



SOUTH AFRICAN HISTORY ARCHIVE

ANNUAL REPORT

2004



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1 MISSION

The South African History Archive (SAHA) is an independent human rights organization 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 that appoints dedicated professionals to achieve its mission. Although closely connected in its formative years to the United Democratic Front, the Congress of South African Trade Unions and the African National Congress, SAHA has always been politically non-aligned and committed to collecting material from organisations and individuals across a broad spectrum. SAHA's founding mission is to strive to recapture our lost and neglected history and to record history in the making. This informs a focus on documenting the struggles against Apartheid and an equal emphasis on documenting the making of democracy. With its physical positioning at the University of the Witwatersrand, there is a special endeavor to weave the collections into processes of education for democracy.

2 OVERVIEW

2.1 INTRODUCTION

This was another very good year for SAHA. As will be seen throughout this report 2004 was a year of significant breakthroughs in community outreach. The Struggle for Justice Programme (SFJ) reached a larger, previously disadvantaged audience in Alexandra, and by addressing the backlog of collections, donated as far back as 1992, ensured better access to valuable archives. The Freedom of Information Programme (FOIP) reached more communities of the previously disadvantaged of Attridgeville, especially through its Nuclear History Project. Through the re-launch of our user friendly website, the republication of the SAHA guide to the archival resources, the publication of the newsletter, an international conference held in October, the re-print of *Images of Defiance* and the *Images of Defiance* exhibit held at MuseumAfrica, we began to reach new audiences. The coming year will be about sustaining these relationships. The achievements of 2004 have further established SAHA as a cutting edge organisation in the fields of access to information and archives both in South Africa and abroad.

2.2 RESTRUCTURING AND ORGANISATIONAL MANAGEMENT

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. As this Report demonstrates, the repositioning has been successfully executed. Throughout the period 2001-2003 considerable work was done to provide SAHA with the organisational base to support this

shift. The final phase of this work was completed in 2003 and comprised of three central factors. Firstly, adequate resources were secured for the first time in a decade (see Section 2.3 below). Secondly, three new Board members were appointed with the credentials to support and promote the new direction being taken by SAHA. And thirdly, the organisation was restructured around three core programmes - the Struggles for Justice Programme (SFJ), the Freedom of Information Programme (FOIP) and the Gay and Lesbian Archives (GALA). A co-ordinator position has been allocated to each programme, and fundraising will be achieved on a programme basis. The Director and the co-ordinators ensure high-level management and, where relevant, integration. It should be noted that in 2004 the Director took leave of absence to the Nelson Mandela Foundation as Project Manager of the Centre of Memory. He has continued to provide mentoring services to Sello Hatang, the new Director of SAHA, as well as to all of SAHA's Programme co-ordinators. The former Director works for SAHA one day per week and is also available to provide further support when needed.

SFJ is an expansion of SAHA's traditional collecting function. The aim of the Programme is to contribute to continuing struggles for justice in South Africa by documenting forgotten or marginalized histories. This is achieved through collecting, processing, preserving and making available to human rights activists and the general public materials which contribute to the living memory of struggle, undertaking research and analysis based on such materials and disseminating the results. In 2004 a programme co-ordinator was appointed for the first time to ensure the success of this programme. See Section 3.1 of this report for an account of the programmes activities in 2004.

FOIP was formally established in 2002 with four objectives. First, to be the flagship endeavor for repositioning SAHA as a human rights archive. Second, to test the right of access to information in South Africa. Third, to build up an archive of materials released in terms of the Promotion of Access to Information

Act and fourth, to undertake research and analysis around freedom of information. See Section 3.2 of this Report for an account of this programmes activities in 2004.

In 1997 the Gay and Lesbian Archive (GALA) was launched as an independent special project of SAHA. For SAHA this was a valuable extension of its existing collections that echoed the organizations 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 fulfill its role as a community initiative. 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 comprise of 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 history collection of both past and present material. Notwithstanding endeavours to integrate GALA more effectively into the broader SAHA family, 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 GALA’s work in 2004.

SAHA has a close and complex relationship with the Historical Papers Department (HP) of the University of the Witwatersrand Library. The latter gives SAHA and GALA physical space, infrastructure and the assistance of Library members of staff. In significant ways the SAHA and GALA collections are integrated with the broader HP collections. It is crucial that SAHA and GALA operations correspond with broader HP and University policies and processes. Good working relationships were also effected with the University’s Graduate School for the Humanities and Social Sciences (see also Sections 3.1.4.1 and 4.3 of this Report), the University

Archives and a number of other University departments.

2.3 RESOURCES

Since 1994 SAHA has benefited in numerous ways from its relationship with the University of the Witwatersrand. The provision of free physical space, infrastructure and the assistance of Library staff are crucial to the sustainability of the organisation. However, in the past few years this arrangement has changed in fundamental ways. During 2002, for the first time, SAHA was required to pay for its telephone accounts. In 2003 the decision was taken by the University to charge for fax and photocopying services, for photocopying paper and for rental of additional space occupied by GALA. In 2004, SAHA/GALA were requested to start paying for all archival boxes and folders used to hold SAHA/GALA collections. This relationship continues to be monitored by both the SAHA board and the University and will undoubtedly take on a new shape in years to come.

The period 2000-2004 has seen a substantial infusion of resources. Budgets (excluding GALA) have risen from R160 000 to R2 647 244 in these five financial years. The fundamental achievement of 2004 was securing core funding throughout 2006 and up until the close of 2007. We also secured a further R200 000 for broadening the funding base in 2005. This has enabled SAHA to transform what was essentially a holding operation into a proactive and multi-faceted endeavor. The improvement in support services (notably financial management), the capacity to purchase new equipment and the expansion of human resources have contributed to this development. In 2000 SAHA had one full-time staff member. In 2004 the organisation drew on the services of seven staffers, fourteen independent contract workers, and four volunteer workers. Three of 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 Section 4.3 of this Report for an account of human resources management).

