

# **SOUTH AFRICAN HISTORY ARCHIVE**

## **ANNUAL REPORT**

**2002**



Postal address: SAHA, PO Box 31719, Braamfontein 2017, South Africa  
Telephone: 011-7171941/0  
Fax: 011-3394137  
Email: [sahav@library.wits.ac.za](mailto:sahav@library.wits.ac.za)  
Website: [www.wits.ac.za/saha](http://www.wits.ac.za/saha)

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## 1. MISSION

The South African History Archive (SAHA) 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.

## 2. OVERVIEW

### 2.1 Introduction

This was a very good year for SAHA. While 2001 can be characterised as a year of review and platform-building, 2002 was one of rapid growth and development. Something fresh and stimulating emerged from all the hard preparatory work of 2001. With a budget almost three times as big as 2001, an infusion of human resources, and highly successful networking, SAHA was able to reposition itself as a human rights archive at the forefront of freedom of information endeavours in South Africa. The focus throughout was always twofold. On the one hand, to continue tending foundations through sound organisational management practices and infrastructural development. On the other, to reach out to audiences, clients and constituencies through imaginative and professionally-run programmes and projects. By year-end SAHA was firmly established in the public domain, with a quantum leap in public use of its resources achieved.

### 2.2 Restructuring and Reshaping

In June 2001 the Board approved the repositioning of SAHA as a human rights archive dedicated to documenting and contributing to continuing struggles for justice in South Africa. The flagship endeavour for this shift was to be a Freedom of Information Programme (FOIP). During 2002 this objective was achieved. SAHA was able to attract substantial funding for FOIP, which in turn became a nucleus around which to generate further funding for related activities. FOIP was launched successfully and in terms of outputs far exceeded expectations (see paragraph 3.8 of this Report). By year-end it had become the key element in securing partnerships with other organisations, building a public profile and international recognition, attracting users of its resources, and developing a new organisational ethos. In the last quarter SAHA was invited to become a founder member of the International Federation of Human Rights Archives and Documentation Centres.

These changes brought into focus the uncertain status of SAHA's independent special project, the Gay and Lesbian Archives (GALA). (See also paragraph 2.6 of this Report.) Although

not having a legal identity separate from SAHA, GALA had been managed independently since its inception in 1997. During 2002 both the Board and GALA's Advisory Committee recognised that the project's status needed to be formalised and instruments put in place to ensure accountable management. The option of autonomy was considered but rejected, and it was decided rather to reposition GALA as an integral part of SAHA. Lawyers, accountants and human resource specialists were consulted, and the Board approved changes to both the Deed of Trust and the Management Policy which emerged from these consultations. For details see paragraph 2.3 below.

The attention paid to (and the energies deployed for) FOIP and GALA highlighted the need to reconceptualise SAHA's traditional "core function" of documenting struggles against Apartheid. Adding to the urgency is the growing difficulty being experienced by NGOs in attracting funding for "core functions". It was decided in principle to restructure SAHA on a programme basis, with its mission being pursued in terms of three programmes: FOIP, GALA and Struggles for Justice (SFJ), the latter being an expansion of SAHA's traditional collecting function. The modalities of this shift will be worked out in 2003.

### 2.3 Organisational Management

At the beginning of 2001 SAHA did not possess a sound organisational base. Considerable attention was paid during that year to putting such a base in place. In 2002 the focus shifted to refining and extending the policies, processes and instruments introduced in 2001. This was essential, given that SAHA grew fast through the year – in terms of funding, human resources and functions – and that throughout it was busy with the repositioning outlined in the previous paragraph. The interventions and activities involved are detailed in paragraphs 4.1 – 4.3 of this Report.

The question of GALA's status, and the decision to integrate it formally within broader SAHA activities, was raised in the previous paragraph. The Board approved an addition to the Deed of Trust defining GALA's status as an independent project of SAHA, outlining its objectives and functions, and mandating the Advisory Committee to give it professional direction. The Board also approved additions to the Management Policy, which effectively bring GALA within the operation of this Policy. It was also decided: to effect a single audit

procedure for SAHA and GALA from 2003; that the SAHA Director should attend meetings of the GALA Advisory Committee; and that the GALA Director should attend meetings of both the Board and the Management Committee. An independent review of SAHA and GALA salaries was conducted with a view to bringing them into alignment on salary scale level.

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 and GALA physical space, infrastructural support and the assistance of Library members of staff. In significant ways the SAHA and GALA collections are integrated with the broader HP collections. Clearly, then, it is crucial that SAHA and GALA operations articulate with broader HP and University policies and processes. In 2002 weekly management meetings involving HP, SAHA and GALA staff were held to promote such articulation. Good working relationships were also effected with the University's Graduate School for the Humanities and Social Sciences (see also paragraph 4.3 of this Report), the University Archives and a number of other University components (see also paragraph 2.5). SAHA contributed to a process designed to audit and promote better co-ordination of all University archival resources – the SAHA Director was made co-ordinator of the task team driving the process.

## 2.4 Resources

Since 1994 SAHA has benefitted in numerous tangible ways from its relationship with the University of the Witwatersrand. The provision of free physical space, infrastructural support and the assistance of Library staff has been critical to sustainability. In 2002 this remained of fundamental importance to SAHA operations.

The period 2000-2002 has seen a substantial infusion of resources. Budgets (excluding GALA) have risen from R160 000 to R420 000 to R1 203 000 in these three years. This has enabled SAHA to transform what was essentially a holding operation into proactive and multi-faceted endeavour. Supporting the transformation have been factors such as an improvement in support services (notably financial management), the capacity to purchase new equipment, and the expansion of human resources. In 2000 SAHA (again excluding GALA) had one full-time staffer. In 2002 SAHA drew on the services of three full-time staffers, a remunerated Board

member (paid an honorarium for services rendered), seven independent contract workers, and seven volunteer workers. The latter were University of the Witwatersrand students, illustrating again the value of SAHA's linkages with the University. Substantial time and energy were devoted to training and capacity building. (See paragraph 4.3 of this Report for an account of human resources management.)

