IN REQUESTING INFORMATION**



(1) Contact details of the Fund

Principal Officer
Private Bag X220
PRETORIA
0001

Tel: (012) 311-2546
Fax: (012) 311-3913

E-mail address: myburgwj@telkom.co.za

(2) The Guide

The Guide will be made available from the South African Human Rights Commission, not later than August 2003.

(3) Records which are available without a person having to request access in terms of this Act

1. The sponsor resolution (Regulation 8 (ii) to the Pension Funds Act)
2. The Rules of the Fund
3. The latest valuation certificate
4. The latest audited financial statements

(4) Subjects under which the Fund holds records**(a) Fund records**

The Rules of the Fund
Insurance policy documents
Investment contracts
Contract with Fund administrator
FSB certificate of registration
Tax approval letter from SARS
Fund membership statistics
Joint Trustee Board meeting minutes
Trust deeds, where applicable
Investment mandates
Investment policy statement
Risk benefit policies
Service level agreements

(b) Member records

Benefit summary
Members contributions details
Medical records in terms of disability cases
Pensioner statistics
Benefit statement format
New entrant statement format

Section 14 certificates of approval
Recognition of transfers
Dependant details
Historical benefits paid

(c) Trustee records

Proof of fidelity and indemnity cover
Trustee details
Trustee declarations
Trustee elections (Ballot forms, nomination forms)

(d) Employee records

Conditions of employment

(5) Records available in terms of other legislation

Retirement Fund tax returns
RSC levies returns Reg. Number 90287998
VAT registration number 4270172440
FSB levies paid

Long-term Insurance Act:

Policies of insurance
Policyholder protection rules documents

Income Tax Act:

Copies of IRP5's

(6) Other information as may be prescribed

The Act does not prescribe any other information in this respect, at this stage.

(7) Availability of the Manual

In terms of section 9(1) of the PAIA, the Principal Officer must, immediately after the manual has been compiled, make available a copy of the manual to -

- (i) the Human Rights Commission;
- (ii) the controlling body of which the private body is a member (FSB);
- (iii) publish the Manual in a Gazette; and
- (iv) make available the manual on the website, if any, of the private body.

The Principal Officer -

- (i) must, during office hours and upon request, make available for public inspection a copy of the manual; and
- (ii) may not charge a fee for a public inspection.

(8) The request procedure

The object of this section is to set out briefly the procedure to be followed by Principal Officers of retirement funds in dealing with formal (i.e. in terms of the Act) requests for information. It also contains draft copies of the various notices to be delivered in terms of the Act.

The procedure:

1. In terms of the PAIA, a person requesting access to information (a "requester") must complete and submit a prescribed **Form B**. A copy of Form B appears in the Regulations.
2. The **Form B** may be submitted by post, fax or e-mail to the Principal Officer of the Retirement Fund. Each Principal officer should therefore establish a postal address, telephone number, fax number and e-mail address.
3. Upon receiving **Form B** the Principal Officer must first *peruse* the form to ensure that it contains the following information:
 - Sufficient particulars to enable the Principal Officer to identify the record or records requested and the requester;
 - The form of access that is required;
 - A postal address or fax number of the requester in the Republic;
 - The right the requester is seeking to exercise or protect and an explanation of why the requested record is required for the exercise or protection of that right;
 - If, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner and the necessary particulars to be so informed;
 - If the request is made on the behalf of a person, proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Principal Officer.
4. If the Form does NOT contain sufficient particulars, the requester should be requested to submit an improved/amended Form.
5. If the Form contains sufficient particulars the Principal Officer must *search* for the requested information in the records of the Fund. In particular it must be established:
 - Whether the information exists and is available.
 - Whether it qualifies as "personal information" for purposes of the Act. No Request fee or deposit is payable by a "personal requester".

- How long it will take approximately to prepare copies of the record and in what form access will be given eg. Photostat copies or floppy disc. This will determine the Access Fee and whether a deposit is payable by a non-personal requester.
- Whether the request pertains to information of a third party.
- Whether there may be any reason why the request for access to the specific information should be REFUSED. The Act sets out categories of information where access “*must*”, “*may*” or “*may not*” be refused or granted.

Important: In terms of Section 56 of the Act a Principal Officer must decide within 30 days of receiving a request whether to grant or refuse the request. A further 30-day extension is possible in terms of Section 57.

6. **Notice to pay request fee and deposit:** If the request is not of personal nature the requester must be notified to pay a **request fee** and an **access fee** and a **deposit** (if applicable). See **Notice 1**. It should again be borne in mind that the request need not be processed any further before receipt of payment of the request fee and deposit (if applicable).
7. **Access GRANTED: Notice to pay access fee:** If the request is for personal information, no request fee or deposit is payable. The personal requester must however be notified to pay the **Access Fee**. See **notice 2**. It should be borne in mind that the request need not be processed any further before payment of the access fee is received.
8. **Access REFUSED:** If the request for access is **REFUSED**, the requester must also be notified. See **notice 3**. This notice must provide full reasons for the refusal. It also informs the requester of the remedies that he/she may follow in objecting to the refusal.
9. **Extension of time period:** If the search for and preparation of the record will take longer than the allowed 30 days, a further 30 days may be used, provided the requester be furnished with a notice in this regard. See **notice 4**. This notice must give the reasons for the extension.
10. **Third party notices:** If a request for access to the information pertaining to a so-called “third party” is received, then that “third party” must first be informed of the request by way of notice. See **notices 5 and 6**. (Notice 6 contains an additional warning i.t.o. Section 71(2)(d) where the information might incriminate the third party in possible criminal action or where public safety or the environment might be at risk.)

The third party then has the opportunity to object (within 21 days) to the granting of access to the information. He/she may also consent in writing to the granting of access.

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- If access is **REFUSED**, the third party must be notified. See **notice 7**.
- If access is **GRANTED**, the third party must be notified. See **notice 8**. This notice will state that the third party has 30 days to lodge a court application against the decision, failing which the information will be furnished to the requester.

11. The Act contains various further provisions relating to the granting of access to medical information, the legal steps that a requester can follow where he/she is dissatisfied with a decision of a Principal Officer, etc. The purpose of this manual is only to give a rough indication of the immediate procedure to follow in dealing with requests for access to information.
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