2.4 PARTNERSHIP

As in 2003, SAHA's success in 2004 was realized through the establishment of good working relationships with other organisations through significant breakthroughs in outreach to new Community Based Organisations (CBOs). These ranged from formal partnerships to loose collaborative endeavor, from joint projects to the sharing of information and resources. On the University of Witwatersrand Campus, SAHA worked collaboratively with the Graduate School for the Humanities and Social Sciences, Historical Papers, the Research Unit for Law and Administration, the School of 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 Human Rights Commission, the Justice College, KwaZulu-Natal Province, National Archives, North West Province and the National Prosecuting Authority (NPA). Organisations based outside South Africa with which SAHA worked during 2004 included UNESCO (SAHA was declared a co-operating organisation in the South African National Commission of UNESCO), the Eastern and Southern Africa Regional Branch of the International Council on Archives (ESARBICA), the International Council on Archives (ICA), the International Records Management Trust (IRMT), the National Security Archive (Washington DC), Queens College (City University of New York), the University of Michigan, International Research on Permanent Authentic Records in Electronic Systems (InterPARES), and the Swiss National Scientific Research Foundation. Other South African organisations with which SAHA had working relationships included the Anti-privatization Forum, the Baragwanath Perinatal HIV/AIDS Research Unit, the Biko Foundation, the Centre for the Study of Violence and Reconciliation, the Freedom of Expression Institute, Forest Group, Freedom Park Trust,

Idasa, the Institute for Advanced Journalism, Jubilee South Africa, Khulumani, the Nelson Mandela Foundation, the Open Democracy Advice Centre, Robben Island Museum, the South African Society of Archivists, the SABC, Earthlife Africa, Ceasefire Campaign, Bio-Weapons Prevention Project (BWPP) and the Atteridgeville Community Based Organisations (CBOs).

3 PERFORMANCE REPORTS

3.1 SFJ 2004 PROGRAMME REPORT

3.1.1 INTRODUCTION

The Struggles for Justice Programme (SFJ) was launched in 2002, after SAHA was formally restructured. SFJ is dedicated to preserving and creating access to collections of records that document struggles against Apartheid, as well as the struggles that continue in Southern Africa and as such carries with it the original motivations behind the formation of SAHA in 1988. Currently, SFJ is looking to expand on these motivations in response to new challenges faced by the Heritage Sector, and to support the functions of SAHA's other programmes in our mutual pursuit of justice.

SFJ receives part of its funding from Atlantic Philanthropies who provided R 609500 for the programme in 2004. SFJ is also funded by the Rosa Luxemburg Foundation, providing a further R 335000 in 2004. A top priority for 2004 was to establish a firm foundation and operating infrastructure for the newly staffed programme. This objective was achieved. With the aid of core and supplementary funding and the expansion of human resources dedicated to the Programme, the co-ordinator was able to address critical issues, such as the large backlog of materials waiting to be processed, and to grapple with larger organisational issues, such as better co-ordination of SFJ's processing, arrangement and description processes with those of GALA, FOIP and Historical Papers. Other critical achievements include the re-launch of SAHA's website, the

production of an updated printed guide to SAHA's collections, the reprint of the *Images of Defiance* book and the exhibition of a collection of these posters at MuseumAfrica.

3.1.2 MANAGEMENT AND INFRASTRUCTURE

Sam Jacob began his tenure on the 1st April 2004. In the first few months he was given an intensive orientation in all aspects of SAHA, including meetings with staff dedicated to FOIP, GALA and Historical Papers.

The Struggles for Justice Programme Co-ordinator is assisted by the Office Administrator as well as the Programme Information Analyst, who has managed the upgrade of the new website as well as providing administration for SAHA's computer and database resources. Five independent contractors were retained to significantly reduce the programmes processing backlog. Three student workers and one volunteer also assisted in this function.

At the beginning of June, Oliver Barstow commenced work as the Special Projects Officer at SAHA, after first providing support to FOIP and SFJ. His contract specifies that he will work on the SFJ Programme around two days per week, assisting the SFJ Co-ordinator and Programme Information Analyst. He has been provided with ongoing orientation and training to enable him to carry out his duties with respect to SFJ including progressive processing assignments and training in the use of the InMagic database, SAHA's electronic resource. Oliver Barstow's efforts were critical in the upgrade of SAHA's website, the republication of the SAHA Guidebook and the processing of several collections, including the Hilda and Rusty Bernstein Papers.

Ethel Kriger was retained in 2004 to complete her work on the TRC Archival Audit (3.1.10.1).

Dr. David Wallace of the Catholic University (USA) visited SAHA in May 2004. SAHA made significant progress in the second half of the year regarding matters addressed by his up-dated report. Dr. Wallace visited SAHA again in the second half of November to collaborate in developing a formal evaluation tool for SAHA's programmes and make an input into the development of its Work Plan for 2005.

3.1.3 OUTREACH

Outreach can be broadly understood to mean any effort by SAHA to make its resources extensively utilized by a larger subset of researchers, both within South Africa and internationally. Many efforts described below also function to bring greater attention to SAHA and its resources, including efforts detailed in the sections dedicated to professional support, liaison and educational programmes (3.1.4), advocacy (3.1.5), special projects (3.1.10) and freedom of information work (3.2).

SAHA recently redesigned its website, including an up-dated section dedicated to the SFJ Programme, in accordance with a plan arising from Dr David Wallace's report on his visit to SAHA in May. External consultants were employed to produce the finished product in liaison with the Information Analyst, both Programme Co-ordinators and the Special Projects Officer. The website redesign improved access to SAHA's collections in several ways. Descriptions of recent collections that have been acquired and processed were included on the website. New forms were included for users to submit queries directly to the appropriate SAHA staff members, if they are interested in a particular collection, or would like SAHA to submit a PAIA request on their behalf. Added contextual information emphasizes the difference between SAHA's arrangement and description practices before and after 1992. The external consultants greatly improved the

website's architecture and navigability, allowing users to access information with less effort.

SAHA also released an updated version of its printed guidebook utilizing the same external consultants that updated the website, which reduced the amount of effort required by SAHA Staff to update this resource. The printed guidebook saw many improvements in design and content, most of which should be attributed to the Special Projects Officer. Users now have a more consistent and complete printed guide to all of the resources and services that both the SFJ and FOIP Programmes can provide. The external consultants and the Special Projects Officer also produced a printed newsletter in an effort to encourage more research interest in recently acquired collections and to highlight improved SAHA services.