## 2.5 Partnership

Critical to successful endeavour in 2002 was the degree to which SAHA was able to effect good working relationships with other organisations. These ranged from formal partnerships to loose collaborative endeavour, from joint projects to the sharing of information and resources. On campus at the University of the Witwatersrand, SAHA worked collaboratively with the Graduate School for the Humanities and Social Sciences, Historical Papers, the Research Unit for Law and Administration, the Schools of Journalism and Law, the University Archives, William Cullen Library and the Wits Law Clinic. Worth highlighting is the number of state agencies with which SAHA worked on a range of projects – the Gauteng Legislature, the Human Rights Commission, the Johannesburg City Council, the Justice College, KwaZulu-Natal Province, National Archives, North West Province, the South African Qualifications Authority and the Truth and Reconciliation Commission. Organisations based outside South Africa with which SAHA worked during 2002 included: the Eastern and Southern Africa Regional Branch of the International Council on Archives, the European Union Parliamentary Support Programme, the International Council on Archives, the International Federation of Human Rights Archives and Documentation Centres, the International Records Management Trust, the National Security Archive (Washington DC), Queens College (City University of New York) and the University of Michigan. Other South African organisations with which SAHA had working relationships included: the ANC, the Baragwanath Perinatal Research Unit, the Biko Foundation, the Centre for the Study of Violence and Reconciliation, Constitution Hill Project, the Foundation for Education, Science and Technology, the Freedom of Expression Institute, Freedom Park Trust, Idasa, the Institute for Advanced Journalism, the National School of Public Health (Medunsa), the Nelson Mandela Foundation, NGK Church, the Open Democracy Advice Centre, Pietermaritzburg Heritage Forum, Robben Island Museum, the South African Democracy Education Trust, the South African Society of Archivists and Umgeni Water.

## 2.6 Gay and Lesbian Archives (GALA)

In 1997 the Gay and Lesbian Archives (GALA) was launched as an independent special 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. Notwithstanding endeavours to integrate GALA more effectively into the broader SAHA family (see paragraphs 2.2 and 2.3 above), GALA retains a significant degree of independence, raising its own funding, keeping separate books, and being overseen professionally by an Advisory Committee. A separate Annual Report details its work in 2002.

### 3. PERFORMANCE REPORTS

#### 3.1 Outreach

By “outreach” is meant endeavours designed to promote the organisation and to make its resources more widely available and more extensively utilised. Most such endeavours were focused in the areas of professional support and liaison (covered in paragraph 3.2), advocacy (paragraph 3.3), freedom of information work (paragraph 3.8), and special projects (paragraph 3.9).

The key general outreach activity undertaken by SAHA in 2002 involved the redesign and expansion of the SAHA website. This exercise was aimed at making the website more user-friendly and better equipped to support the organisation’s new policy directions. The entire contents of the *Guide to the Resources of the South African History Archive* was made available online, and an extensive Freedom of Information Programme page opened. Updates to the site were effected four times.

The *Guide* provides an overview of the history and work of SAHA, as well as detailed descriptions of all its collections. Demand for it was pleasing, with the entire print run being exhausted by September. A reprint was undertaken to meet the demand.

SAHA contributed to a number of exhibitions of archival materials in the University of the Witwatersrand’s William Cullen Library.

Attending professional gatherings and writing professional articles are important means of organisational promotion, as well as contributing to professional discourse and securing capacity building. During 2002 the Director and Deputy Director presented papers at eight conferences/seminars in South Africa and the United States. For a full listing of papers and articles produced by staff members see Appendix A to this Report.

The work of SAHA was publicised in internal University of the Witwatersrand publications, and SAHA’s freedom of information work received substantial coverage in South African and overseas media.

### 3.2 Professional Support and Liaison

Work in this area can be divided into seven main categories: support to University of the Witwatersrand teaching programmes; consultancy work; organisational participation; informal advisory services; institutional visits; advocacy work; and freedom of information work. The latter two are dealt with in paragraphs 3.3 and 3.8 of this Report respectively.

Since 1999 the University's Graduate School for the Humanities and Social Sciences has offered a postgraduate course in archives as part of its heritage studies programme. The Director of SAHA was appointed as co-ordinator of this course in 2001, and is exploring ways of ensuring that the SAHA collections are utilised effectively as a teaching resource. During the year seven archives students did practical work at SAHA, and in July the Director ran an archival methodology workshop for University postgraduate students. The Director also presented a two-day short course on four occasions during 2002, reaching a total of 85 participants. And, of course, the SAHA collections are available to University staff and students for research purposes.

Close working relationships were effected with a range of organisations, mainly around the Freedom of Information Programme. See paragraph 3.8.4 for details of collaborative work undertaken. Our principal partners were the Biko Foundation, the Centre for the Study of Violence and Reconciliation, the Freedom of Expression Institute, the National Security Archive (Washington DC) and the Open Democracy Advice Centre

In terms of consultancy work, SAHA provided the following services: the running of a two-day workshop on archival management for participants in the ANC archives project; assistance to the Nelson Mandela Foundation in developing an archives and records management policy; the delivery of lectures on freedom of information at Justice College workshops; researching and writing up a report on archives and oral history for the Constitution Hill Project; facilitating a workshop on archival legislation for North West Province; running four training and planning workshops for KwaZulu-Natal Province; facilitating a workshop for the Pietermaritzburg Heritage Forum; running a workshop for the Johannesburg City Council; and doing standards writing work for the South African Qualifications Authority.

The Director and Deputy Director served as members of the Standards Generating Body for Archives and Records Management, the body responsible for developing national industry standards under the aegis of the South African Qualifications Authority. The Director was an Executive Board member of the Eastern and Southern Africa Regional Branch of the International Council on Archives (ESARBICA), served as editor of the *ESARBICA Journal*, and was a member of the editorial boards of the international journals *Archival Science* and *Comma*. He was also the lead facilitator in bringing to Wits University in August the international conference “Electronic Recordkeeping and Good Governance”, a World Bank/International Records Management Trust initiative bringing together 37 national archivists and 14 archival educators from developing countries.