The launch of the updated website, along with the release of the newsletter and new printed guidebook, coincided with the conference that SAHA organized on the 14-16 of October with the Rosa Luxemburg Foundation that addressed the theme "Justice, Unfinished Business and Access to Information." The conference compared the experiences of citizens living in the Former East Germany with those in present day South Africa. Keynote speakers included Hans-Jochen Tschiche (Germany), Don Matera, Richard Calland and Heinrich Fink (Germany). Panelists included Terry Bell, Graham Dominy, Thembeke Mafumadi, Mark Arenhovel (Germany), Mothusi Lepheane, Teboho Makalemele, Sello Hatang, David Banisar, Iain Currie and Anita Kleinschmidt. Although historically, these experiences emerged to be very distinct, many themes emerged, helping archivists and citizens present from both South Africa and Germany to realize the importance of privacy and access to information when dealing with records of a traumatic past. SAHA and RLF hope to release proceedings or extracts in the upcoming year.

In August of this year, *Images of Defiance: South African Resistance Posters of the 1980s* was reprinted in its second edition by STE Publishers as part of larger efforts to celebrate South Africa's ten years of democracy. The second edition was made possible by generous endorsement from the City of Johannesburg. Ravan Press originally printed the book in 1991, through collaborative efforts between the South African History Archive and the Posterbook Collective comprised of Emilia Potenza, Marlene Powell, Charlotte Schaer, Judy Seidman and Maurice Smithers. The second edition has been published as the book was originally conceived and stands as an expression of the innovative methods by which activists managed to get their subversive messages across during years of extreme political persecution. The book was launched on the 7th of November at the Nelson Mandela Foundation; the event included public speeches by Verne Harris, Amos Masondo, Jay Naidoo, Charlotte Schaer, Emilia Potenza and Reedwaan Valli.

The City of Johannesburg also funded the exhibition at MuseumAfrica from the 25th of April to the 25th of July titled *Images of Defiance: South African Resistance Posters*. The exhibit consisted solely of an estimated 700 posters that comprise only a fraction of SAHA's extensive poster collection. The exhibit brought SAHA and a key component of the SFJ collection into the public eye and resulted in the Director being interviewed on television by the SABC. Largely due to the efforts of Jillian Carman and Judy Seidman, the curators of the exhibit, members of the public were able to engage with a diverse and rich set of posters relating to the many struggles fought in Southern Africa in opposition to Apartheid and the persecution that preceded it.

As part of the larger celebration of the ten years of democracy in South Africa, materials from SFJ collections were included in several other exhibits during this year. Posters in SAHA's collection were used in the Democracy X exhibit held at the Castle of Good Hope in Cape Town from the 21 April until September (and

extended to February 2005). Posters are also on display at Constitution Hill as part of the mission of this public heritage site. FOCUS on SABC2 used posters and ephemera (such as stickers, pins and banners) from SAHA's collection for a programme documenting Afrikaans struggle. By using a variety of archival material SAHA Staff also played a critical role in aiding students and staff members of Khanya College in organizing an exhibit showcasing the place of women in the struggle as part of the Women's day celebrations. SAHA also provided guided tours of its facilities to groups and individuals, including children from Alexandra Township and many of the attendees of the October conference.

3.1.4 PROFESSIONAL SUPPORT, LIASON AND EDUCATIONAL PROGRAMMES

Work in this area can be divided into five main categories. First, support to educational teaching programmes (3.1.4.1). Second, organisational participation (3.1.4.2). Third, consultancy and informal advisory services (3.1.4.3). Fourth, advocacy work (3.1.5) and fifth freedom of information work (3.2).

3.1.4.1 Educational Programmes

In the late 1990s the University of the Witwatersrand Graduate School for the Humanities and Social Sciences identified the need for a postgraduate course in archives positioned within its heritage programme. The School regards the archive as an important but often neglected institution of scholarly endeavor and public culture. The course introduces students to archives as a concept, a discourse, a profession and a practice of memory construction. This is accomplished by exploration of the interfaces between conceptual spaces and specific sites of archival praxis. Students interested in pursuing archival careers develop the essential intellectual tools needed in the workplace. Practicing archivists are enabled to rethink what they do and are provided with the

intellectual nourishment to enrich their practice. All disciplines, particularly in the humanities and social sciences, rely to a greater or lesser degree on the appropriate interrogation of memory resources. The course provides students with an appreciation of the constructedness of memory, and hones their skills in utilizing memory resources.

From 2001 to 2003 SAHA's Director, Verne Harris, taught the course, titled "Reading the Trace: Memory and Archives" through an arrangement with the University whereby a third of his time was devoted to the course. In 2004, although on leave of absence to the Nelson Mandela Foundation by SAHA, he continued to meet his obligations to the course.

A two-day seminar "Reading the Trace: Memory, Archives and Information" initiated the longer course in July. As in 2003, the seminar was highly successful, attracting 33 course-goers, including 6 students registered for the full course. Attendance certificates were distributed to all participants. The full course was run between July and November 2004, with three students at the masters level and three at honors level. Verne Harris did most of the teaching, with support from several guest lecturers. All six students passed the course, with one of them receiving a first class pass. Practical work was done under the supervision of Verne Harris and the SAHA Director Sello Hatang. Both the SFJ Programme Co-ordinator as well as the Information Analyst assisted in the practical component of the course. Two Wits students also worked as volunteers at SAHA and in 2004 two other students were registered for a masters research report and a PhD respectively, on an archival topic.

Appropriate benchmarks were identified and the course tested against them:

- Participation in the South African Qualifications Authority (SAQA)-managed National Qualifications Framework process ensured that the course was tested against emerging national standards.

- Verne Harris acted as external examiner for the University of Natal's postgraduate courses in archives, museums and records management.
- The course continued to be submitted to external examination and to international evaluation. The external examiner was Dr. Patricia Hayes of the University of the Western Cape. In January 2004 Professor Wendy Duff of the University of Toronto's Faculty of Information Studies provided an assessment of the course.

3.1.4.2 Organisational Participation

The former Director of SAHA 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*. The former Director was also offered a prestigious Connaught Scholarship (Canada) to pursue a PhD at the University of Toronto and was awarded a Mander Jones Award (Australia) for the special issue "Archives and Indigenous Peoples" of the journal *Comma*, which featured articles by the current Director of GALA as well as by SAHA's Information Analyst. Ethel Kriger is Chairperson of the South African Society of Archivists. Shadrack Katuu is Deputy Editor of the *ESARBICA Journal*. A complete list of articles and papers presented by SAHA staff members in 2004 is appended to his Section (Appendix A).