Informal advice and support was provided to: the Freedom of Expression Institute, archivists of the KwaZulu-Natal Provincial Archives Service, Umgeni Water records management consultants, Robben Island Museum, the South African Society of Archivists, Idasa, the Gauteng Legislature, the European Union Parliamentary Support Programme, the National School of Public Health (Medunsa), the ANC archives project, the Freedom Park Trust, the South African Democracy Education Trust, the Baragwanath Perinatal HIV Research Unit and the Human Rights Commission.

Formal institutional visits were undertaken to: the National Archives of South Africa, the Human Rights Commission, the South African Democracy Education Trust, the Biko Foundation, Constitution Hill, Robben Island Museum and the National Security Archive in Washington DC.

### 3.3 Advocacy

The primary thrust of SAHA’s advocacy work in 2002 was in the arena of freedom of information (see paragraph 3.8.4 of this Report). Beyond this, the many problem areas in the establishment of a new national archival system for South Africa received attention. Energies were focused on the following issues:

- Late in 2001 significant amendments were made to the National Archives of South Africa Act without consultation with key stakeholders. SAHA *inter alia*: publicised

the amendments; lobbied for greater transparency; and monitored the passing of new regulations flowing from the amendments.

- The role of the National Archives within the developing freedom of information regime was interrogated. SAHA was involved in the organisation of a conference at the University of the Witwatersrand in July which made this a central theme.
- SAHA made inputs on archival and recordkeeping issues to the Truth and Reconciliation Commission final report writing process.
- In various forums and through the media, SAHA called for a thorough archival audit of all surviving Apartheid era security establishment records.

### 3.4 Custody, Control and Preservation

In terms of an agreement between SAHA and the University of the Witwatersrand, the SAHA collections are housed in the University's William Cullen Library. University infrastructure and human resources are made available to facilitate control and preservation.

The collections fall into two categories: the archives groups, arranged according to the creator of the group, and the special collections. There are six of the latter: the database collection (a huge accumulation of paper-based materials from diverse sources arranged by subject), the poster collection, the photograph collection, the ephemera collection (t-shirts, badges, stickers, banners, etc), the slide collection, and a collection of materials released under the Promotion of Access to Information Act. The vast majority of the materials document the struggles against Apartheid.

In 2001 a thorough review of existing control mechanisms supported an integrated upgrade and expansion of most of these mechanisms. In 2002 these were implemented systematically. A consultant was hired to upgrade and enhance SAHA's InMagic databases – delays in this exercise saw the task being completed only in December and a small backlog of unprocessed posters and ephemera building up. Otherwise, all new acquisitions were processed on receipt and good progress made with the processing of existing backlog materials. (See paragraph 3.6 of this Report for an account of arrangement and description work undertaken.) Two new InMagic databases and a hard copy filing system were designed and implemented during 2002 in order to support the Freedom of Information Programme (see paragraph 3.8.2).

In November a burst pipe in the William Cullen Library resulted in the flooding of the Library's basement areas. Fortunately damage to archival materials was minimised, and no SAHA materials were lost or seriously damaged. SAHA is part of continuing endeavours to address preservation issues at the Library.

In 2001 the deterioration of sound recordings on cassette tapes was identified as an area requiring priority attention. A joint digitisation project (involving conversion from tape to CD) was conceptualised by SAHA, GALA and Historical Papers. SAHA purchased the equipment and paid for staff training. Conversion work was begun, with the intention being to convert all sound recordings of the three organisations through a sharing of the human and other resources of the organisations. In 2002 the software was upgraded and enhanced training secured. By year-end 86 SAHA interviews had been converted to CD.

### 3.5 Acquisition

The thrust of acquisitions endeavour in 2002 was located in the Freedom of Information Programme. By year-end a substantial archive of materials released under the Promotion of Access to Information Act had been built up, comprising materials from the following state agencies: South African National Defence Force; National Department of Environmental Affairs and Tourism; National Archives; National Intelligence Agency; Department of Justice; State Security Council; South African Police Service; Department of Correctional Services; Department of Health; and Health Professionals Council. An inventory of this archive was published. For more information on the context to these acquisitions, see paragraph 3.8 of this Report.

Collecting around struggles against Apartheid continued to accumulate materials. During the year nine donations of materials were effected, in the main from individuals who were activists during the Apartheid era. The special project on the 1981/2 detentions (see paragraph 3.9 of this Report) secured one of these donations as well as resulting in the recording of ten interviews. The project will be continued in 2003.

Three other significant donations were received:

- The research materials of the Centre for Conflict Resolution on chemical and biological warfare, including Truth and Reconciliation Commission (TRC) materials related to the subject
- Archives generated by Sally Sealey while a staffer with the TRC
- Documentation on the drafting of the Promotion of Access to Information Act donated by Jonathan Klaaren, a member of the drafting team

### 3.6 Arrangement and Description

Arrangement and description are the key professional processes ensuring the accessibility of archival records. For 2002 the top priority was to at once address the huge backlogs of unprocessed materials and ensure that all new acquisitions were processed on receipt. In order to achieve this objective, seven University of the Witwatersrand students doing practicals or working off bursaries were utilised and four occasional workers paid to do specific tasks. Considerable one-on-one training and supervision were required to support this endeavour. By year-end only eight collections had still not received attention, while all new acquisitions had been processed.

Other tasks completed are as follows:

- The existing InMagic databases were upgraded and enhanced. Two members of staff were given intensive training in InMagic by an independent contractor.
- New manual and electronic systems (including two new InMagic databases) were designed and implemented for the management of materials secured through use of the Promotion of Access to Information Act. (See paragraph 3.8.2 of this Report.)
- Descriptions of all SAHA collections were submitted to the National Archives for inclusion in the National Register of Manuscripts.
- The contents of the *Guide to the Resources of the South African History Archive* were added to the SAHA website. (See also paragraph 3.1.)
- A total of 86 oral history interviews were converted from cassette tape to CD. (See also paragraph 3.4.)