3.1.4.3 Consultancy And Informal Advisory Services

In terms of consultancy work other than in the terrain of freedom of information, SAHA worked with the Baragwanath Perinatal Unit and various University of Witwatersrand partners in organizing and running two seminars and one conference on the concept of a museum/archive dedicated to HIV/AIDS (See Advocacy below, 3.1.5). The former Director participated in a strategic planning workshop for KwaZulu-Natal Archives. Informal advice and support

was provided to the Freedom of Expression Institute, the KwaZulu-Natal Provincial Archives Service, the South African Society of Archivists, The Sierra Leone TRC, COSATU, ICASA, the East Timor Truth Commission and the Social Movements Indaba. The Director gave a presentation to the North West Provincial Archives on archives, and both the Struggles for Justice and Freedom of Information Programmes. The Director, along with the Freedom of Information Programme Co-ordinator and the former Director, also gave a similar presentation to the North West Provincial Health Department.

3.1.5 ADVOCACY

The primary thrust of SAHA's advocacy work in 2003 was in the arena of freedom of information. Beyond this, SAHA Staff played an important role in shaping debate around the formation of a museum/archive dedicated to HIV/AIDS in collaboration with the Baragwanath Perinatal Unit and funded by the Carnegie Foundation in collaboration with the Wits Institute on AIDS research. The Struggles for Justice Programme Co-ordinator, along with GALA Staff members and the former Director, gave presentations in one seminar organized for the project, as well as during the Conference held in November. A seminar, dedicated to the conceptualization of the museum/archive, was organized by the Information Analyst and was chaired by the Director. Another seminar, dedicated to ethical issues related to documenting HIV and AIDS was organized and chaired by the FOIP Co-ordinator. The Conference itself was administered, chaired and supported largely by SAHA Staff. As SAHA is not solely focused on documenting struggles in the past, but also continuing struggles, and as HIV and AIDS is central challenge in Southern Africa, it was essential that SAHA contribute its voice and experience to this project. A list of papers and presentations by SAHA Staff members in 2004 is included as an appendix to this section (Appendix A).

The TRC Archival Audit and TRC Oral History Project (3.1.10) were other important ways in which the SFJ Programme performed an advocacy role in determining what is made accessible to the public. SAHA worked with other repositories to ensure that a wider base of users would be able to access the various personal and organisational records associated with the TRC process. In the co-ordination of the processing of papers relating to the TRC, SAHA is working with the National Archives to ensure that specific TRC records could be accessed at both institutions. In seeking to determine what information on the TRC has begun to dissipate, either in the form of TRC-related records and resources moving around the world alongside various individuals or in the form of institutional and personal memories with the TRC as a process, SAHA aims to both augment and engage with the nature by which more complete access to information can aid the reconciliation process.

3.1.6 CUSTODY, CONTROL AND PRESERVATION

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

The various control mechanisms upgraded and expanded in 2002 and 2003 were maintained and enhanced in 2004. Dr David Wallace (then a professor of Archives and Records Management at the University of Michigan) was brought out to conduct a review of SAHA's archival resources. Follow-up work continues in 2005.

Good progress was made with the processing of existing backlog materials (See Section 8 of this Report for an account of arrangement and description work undertaken). This is largely due to the securing of funding to

systematically address the challenge as well as the appointment of a Programme Co-ordinator to oversee the process.

SAHA is part of continuing endeavours to address preservation issues at the Library. A large number of the materials in the backlog that were processed this year were from earlier accessions, some acquired as far back as 1992. Due to limited storage space, many of these collections still remained in their original boxes and were susceptible to damage by dust and mould. These records were prioritized for processing both for preservation and access purposes. Materials were immediately re-located to more suitable storage locations, placed in new folders and re-boxed as soon as possible. Due to these efforts researchers can now access the collections.

In 2001 the deterioration of sound recordings on cassette tapes was identified as an area requiring attention. SAHA, GALA and Historical Papers conceptualized a digitization project, involving the conversion of audiocassette into CD format. SAHA purchased the equipment and paid for staff training. Conversion work began, with the intention of converting all sound recordings of the three organisations through a sharing of human and other resources. In 2004 the software was upgraded and enhanced training secured. SAHA converted a 108 interviews to CD by the end of 2004.

3.1.7 ACQUISITION

The substantial increase in acquisitions of vital collections in 2003 continued in 2004, primarily in the Freedom of Information Programme (3.2) and the TRC special project (3.1.10). The substantial archive of materials released under the Promotion of Access to Information Act was consistently added to throughout the year. Most acquisitions were from the South African National Defence Force, the National Archives, the Department of Justice and the Department of

Foreign Affairs. The TRC special project secured the acquisition of 50 major collections of TRC-related material due to the archival audit and 59 oral histories relating to the TRC process (3.1.10).

Collecting around struggles against Apartheid continued. During the year 8 donations of materials were effected, in the main from individuals who were activists during the Apartheid era, including Bart Luirink, Barbara Harmel, Franco Frescura, Lucia Raadschelders and Hilda and Rusty Bernstein. SAHA Staff members also sought to augment SAHA's poster and ephemera collections with materials relating to the 2004 election as well as the death of Beyers Naudé. A more complete list of SFJ accessions in 2004 is included as an appendix to this section (Appendix B).

3.1.8 ARRANGEMENT AND DESCRIPTION

Arrangement and description are the key professional processes ensuring the accessibility of archival records. In order to address the huge backlog of unprocessed materials and to ensure that all new acquisitions were processed on receipt, three WITS students doing practicals or working off bursaries were utilized and six occasional workers paid to do specific tasks. Considerable one-on-one training and supervision were required to support this endeavor. Approximately 40.6 linear metres of material were fully processed, and another 8.3 linear metres were subjected to preliminary processing. This reduces the backlog to an estimated 10.2 linear metres. Many of the materials arranged and described this year were from earlier accessions, some as far back as 1992. A complete listing of materials and collections arranged, described and sorted in 2004, as well as a listing of remaining collections that require further processing, is included as an appendix to this section (Appendix C).

Other tasks completed are as follows:

- Dr David Wallace of the University of Michigan reviewed the existing InMagic databases.
- Good progress was made with the encapsulation of newly acquired posters.
- The descriptions of collections were updated in the process of upgrading and redesigning the SAHA website.
- The reformatting of SAHA's inventory structure, to remain consistent with international standards as well as new institutional criteria articulated by Historical Papers. SAHA inventories now feature indices as well as more contextual information about the collection. These added features allow the user to access information by subject points as well to determine basic contextual information about the collection.

3.1.9 ACCESS AND USE

SAHA and GALA are physically located in the Historical Papers Department of WITS University at the William Cullen Library on East Campus. A single reading room accesses all three archives and is serviced by Historical Papers professional staff that integrates knowledge of all three collections. SAHA and GALA staff provides expert support when required. The reading room is open to the public on weekdays (except public holidays) between 08:30 and 16:00 where guides, inventories, indexes and reference books are available for inspection. The SAHA special collections are searchable electronically, with the databases accessible in the SAHA office. The great majority of the users in 2004 were students, academics and professional researchers.

Reaching a wider audience remains imperative for SAHA. The updates of both the website and printed guide now provide remote users with a more complete window into SAHA resources. See Section 3.1.3 for an account of website use

and electronic dissemination of information. The content of the Guide to the Resources of the South African History Archive has been converted into entries on the automated and web-accessible National Register of Manuscripts.

The digitization of SAHA's sound recordings (3.1.6), while motivated primarily by preservation concerns, is also designed to position SAHA to make the materials more widely available. Once information is digitized, it is much easier to copy and make available to researchers in a variety of formats, such as hosting relevant portions online or sending entire interviews to remote researchers on CD. 2005 will see improvements in the use of digitization to increase access to SAHA materials, as the digitization phase of materials collected from both the TRC Archival Audit as well as the TRC Oral History Project will begin (3.1.10).

Several thousand telephonic and email enquiries were dealt with during 2004. Many of these were related to the materials secured through FOIP (3.2).

SAHA contributed to a number of exhibitions of archival materials in the University of the Witwatersrand William Cullen Library and loaned materials to various institutions.

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

3.1.10 SPECIAL PROJECTS

SFJ pursued one special project in 2004:

The joint SAHA/Wits Historical Papers Special Project on the Truth and Reconciliation Commission (SPTRC) launched in 2003 entered its second year. The SPTRC is funded by Atlantic Philanthropies to the tune of R1 238 000 over a three-year period. Phase 1 involved conducting a comprehensive

archival audit of records generated by the TRC as well as records created about the TRC. To this end research was conducted into the TRC itself as well as into TRC-related processes, with the focus being the creation of records as well as record keeping processes. The object of the SPTRC is to produce a Directory for TRC Archival Resources for publication, which will serve as a finding-aid for the records accumulations identified and located in the course of the audit.

The second phase is targeted at processing those accumulations acquired through the audit, undertaking an oral history project that complements the non-oral TRC archive and publishing the Directory. The Directory will be published in the first half of 2005.

Ethel Kriger was appointed to drive Phase 1. She has completed the audit and produced the Directory, which is currently undergoing a final edit. Ethel has also initiated and supervised the acquisition of 50 major collection that she has processed. The following are examples of the collections that she has acquired:

- Proceedings of conferences of the Centre for the Study of Violence and Reconciliation (CSVR) and Wits History Workshop, the Protestant Academy of Bad Boll (Germany) and the UNISA Christian Research Institute.
- The records of proceedings of *The State vs. PW Botha*, which give insight into the covert workings of the State Security Council (SSC), as well as Botha's appeal against his conviction and sentence (*PW Botha vs. The State*). The collection of *The State vs. PW Botha* was acquired in terms of the Promotion of Access to Information Act (PAIA).
- Reports on the Truth and Reconciliation Commission of the Office of the Auditor-General
- The Zapiro TRC Cartoons Collection
- From the **Legal Sector**: The Julian Knight and Rudolph Jansen Collection,

which comprises in the main of Dirk Coetzee's amnesty application and all the Exhibits used in that case. The Gilbert Marcus TRC Collection, the records of proceedings of the case heard in the High Court of South Africa (Cape of Good Hope Division) in the matter between the Inkatha Freedom Party (IFP) and the Truth and Reconciliation Commission (TRC). The Jane Argall Collection, a researcher who worked in the Durban Regional Office, supplements the latter collection.

- All submissions made to the TRC by the various faith communities (44)
- The TRC Archive of the CSV. This includes all its paper-based documents, conference proceedings (electronic link), as well as their Amnesty and Human Rights Violations databases
- Various collections pertaining to gender, arts and culture, victims/survivors and perpetrators.
- A List of Court Judgments and Decisions. This list comprises the 32 court pronouncements relating to the legal challenges faced by the TRC during its operations. Citation details, leading the researcher to the location of the physical records collections.
- Audio-visual materials from organisations such as IDASA, Khulumani Support Group and the Human Rights Media Centre.

In addition, Ethel Kriger compiled a 30-page Select Bibliography on the South African Truth and Reconciliation Commission, which is appended to the Directory.

Anne Simon and Chandrè Gould were contracted to complete the oral history component of the SPTRC. To date 53 interviews have been conducted with former employees of the TRC. These include 8 Commissioners, the 4 Regional Managers from the Regional Offices, 14 investigators and 4 researchers. Additional interviews will be conducted during the first half of 2005 bringing the total number of interviews to 70 (of a total TRC staff complement of 556, i.e. 12.5

%). A preliminary report on the interviews is available on request.

The third phase of the SPTRC, viz. the digitization phase started on a small scale towards the end of 2004 and will be completed by the end of 2005.