### 3.7 Access and Use

SAHA and GALA are physically located in the Historical Papers Department of the University of the Witwatersrand at the William Cullen Library, East Campus. A single reading room accesses all three archives. It is serviced by Historical Papers professional staff who integrate knowledge of all three collections. SAHA and GALA staff provide expert support when required. It is open to the public on weekdays (except public holidays) between 08:30 and 16:00. Here guides, inventories, indexes and reference books are available for inspection. The SAHA special collections are searchable by computer, with the databases accessible in the SAHA office, which is close to the reading room. In 2002 a total of 1 660 research visits were recorded in the reading room. The great majority of the users were students or academics.

Reaching a wider audience is clearly an imperative for SAHA. The website provides remote users with a window into SAHA resources. During 2002 it was redesigned, expanded and regularly updated. The contents of the *Guide to the Resources of the South African History Archive* were converted into entries on the automated and web-accessible National Register of Manuscripts. In 2002 the *Guide* was distributed in hard copy free of charge to a further 60 individuals and organisations in South Africa and overseas. A brochure on SAHA's Freedom of Information Programme (FOIP) was published and distributed. This, together with media coverage and other FOIP public programming activities, saw significant numbers of users being reached by FOIP – see paragraphs 3.8.5 – 3.8.6.

The digitisation of SAHA's sound recordings, described in paragraph 3.4 of this Report, while motivated primarily by preservation concerns, is also designed to position SAHA to make the materials more widely available. For instance, publication in CD Rom format can be considered.

Hundreds of telephonic and email enquiries were dealt with during 2002. Many of these related to the materials secured through FOIP (see paragraph 3.8.6 of this Report).

SAHA contributed to a number of exhibitions of archival materials in the University of the Witwatersrand's William Cullen Library.

With the exception of the provision and postage of copies of records, all SAHA access and use services are provided free of charge.

### 3.8 Freedom of Information Programme (FOIP)

#### 3.8.1 *Introduction*

South Africa's Constitution guarantees South Africans a right of access to information, and the Promotion of Access to Information Act (2000) gives legislative expression to the right. This Act (PAIA), which came into operation in March 2001, defines parameters to the right in relation to information held both by public and private bodies. Effective and meaningful implementation will be hampered by three factors: Firstly, South Africans have been shaped by generations of an absence of the right to information. They have neither the expectations nor the skills to ensure that PAIA is utilised optimally. Secondly, access to records is dependent on the appropriate creation and subsequent management of records. In South Africa, in both public and private sectors, records environments are characterised by a wild west approach with few if any rules of the road. And thirdly, the state is not adequately resourced to ensure effective implementation. What South Africa desperately needs in this new era of freedom of information are organisations committed to the following: promoting public awareness of the opportunities provided by PAIA; supporting human rights requests for information; testing the parameters of access restrictions imposed by information-holding bodies; and building up an archive of material released to the public in terms of PAIA.

A policy review in 2001 determined that SAHA was ideally placed to pursue these multiple objectives. During 2001 SAHA tested the waters for a dedicated Freedom of Information Programme (FOIP), with the emphasis being placed on fundraising, consultation with key FOI roleplayers and potential partners, and planning. Before year-end generous grants from Atlantic Philanthropies and the Joseph Rowntree Charitable Trust had been secured to fund FOIP from 2002 to 2004.

### 3.8.2 *Management and Infrastructure*

The top priority for 2002 was to establish a firm foundation and operating infrastructure. This saw a focus during the first half of the year on staffing, information systems, equipment and legal support. The Programme Co-ordinator, Sello Hatang, was appointed in March. He was supported in the management of the Programme by the SAHA Director and an Office Administrator. Use was also made of two University of the Witwatersrand students doing volunteer work, and five independent contractors were used for specially commissioned work.

In February SAHA brought out Dr David Wallace of the University of Michigan to work with SAHA staff in designing and developing information support systems. This intervention resulted in the introduction of a filing system to manage hard copy process documentation, an inventory of materials released in terms of PAIA, two InMagic databases – one to track the request process and one to catalogue the released materials -, and a FOIP page on the SAHA website. Appropriate equipment and training were secured in order to support these systems. In August Dr Wallace returned to monitor progress with the systems, identify enhancement potentials in the light of implementation experience, as well as to do a wide-ranging evaluation of FOIP. Numerous improvements were effected in light of his report.

Legal support capacity received considerable attention. More and more state agencies are realising that simply ignoring PAIA requests pushes requesters to the court threshold, and very few are in a position to step over it. In 2002 SAHA used the services of two University of the Witwatersrand law lecturers to provide legal advice at a nominal cost. Beyond that, Lisa Thornton Attorneys have undertaken litigation work on a pro bono basis. However, we realise that unless we expand our capacity to take court action in 2003 then FOIP will begin to lose momentum. We have already: negotiated successfully with the Wits Law Clinic to provide us with pro bono litigation in 2003; opened talks with the Legal Resources Centre around the possibility of their taking up cases which fall within the parameters of their mandate; and established a working relationship with Cheadle, Thompson and Haysom (attorneys with a proud human rights record stretching back to the early 1980s). Pro bono work is not free – SAHA is expected to cover actual expenses. So an expansion of pro bono work has cost implications. Also, reliance on pro bono work forces SAHA into merely accepting services which can be accommodated by the providers. A fund to support litigation at commercial rates will give SAHA the capacity to (where necessary) demand services and

shape them around SAHA priorities. Possibilities for establishing such a fund will be explored during 2003.

For information on staff training and financial management, see paragraphs 4.3 and 4.2 of this Report.

### 3.8.3 *Access to Information*

In 2002 a total of 96 PAIA requests were submitted to 21 state agencies. The requests can be grouped in four categories: 1) Those submitted in terms of the Gays in the Apartheid Military special project (see also paragraph 3.8.8 below); 2) Requests for access to Truth and Reconciliation Commission (TRC) records; 3) Requests for access to surviving Apartheid era security establishment records; and 4) Requests submitted on behalf of individuals or organisations doing Apartheid research or seeking information to support human rights endeavour (see also paragraph 3.8.6 below). Twenty-seven of the requests resulted in the release of records, 40 were refused, and 37 were pending at year-end. For detailed statistics on the requests (together with comparable statistics on endeavour in 2001), see Appendix B.

SAHA has now built up a substantial archive of released materials. It has been arranged and described, and an inventory of the collection has been published in both hard copy and on our website. In 2002 the archive was the most heavily consulted of the SAHA collections.

State obduracy in dealing with requests was far more pronounced than in 2001. This is reflected in the statistics. SAHA took 11 refusals on internal appeal and 6 to the High Court. The single High Court action finalised by year-end saw SAHA succeeding in reaching an agreement with the Department of Defence to release Military Intelligence information on the Apartheid state's dealings with other countries. A formal complaint against the Department of Justice, related to 34 boxes of "sensitive" TRC records, was lodged with both the Human Rights Commission and the Public Protector.

### 3.8.4 *Liaison and Advocacy*

Close working relationships, involving both the sharing of information and joint endeavour, were established with the Biko Foundation, the Centre for the Study of Violence and Reconciliation (CSVR), the Freedom of Expression Institute (FXI), the Human Rights Commission, the Justice College, the National Security Archive (NSA), the Open Democracy Advice Centre (ODAC), Queens College (City University of New York), the Research Unit for Law and Administration (RULA) and the South African Democracy Education Trust. The Director was made an associate of ODAC and a member of the FXI Executive Committee. A joint project was undertaken with the Biko Foundation, involving the securing of public records relevant to the life of Steve Biko. A joint project with CSVR was launched around the unfinished business of the TRC. In response to an invitation from the Human Rights Commission, SAHA hosted together with RULA a workshop of key stakeholders designed to identify possible amendments to PAIA. The Director gave regular lectures at the Justice College. The FOIP Co-ordinator visited the NSA in Washington, with several possible collaborative endeavours for 2003 being discussed. A workshop on nuclear secrecy was convened jointly with Queens College (see paragraph 3.8.8 below). The Director commented on drafts of the book *The Promotion of Access to Information Act Commentary* by Iain Currie and Jonathan Klaaren. The Director and the FOIP Co-ordinator met with Dr Helena Jaderblom, Deputy Director in the Swedish Department of Justice, during her visit to South Africa. For other aspects of liaison see paragraphs 3.8.7 and 3.8.8 below.

Advocacy is woven through all FOIP work. However, seven interventions are worthy of special mention:

- SAHA lobbied for amendments to PAIA. This culminated in the workshop mentioned above, with a formal workshop report (including recommendations) being submitted to the Human Rights Commission.
- The Minister of Justice is contemplating regulations relating to exemptions under PAIA. SAHA contributed inputs to the Minister, and was subsequently invited to a workshop convened on the subject by the Department of Justice.
- SAHA lobbied for the systematic declassification of state documents related to the Apartheid nuclear weapons programme (see paragraph 3.8.8 below).

- SAHA worked with the CSVR in interrogating Presidential pardons to 33 convicted criminals, including putting in a partially successful request for access to the documentation considered by the President before granting the pardons.
- A formal input was made to the process by which a codicil to the TRC final report is being prepared. The input focused on state recordkeeping and access to the TRC archive.
- SAHA highlighted problems being experienced with the transfer of the TRC website to the Department of Justice, and together with others lobbied for the maintenance of full functionality.
- Through a variety of media and in many forums, SAHA called for a thorough archival audit of surviving Apartheid era security establishment records.

### 3.8.5 *Information Dissemination*

- As was outlined in paragraph 3.1 of this Report, the SAHA website was redesigned and expanded, including the incorporation of a FOIP page. The latter was regularly updated, and used to disseminate updates, reports, articles and other information related to FOIP.
- An electronic distribution facility reaching over 150 individuals and organisations in many countries was set up. By year-end updates were being disseminated through this facility on a weekly basis.
- A comprehensive inventory of all materials released to SAHA in terms of PAIA was compiled and published. Also published was an educational brochure entitled “Are you wanting to use the Promotion of Access to Information Act?”
- Research was commissioned on the articulation of PAIA with the Protection of Information Act, Apartheid prison records, gays in the Apartheid military, and the Apartheid nuclear weapons programme. Reports on the former two were published on the website.
- SAHA contributed information on South Africa to one international freedom of information website.
- The Director and the Programme Co-ordinator published articles and presented papers in many forums. See Appendix A for a full listing.

- The media gave wide coverage to work done in terms of FOIP – numerous newspaper articles appeared, and the Director gave thirteen interviews on three radio and one TV channel.

### 3.8.6 *Supporting Users*

SAHA offered assistance to users in putting in PAIA requests if the requests supported at least one of the following objectives: research into the Apartheid era; human rights endeavour; or testing as yet untested PAIA provisions. This assistance involved the completing of request forms, the delivering of requests, monitoring of the request process, provision of legal advice, and support with internal appeals. During 2002, 59 out of 96 requests were submitted on behalf of users. SAHA went beyond routine assistance in supporting the research projects of the Ahmed Timol family, the Biko Foundation, the CSV, the Dulcie September family, Advocate Dumisa Ntsebeza and Jubilee 2000.

A wide range of individual and organisational users were assisted in accessing materials released to SAHA under PAIA. This involved both distance provision and assistance in the reading room. During 2002 the released materials collection was the most heavily consulted of all the SAHA collections.

### 3.8.7 *Education and Capacity Building*

Over and above numerous informal inputs and contributions, and the many endeavours outlined in paragraphs 3.8.4 – 3.8.6 above, SAHA undertook the following:

- Training inputs on PAIA were given to the Foundation for Education, Science and Technology, the KwaZulu-Natal Archives Service, and the NGK Church.
- Briefings on PAIA in workshop/seminar environments were given to Atlantic Philanthropies, the Human Rights Commission, the Institute for Advanced Journalism, the Robben Island Museum and the South African Democracy Education Trust.
- The Director gave regular lectures on PAIA at Justice College workshops.