3.2 FOIP 2004 PROGRAMME REPORT

3.2.1 INTRODUCTION

SAHA's Freedom of Information Programme was formally launched in 2002, with core programme funding from Atlantic Philanthropies in place to sustain it for three years. A supplementary grant of R200 000 was received from the Joseph Rowntree Charitable Trust (JRCT) for 2002. The top priority for 2002 was to establish a firm foundation and operating infrastructure. This objective was achieved. SAHA's work plan for 2003 facilitated the development of FOIP into a sustainable core function of SAHA. Critical to this endeavor was attracting supplementary funding for the year and expanding human resources. In March the JRCT awarded SAHA a further R400 000 for FOIP, to be paid in eight tranches between July 2003 and July 2005. Atlantic Philanthropies has now committed itself to provide further core funding for the Programme until 2007. The new funding and the previously reported expansion and success of the programme since its inception has enabled for the consolidation of FOIP as a sustainable core function of SAHA. SAHA continues to make many requests for information with respect to undisclosed matters and unresolved issues arising from the Apartheid era. Requests for files of the Security Legislation Directorate and successors of apartheid's security agencies, those of the Truth and Reconciliation Commission (TRC), those relating to South Africa's former Nuclear Weapons Program and other records of the Apartheid Military play an important role in supporting continuing struggles for justice, resolving damaging allegations with a continuing impact on the lives of individuals and

providing lessons for other countries in dealing with the legacy of a repressive past. Additionally and in accordance with this year's Work Plan, the most notable feature of in 2004, particularly in the second half of the year, has been progress in collaborative endeavours between SAHA, other NGO's and the community. This appears likely to continue to be a feature of SAHA's work next year. SAHA has also become involved in a number of endeavours with a Southern African regional focus.

3.2.2 MANAGEMENT AND INFRASTRUCTURE

Sello Hatang remained Programme Co-ordinator until his appointment as SAHA's new Director on 1st June 2004, having been Co-ordinator since March 2002. Rolf Sorensen, who had been FOIP Special Projects Officer since 1st July 2003, has been Programme Co-ordinator since 1st June 2004. In the second half of 2003 he was given intensive orientation and one-on-one training in all aspects of FOIP, as well as external training in using the FOIP databases. Sello Hatang has retained some of his previous responsibilities in his new role as Director and also continues to support the Co-ordinator's management of the Programme. The Office Administrator provides administrative support and the former Director, who continues to work for SAHA for one day a week is available for additional support.

The Programme Information Analyst has now been employed by SAHA for some fifteen months. His initial contract was amended earlier this year converting his previous two and a half days to three and a half days a week. At the beginning of June, Oliver Barstow commenced work as the Special Projects Officer at SAHA, after first undertaking some weeks of casual work. His contract specifies that he will work on the FOIP Programme for three days a week, assisting the FOIP Co-ordinator and Programme Information Analyst. He has been provided with ongoing orientation and training to enable him to carry out his duties

with respect to FOIP and with training in the use of the InMagic databases used as the FOIP information support system. Two independent contractors were also retained, one to continue work on SAHA and GALA's Joint Project on Gays in the Apartheid Military and the other to commence work on a new project examining the policies and practices of Government Departments on electronic records and Freedom of Information.

Dr. David Wallace of the University of Michigan made a further visit to SAHA in May 2004. SAHA made significant progress in the second half of 2004 regarding matters addressed by his up-dated report. This included implementing a significant re-design and update of SAHA's Web Site and a quality upgrade plan addressing all FOIP information support systems. As discussed in Section 3.2.5 below, the Programme Information Analyst and the new Special Projects Officer were largely responsible for liaison with the external consultants employed to produce a final version of the new Web Site, while both Programme Co-ordinators and other staff up-dated relevant content of the Site. All FOIP information support systems were sustained and updated regularly in the report period – a filing system to manage hard copy documentation, an inventory of materials released in terms of PAIA and two InMagic databases. Dr. Wallace visited SAHA again in late November to collaborate in developing a formal evaluation tool for SAHA's programmes and to give input into both the development of its Work Plan for next year and into a FOIP project investigating the application of PAIA to electronic records in the South African Public Service.

FOIP's legal support capacity remained strong in the report period. Two University of the Witwatersrand (WITS) law lecturers provided legal advice at a nominal cost. Wits Law Clinic undertook much pre-litigation support, also at nominal cost. Lisa Thornton Attorneys continued to undertake litigation work on a pro bono basis during the first half of the year and Nicolls Cambanis and Associates have done so since Ms Thornton took leave from practice earlier this year. SAHA has identified at least one advocate potentially willing to provide

advice and representation on a pro bono basis.

3.2.3 ACCESS TO INFORMATION

Focus of access work during 2004 centered on the following areas:

- Requests for a large number of medical files of workers involved in the nuclear industry, on behalf of these workers and in collaboration with Earthlife Africa and the Confederation of South African Trade Unions (COSATU).
- Numerous requests on behalf of individuals for their files held by various successor agencies to those of the Apartheid security establishment.
- Significant new work on a final phase of the HIV/AIDS Access to Information Project (See Section 3.2.8 below).
- Internal appeals against refusals of access to information requested pursuant of the Nuclear Weapons History Project (See Section 3.2.8 below).
- Advocacy (See Section 3.2.4 below) and associated requests for information and internal appeals against refusals of access, particularly regarding utilities.
- Support of ongoing court action against the Minister of Justice for refusing access to 34 boxes of 'sensitive' files from the Truth and Reconciliation Commission (TRC).
- Several requests regarding animal rights formulated in liaison with organisations working in that field.

129 requests were submitted in the report period. 88 of these were on behalf of individuals or groups who asked SAHA for assistance. Whilst the emphasis was somewhat different at different times of the year there were particular

categories of requests, which accounted for significant proportions of the total. 28 requests were for medical files of workers involved in the nuclear industry. 25 requests were for files of the Security Legislation Directorate on behalf of individuals to whom they related. 21 requests related to HIV/AIDS policies and associated practices and 19 requests were designed to observe the operation of the Act with respect to different categories of requesters and requests whilst obtaining information of use to those who formulated the requests. The remainder consisted of a mix of requests regarding the TRC and the Apartheid-era security establishment, other individuals seeking SAHA's assistance to retrieve personal files, purchases of military equipment, utilities and animal welfare (See Appendix D).

There has been a reduction in the rate of requests for individual files facilitated by reference to the Index of Security Legislation Directorate files held by SAHA and publicized by This Day newspaper at the time of the Hefer Commission. In the immediate aftermath of these events, many queries to the newspaper about the index were directed to SAHA as its original source. SAHA plans to add to its Web Site a specific reference to the availability of an index and access to individual files listed in it, which may facilitate renewed interest in this area.