- The Director made freedom of information and PAIA a key element of the postgraduate course in archives taught by him for the University of the Witwatersrand.
- SAHA was involved in the organisation of three workshops/conferences dedicated to freedom of information issues.

### 3.8.8 *Special Projects*

Three FOIP special projects were launched in 2002:

- **Gays in the Apartheid Military.** This is a joint FOIP/GALA project designed to access documentation on the evolving policies and programmes in relation to gays in the military during the Apartheid era. The focus has been on military records, but other previously untapped documentary sources have also been researched. Laura Pollecutt was appointed as a contract researcher to drive the project, with dedicated funding from Atlantic Philanthropies. It had been hoped to complete the project by year-end, but delays in accessing state documents and the discovery of unanticipated leads forced an extension of timeframes. A significant collection of materials has been accumulated and partially analysed.
- **Nuclear History.** This is a joint project with Queens College, City University of New York, and is funded by the Plowshares Fund and the Carnegie Corporation. It involves four elements: 1) On 31 July 2002 SAHA hosted the workshop “Unlocking South Africa’s Nuclear Past”, which attracted 49 participants representing key state agencies, NGOs and academic research initiatives. The principal objectives were to identify the issues informing attempts to document South Africa’s nuclear weapons programme, and to begin a dialogue between the state and civil society around the declassification of surviving public records. 2) Research on the documentation of the nuclear weapons programme. Dr Garth Shelton was contracted to undertake this research, the primary aim of which was to lay the foundation for a systematic records request project using PAIA. The research was completed successfully in December. 3) The systematic records request project. This is targeted for the first quarter of 2003. 4) Information dissemination. It is planned to open a web page early in 2003 for the posting of the workshop report (already drafted), revised workshop papers and

other relevant documents and information. Other dissemination options will also be explored.

- HIV/AIDS. Preliminary research was undertaken for a project designed to access information on HIV/AIDS policies and programmes of business corporations. Such endeavour is aimed to secure information of value to a range of interest groups and to test PAIA in relation to the records of “private bodies”.

### 3.9 Special Projects

Not dealt with here are the independent special project GALA (see paragraphs 2.2 and 2.6 of this Report) and the Freedom of Information Programme special projects (see paragraph 3.8.8).

Three other projects were pursued:

- A grant was secured from Atlantic Philanthropies to document (through oral histories and the collection of archival materials) the 1981/2 detentions, the subsequent emergence of the Parents’ Detainees Support Committee, and the lives of those involved thereafter. Michelle Friedmann was contracted to drive the project. By year-end considerable progress had been made (including the completion of 18 interviews), with completion targeted for February 2003.
- SAHA was subcontracted to do the feasibility study on archives and oral history for the Constitution Hill project. This was completed in December.
- Considerable preparatory work was done on a joint project with Wits Historical Papers to document the Truth and Reconciliation Commission process, including records audit, records collecting and oral history elements. Funding has been secured to launch the project in 2003 and to sustain it through 2005.

## 4. ORGANISATIONAL MANAGEMENT

### 4.1 Organisation

SAHA is a registered Trust. Politically independent, it is governed by a nine-member Board (the Director is an *ex officio* member of the Board). As is explained in paragraphs 2.3 and 2.6 of this Report, SAHA has a complex relationship with GALA and the Historical Papers Department of the University of the Witwatersrand. The Board met twice in 2002, as did the Board's Management Committee (formerly the Steering Committee).

The policy review undertaken in 2001 highlighted shortcomings in SAHA's organisational base, and throughout that year both the Board and the Director worked hard to address these shortcomings. During 2002 the focus shifted to continuing evaluation of the management instruments introduced in 2001, and to dealing with the challenges of a rapidly growing organisation – the budget alone almost tripled from 2001 to 2002. In addition, as is reported on in paragraphs 2.2 and 2.3 of this Report, a substantial restructuring of SAHA was initiated during the year, the major thrust of which was to bring GALA into a formalised relationship with the rest of SAHA.

The Management Committee continued to oversee SAHA's repositioning and to ensure effective policy implementation. Criteria for the selection of new Board members were further developed and initial approaches made to five candidates. Changes to the SAHA Deed of Trust were agreed on. The Management Policy was revised several times. Contracts and job descriptions for all GALA staffers were finalised. The Director attended GALA Advisory Committee meetings for the first time, and the GALA Director attended both Board and Management Committee meetings. Weekly joint SAHA/GALA/Historical Papers management meetings were held. The SAHA salary structure (including GALA's) was reviewed by an independent contractor. Financial management procedures were reviewed again, and measures put in place to ensure articulation of the SAHA/GALA audits. Existing information management instruments, including financial recordkeeping systems and the organisational filing system, were updated and enhanced. New instruments were designed and implemented for the Freedom of Information Programme (see paragraph 3.8.2).

The year began with SAHA having two full-time members of staff (excluding GALA staffers) and having utilised four volunteer workers during 2001. By year-end three staffers were on the payroll (excluding three GALA staffers), and the services of seven volunteers and seven independent contractors had been utilised. Human resources management is dealt with in paragraph 4.3 of this Report.

For the management of the archival collections, see paragraphs 3.4 and 3.6 of this Report.

#### 4.2 Finance

The bookkeeping and broader financial management processes introduced in 2001 were maintained. A formal agreement was concluded with Douglas and Velcich to provide audit, tax, payroll and bookkeeping services. The latter was effected by a bookkeeping consultant under the direction of Douglas and Velcich. Day-to-day recordkeeping was done by the Office Administrator with supervision by the consultant.

New tax legislation raised questions about SAHA's tax-exempt status. With the assistance of Cheadle, Thompson and Haysom, preliminary registration for maintenance of this status was effected and appropriate changes to the Deed of Trust agreed on. The revised Deed will be registered early in 2003.