Internal appeals were made against the Department of Defence in relation to the Nuclear Weapons History Project and against Eskom with regards to requests for information about the pricing of electricity. A further two internal appeals against 'deemed' or 'mute' refusals of requests pursuant to the Nuclear Weapons History Project by the Office of the President are imminent. Finally, SAHA will also hopefully launch an internal appeal in the case of refusal of access to a personal file of a requester in a case in which seemingly inadequate reasons were given for this refusal. Increased resort to internal appeals may become a feature of SAHA's work on access to information next year.

Subject to court action against the Minister of Justice just over half the 'sensitive' records of the TRC were released late last year (two years since court

action began), most without any masking. The action was adjourned three times this year at the request of the Department. SAHA's hope has been that forbearance will help to facilitate a settlement. The Department of Justice has translated the records and provided access to other records, mainly regarding chemical and biological weapons, which are quite voluminous in themselves, but less so in proportion to documents not yet available to SAHA. The Department's reasons for refusing access to remaining records are now more satisfactory to SAHA. SAHA will finalize its position regarding these remaining issues in the near future, but is confident that any issues that are litigated will be substantive in regarding PAIA's interpretation rather than frustrating basic issues of procedural compliance with PAIA. This is consistent with SAHA's approach over the last few years of using litigation to resolve such substantive issues, whether through settlement or contested hearings. Settlement of previous actions enabled SAHA to begin 2004 with only a single action outstanding, compared to five during the first half of 2003.

A number of other releases of records occurred during 2004. A significant volume of documents regarding implementation of corporate HIV/AIDS policy were recently obtained from AngloGold and Ford without having to use PAIA in the first instance, pursuant with SAHA's HIV/AIDS Access to Information Project. SAHA is also seeking to access similar records from Eskom, Goldfields, Ithala Development Finance Corporation and Volkswagen. Similar documents were obtained from Telkom and Umgeni Water using PAIA earlier in the year.

The Department of Foreign Affairs provided 'unmasked' copies of documents previously released with masking in response to requests pursuant with SAHA's Nuclear Weapons History Project [See Section 3.2.8 for further comment on SAHA's Special Projects]. SAHA obtained a copy of the Department of Foreign Affairs filing index, which will hopefully assist with future requests. SAHA recently secured physical custody of records regarding Swiss/South African Military Relations under Apartheid released by ARMSCOR in May to the Swiss National

Scientific Research Foundation in response to requests on its behalf made by SAHA. Their release occurred after eighteen months and intervention of the Minister of Defence and names of relevant Swiss companies remain masked, an outcome the Foundation has accepted for practical reasons. In response to an internal appeal by SAHA the Minister of Justice released documents used in the decision to exempt the National Intelligence Agency and South African Secret Service from the requirement to compile a PAIA Manual. The record of the proceedings in P W Botha's trial for contempt of the TRC at the George Magistrates' Court was obtained late last year for under 5,000 Rand using PAIA, after the private transcription service which now holds it originally demanded over 60,000 Rand for its release. SAHA also obtained television footage of elephant culling in Kruger National Park.

It is pleasing that SAHA's liaison with National Archives has resulted in a streamlining of the retrieval of individuals Security Legislation Directorate files in response to requests on their behalf. The recent acquisition of medical files from the Nuclear Energy Corporation of South Africa of a significant number of ex-nuclear industry workers was also more efficient than in the case of past request. While SAHA has not had positive responses to all requests made in collaboration with other groups and individuals, most of the requests have been dealt with relatively quickly and a range of interesting records were obtained from the Departments of Defence (on suicides in the Defence Forces), Environment (on Fishing Quotas), Finance (on Foreign Aid) and the National Parliament (on turnover of members).

A hearing is pending in the *Mail & Guardian's* court case against the Minister of Defence over a request for access to records regarding companies and countries that dealt with the Apartheid Government while international sanctions applied. SAHA assisted with this request.

3.2.4 LIAISON AND ADVOCACY

SAHA continued close working relationships, involving both sharing of information and joint endeavor, with the Anti-Privatization Forum, Centre for the Study of Violence and Reconciliation (CSV), Freedom of Expression Institute (FXI), Human Rights Commission (HRC), Jubilee South Africa, Khulumani Support Group, the Media Institute of Southern Africa (MISA), National Security Archive (NSA), Open Democracy Advice Centre (ODAC), Public Service Accountability Monitor (PSAM), Queens College (City University of New York), Research Unit for Law and Administration (RULA), and the Swiss National Scientific Research Foundation. SAHA attended a number of meetings of Communication and Information Sector co-operating organisations of the UNESCO Commission of South Africa, having also become a co-operating organisation last year.

New requests pursuant to SAHA's HIV/AIDS Access to Information Project were formulated and submitted in collaboration with the AIDS Consortium, Centre for Health Policy, Treatment Action Campaign and the WITS AIDS Law Project. These enabled the formulation of requests tailored to the needs of civil society organisations working on issues regarding HIV/AIDS and the observation of whether requests were responded to differently to other requests.

New relationships were also developed with the Access to Learning Materials in Southern Africa Project, Bio-Weapons Prevention Project (BWPP), Ceasefire Campaign, Centre for Applied Legal Studies (CAL), COSATU, Earthlife Africa, Foundation for Human Rights (FHR), Independent Communications Authority of South Africa (ICASA), Justice for Animals, National Prosecuting Authority (NPA), Netherlands Institute of Human Rights (Utrecht University), South African Institute of International Affairs (SAIIA), University of the Western Cape (UWC) and Xwe African Wild Life. Recently forged relationships facilitated enhanced efforts to reach communities with the access to information message.

Collaboration with Earthlife Africa and COSATU resulted in large-scale requests for and retrieval of information (See Section 3.2.3 above). Also as a result of this collaboration, SAHA requested information for communities such as those in Atteridgeville on allegedly contaminated areas used for military and nuclear-related activities. Further requests arising from this collaboration should also occur in the near future. SAHA's requests for information from Johannesburg Water on behalf of the Coalition Against Water Privatization (arising from collaboration with the Anti-Privatization Forum) were complemented by requests from Eskom (arising from collaboration with CALS), working with Soweto Electricity Crisis Committee and affected communities. Renewed collaboration with CSVR, FHR, Khulumani, NPA and UWC may generate more requests for communities and families affected by disappearances under Apartheid.