For the first time in many years SAHA entered the financial year with a substantial reserve. In January 2002 grants from Atlantic Philanthropies for core functions and for the Freedom of Information Programme (FOIP) came on stream. In addition, a sum of R200 000 for the enhancement of FOIP was secured from the Joseph Rowntree Charitable Trust and a sum of R92 000 was secured from the University of the Witwatersrand's Graduate School for the Humanities and Social Sciences in return for a third of the Director's time being devoted to co-ordination of the school's postgraduate course in archives. During the year grants for special projects were received from Atlantic Philanthropies, the Plowshares Fund and the Carnegie Corporation. An operating budget of R1 203 000 was approved by the Board, with R80 000 to be held in reserve. Expenditure against budget for 2002 was as follows:

## CORE FUNCTIONS

	<u>Budget</u>	<u>Expenditure</u>
Salaries/honorarium	R285 200	R285 525
Training and capacity building	R20 000	-
Outreach	R18 000	R4 641
Equipment/technical support	R10 000	R7 018
Accounting/auditing expenses	R9 800	-
Acquisitions	R4 000	R140
Board meetings	R5 000	R5 678
Postage/stationery	R2 000	R584
Supplies	R2 000	R2 080
Contingencies	R10 000	R7 918
Special Projects	R50 000	R54 463
Reserve	R60 000	R60 000
<b>Total</b>	<b>R476 000</b>	<b>R428 047</b>

## FREEDOM OF INFORMATION PROGRAMME

	<u>Budget</u>	<u>Expenditure</u>
Staffing	R191 000	R182 738
Training/development	R69 000	R56 397
Marketing/publicity	R50 000	R52 892
Equipment	R90 000	R92 439
Administration	R37 000	R49 367
Access/copying	R70 000	R37 431
Travel/subsistence	R70 000	R71 955
Materials/distribution	R50 000	R44 180
Legal costs	R80 000	R80 326
Reserve	R20 000	R40 000
<b>Total</b>	<b>R727 000</b>	<b>R707 724</b>

It should be noted that as far as possible, within the constraints of appropriate management interventions and the requirements of our funders, FOIP processes were integrated with core activities and the generous FOIP funding thereby utilised to cross-subsidise core activities. In

particular, it was looked to integrate training and capacity building, outreach, accounting/auditing, and equipment and technical support expenditure.

#### 4.3 Human Resources

SAHA's relationship with the University of the Witwatersrand ensures that William Cullen Library staff, particularly those of the Historical Papers Department, provide a range of support services to SAHA. Especially important is the reading room service, sustained largely by Historical Papers professional staff. The head of Historical Papers, Michele Pickover, is also a Board member of SAHA. She is paid an honorarium to ensure effective articulation between SAHA, GALA and Historical Papers operations, as well as to provide the SAHA Director with assistance and support.

The Director, Verne Harris, devotes two thirds of his time to SAHA. In terms of an agreement with the University's Graduate School for the Humanities and Social Sciences, the other third is dedicated to co-ordinating the School's postgraduate course in archives. In March Sello Hatang was appointed to the newly created position of Co-ordinator of the Freedom of Information Programme and SAHA Deputy Director on a three year contract. The archives assistant, Olga Pickover, was converted to Office Administrator in January on a two year contract. Three staffers sustained GALA. Seven University of the Witwatersrand students supported SAHA operations, either as volunteers or in completing their practical work for the postgraduate course in archives – Yusef Behr, Christina Jikelela, Helen Joannides, Vusi Khumalo, Ethel Kriger, Sibusiso Mthembu, and Vivan Tafor. Seven independent contractors were utilised for special projects, working off processing backlogs, and database support work.

New policies were developed on employment equity, performance appraisals, salary increases, consultancy work and cellphones. The salary structure was reviewed. GALA staff were brought under the SAHA Management Policy framework for the first time. Two staff performance appraisals were undertaken.

Considerable training and capacity building work was done. Verne Harris and Sello Hatang developed their understanding of freedom of information and the Promotion of Access to

Information Act by attending numerous conferences, seminars and workshops. Sello Hatang was taken through an intensive in-service orientation and training programme figured around a fast-tracking imperative. He undertook an instructional visit to the National Security Archive in Washington DC. Together with Olga Pickover, he successfully completed the short course “Reading the Trace: Memory, Archives and Information” at the University of the Witwatersrand, received training in sound digitisation from Michigan State University experts and a local independent contractor, and successfully completed a course on InMagic database software offered by Mindex. Olga Pickover continued with in-service training in archival arrangement and description and in all aspects of office management. Together with Verne Harris and Sello Hatang, she attended a workshop presented by the Open Democracy Advice Centre on the Promotion of Access to Information Act. Dr David Wallace of the University of Michigan provided Verne Harris and Sello Hatang with customised training on database design during two visits to SAHA. All the volunteer workers were given intensive in-service training.

## 5. EXPRESSION OF GRATITUDE

Many people have contributed to ensuring a successful year for SAHA, from funders to staffers, from Board members to independent contractors. To all of them I am profoundly grateful. However, I would like to single out Olga Pickover in particular. Always tireless and cheerful, she held the office together, especially during the many absences of the Director and Deputy Director. Thank you.

Verne Harris  
Director, SAHA  
10 January 2003

**APPENDIX A**  
**PUBLICATIONS AND PAPERS BY STAFF MEMBERS**

**Verne Harris and Sello Hatang:**

“Saying Goodbye to Ethel Kriger Leaving, Saying Goodbye to Ethel Kriger Gone”, *Archives News* 44,2 (2001)

“Examining Our Past: The Operation of the Access to Information Act has been Patchy”, *Natal Witness* 13 May 2002

“Challenging What is Indigenous: Pristine ‘Culture’ and its Inviolability Need to be Demystified”, *Natal Witness* 1 August 2002

**Verne Harris:**

*Refiguring the Archive* (David Philip and Kluwer Academic Publishers, Cape Town and Dordrecht, 2002) (with Carolyn Hamilton, Jane Taylor, Michele Pickover, Graeme Reid and Razia Saleh)

“On (Archival) Odyssey(s)”, *Archivaria* 51 (2001)

“Seeing (in) Blindness: South Africa, Archives and Passion for Justice”, *Archifacts* (October 2001)

“History Archive Unearths More Apartheid Secrets with South Africa’s New FOI Act”, *INFORMAA Quarterly* 18,3 (2002)

“Contesting Remembering and Forgetting: The Archive of South Africa’s Truth and Reconciliation Commission”, *Innovation* 24 (2002)

“Nascence, Renaissance and the Archive in South Africa”, *South African Archives Journal* 42 (2001/2)

An essay entitled “‘They Should Have Destroyed More’: The Destruction of Public Records by the South African State in the Final Years of Apartheid, 1990-1994”, published in Richard Cox and David Wallace (eds), *Archives and the Public Good: Accountability and Records in Modern Society* (Quorum Books, Westport and London, 2002)

An essay entitled “A Shaft of Darkness: Derrida in the Archive”, published in Carolyn Hamilton et al (eds), *Refiguring the Archive* (David Philip, Cape Town, 2002)

An essay entitled “The Archival Sliver: A Perspective on the Construction of Social Memory in Archives and the Transition from Apartheid to Democracy”, published in Carolyn Hamilton et al (eds), *Refiguring the Archive* (David Philip, Cape Town, 2002)

“Where are the TRC Records?”, *Natal Witness* 22 April 2002

“Sex, Lies and Psychotherapy: The State Security Clearance Procedure Needs to be Reconceptualised”, *Natal Witness* 17 June 2002

“The Best and the Beast: Finding Cracks in Anti-globalisation and Anti-American Discourse”, *Natal Witness* 7 September 2002

“An Exercise in Forgetting: Remembering the Unfinished Business of the TRC”, *Natal Witness* 26 September 2002

“Getting the Outsiders In: Some on the Margins Don’t Want to Be Part of the Mainstream”, *Natal Witness* 4 November 2002

“Caring for the Apartheid Records that Survived: Irreplaceable Archives are Disappearing”, *Natal Witness* 28 November 2002

“The Promotion of Access to Information Act: One Year of Use”, presented at a conference convened by the Department of Justice and Constitutional Development, Krugersdorp, February 2002

“The Promotion of Access to Information Act: One Year of Use”, presented at a conference convened by the Institute for the Advancement of Journalism, Johannesburg, March 2002

“The Promotion of Access to Information Act and Archives”, presented at the Conference “Conflict or Contest? Faultlines in the Nexus Between Having and Using Records”, University of the Witwatersrand, July 2002

“Reviewing South Africa’s Access Act After Eighteen Months”, presented at the Conference “Open Democracy Review”, convened by the Open Democracy Advice Centre, Cape Town, October 2002

“Links between Access and Archival Legislation in South Africa”, presented at a seminar convened by the KwaZulu-Natal Department of Education and Culture, Durban, October 2002

“Freedom of Information in South Africa and Archives for Justice”, presented at a Department of Historical Studies seminar, University of Natal, Durban, November 2002

### **Sello Hatang**

“Surveillance and Repressive Governments: Using the South African Access to Information Act to Uncover Records on the Surveillance of Anti-Apartheid Activists”, paper presented at the annual conference of the American Society of Access Professionals, Washington DC, September 2002

**Michele Pickover:**

“DISA: An African Perspective on Digital Technology” (with Dale Peters), *Innovation* 24(2002)

“Digital Imaging Projects and Intellectual Property Rights”, *SASA Newsletter* 2-2002

*Guide to the Archives and Papers* (Tenth edition) (Historical Papers, University of the Witwatersrand, 2002)

**APPENDIX B**

**FREEDOM OF INFORMATION PROGRAMME STATISTICS**

## Statistics 2001

Requestee	Carried Over	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Internal Appeals	Court Action	Average Response Time
Dept. of Defence	0	10	8	0	2	5	0	4 months
Dept. of Justice	0	1	0	1	0	0	0	7 months
National Archives	0	12	2	1	9	6	0	8 months
Dept. Environmental Affairs and Tourism	0	1	1	0	0	0	0	23 days
<b>Total</b>	<b>0</b>	<b>24</b>	<b>11</b>	<b>2</b>	<b>11</b>	<b>11</b>	<b>0</b>	

## Statistics 2002

Requestee	Carried Over	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Internal Appeals	Court Action	Average Response Time
Dept. of Defence	2	30*	12	9	9	1	1	3 months
Dept. of Justice	0	15	5	7	3	5	3	4 months
National Archives	9	1	3	5	2	4		8 months
Dept. of Agriculture	0	1	0	1	0	0	0	1 month
Dept. Environmental Affairs and Tourism	0	1	0	0	1	0	0	
Dept. of Foreign Affairs	0	1	0	0	1	0	0	
National Intelligence Agency	0	3**	1	1	0	1	0	4 months
South African Police Service	0	11	3	5	3	0	0	6 months
SA Council for the Non-Proliferation Of Weapons of Mass Destruction	0	1	0	0	1	0	0	
Nuclear Energy Corporation of SA	0	1	0	0	1	0	0	
ARMSCOR	0	2	0	0	2	0	0	
Office of the Auditor General	0	1	0	0	1	0	0	
Health Professions Council of SA	0	6	2	4	0	0	0	3 months

Requestee	Carried Over	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Internal Appeals	Court Action	Average Response Time
Dept. of Health	0	1	0	0	1	0	0	
University of Pretoria	0	1	1	0	0	0	0	2 months
University of the Witwatersrand	0	3	0	2	1	0	0	4 months
Iscor	0	1	0	1	0	0	0	1 month
<b>Provinces</b>								
Limpopo	0	7	0	0	7	0	0	
Mpumalanga	0	4			4***	0	0	3 months
KwaZulu-Natal	0	2	0	2	0	0	0	1 month
Western Cape	0	3	0	3	0	0	0	6 months
<b>Total</b>	<b>11</b>	<b>96</b>	<b>27</b>	<b>40</b>	<b>37</b>	<b>11</b>	<b>4</b>	

\* 2 of these were withdrawn

\*\* 1 request transferred to the Dept. of Justice

\*\*\* In this case records were received but could not be used for research purposes as they were either not readable or they could not be connected to the request