Requests from agencies of the United States Government for documents relating to dealings with South Africa and other Southern African countries under a joint project with the NSA in Washington DC were recently refined. The formulation of requests is now facilitated by reference to digital versions of all the NSA's records on South Africa brought into the country by a researcher and retained by SAHA. The collection is important given the difficulties in accessing records from our own government on the Apartheid government's activities in other African countries and its Nuclear Weapons Programme. Continued collaboration with Queens College on nuclear history was particularly useful in planning and formulating internal appeals against refusal of some requests for information.

SAHA also facilitated two further visits to South Africa during 2004 by United States Freedom of Information and Privacy expert David Banisar. During the first visit, SAHA arranged meetings between Banisar and key players in Freedom of Information in South Africa. During the second, he spoke at SAHA's October Conference addressing the themes of Dealing With The Past, Freedom of Information and Privacy (See Paragraph 5 below). During the same visit, Banisar also spoke at a Workshop on Legal and Ethical Issues relevant to

formation of an AIDS Museum, part of a project of the Perinatal Unit at the Baragwanath Hospital with which SAHA became increasingly involved in the second half of 2004. During the first half of the year, SAHA's Director and Programme Co-ordinator also met Western Australian Information Commissioner Darryl Wookey during a visit to South Africa facilitated by ODAC.

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

- SAHA actively pursued collaboration between civil society organisations involved in casework and promotion regarding Freedom of Information. This included collaboration with previously involved organisations, such as ODAC and PSAM and other organisations that have become involved in the field more recently, such as FXI. These efforts resulted in formation of the Access to Information Implementation Committee (AIICOM), which consolidates the Freedom of Information community. SAHA provided FXI with briefing papers on key lobbying points regarding PAIA and its implementation to assist them in their own newly established programme. Following preliminary discussions with other relevant parties, the Director and FOIP Co-ordinator attended a meeting on closer co-operation at ODAC in Cape Town in August and SAHA then hosted a civil society meeting during its Conference on Dealing With The Past, Freedom of Information and Privacy in Johannesburg in October.
- SAHA continued to lobby for amendments to PAIA. This included a presentation on the need for a cheap and speedy mechanism for resolving disputes made to the Second International Conference of Information Commissioners held in Cape Town at the start of February. It also included a joint Press Release with other civil society organisations calling for the establishment of such a dispute-resolution mechanism under PAIA. The Press Statement arose from the meeting of civil society organisations SAHA hosted in October and also coincided with the release of a major study on Freedom of Information in South Africa and a number

- of other countries by ODAC and Open Society on International Right to Know Day.
- SAHA provided input to the Department of Justice on proposed amendments to regulations made pursuant to PAIA with respect to offences under the Act.
 - The HRC has indicated an intention to refine the presentation of statistics that it is required to publish with respect to the operation of PAIA, addressing some of the issues raised by SAHA in a recent analysis of the coverage, accuracy and usefulness of these statistics. The statistics are important because they are required by PAIA to be published annually, but only appeared for the first time in March this year. Despite limitations in their coverage, they represent by far the most comprehensive set of statistics yet published on the operation of PAIA. Further improvements to the presentation of the statistics remain possible and SAHA intends to continue to contribute to attempts to achieve this.
 - SAHA has retained an independent contractor to commence work on a new project examining the policies and practices of Government Departments with respect to electronic records and Freedom of Information, along similar lines to a project conducted in the United States in recent years.
 - Having obtained documents relied upon by the Minister of Justice in exempting the National Intelligence Agency and South African Secret Service from the requirement to publish a PAIA Manual (See Section 3.2.3 above); SAHA intends to take further steps to stimulate public debate on the adequacy of the grounds for this decision. Terry Bell, on whose behalf SAHA pursued this issue, wrote an article about it that was published in the *Mail and Guardian*.
 - SAHA sent a letter to the Companies Registrar with respect to charging of fees for access to information in excess of those permitted by PAIA and made the Human Rights Commission and Public Protector aware of its

- representations in this respect. This was part of SAHA's ongoing lobbying to ensure that PAIA prevails over less liberal regimes for access to information, as PAIA is stated to be intended to do.
- SAHA's liaison with the National Archives resulted in a streamlining of their procedures for retrieving individuals' Security Legislation Directorate files in response to requests on their behalf and quicker retrieval of these files.
 - SAHA is liaising with the National Archivist with a view to achieving simpler access to records of open hearings of the TRC, without needing to resort to using PAIA.
 - SAHA is also lobbying the National Archivist regarding handling of personal records of persons deceased for over 20 years, which SAHA contends are excluded from the exemption from release under PAIA on the grounds of privacy.
 - SAHA published an open letter to the HRC asking it to seek assurances regarding public access to and opportunity to comment on international agreements on defence related information and their impact on South Africa's constitutional and statutory right to information.
 - SAHA secured the record of P. W. Botha's trial for contempt of the TRC at George Magistrates' Court for under 5,000 Rand using PAIA, after the private transcription service that now holds it originally demanded over 60,000 Rand for its release. It did so by relying on provisions of PAIA with respect to applicable fees and interaction with other legislation imposing fees for access to information.
 - SAHA worked with the WITS Law Clinic and a lecturer at the WITS Law School to address the issue of access by criminally accused and appellants to records of their trials, in light of fees for transcripts and issues regarding copyright.
 - SAHA has become involved in early stages of a campaign together with the Open Society to improve Access to Learning Materials in Southern

Africa by tackling issues relating to matters such as copyright and competition in the publishing industry.

3.2.5 INFORMATION DISSEMINATION

- SAHA launched a re-designed Web Site, including an up-dated page for FOIP, according to a plan arising from David Wallace's report on his visit to SAHA in May. External consultants produced a finished product, in liaison largely with the Information Analyst and new Special Projects Officer. Both Programme Co-ordinators and other staff also updated the content of the site. Statistics on the number of hits on the site during the second half of 2004 were unfortunately not retained by the University of the Witwatersrand, which hosts the site, due to reallocation of responsibilities during change over of personnel in the University's Computer Network Services. The Information Analyst has spoken to relevant personnel and the data will hopefully be retained in future. He has also obtained from them statistics for October 2004, which indicate that there were 112,859 hits on SAHA's Website for that month. Whilst this is consistent with both the sharp increase in hits on SAHA's Website in the first half of this year noted in the last FOIP Progress Report and the trend over the last few years for monthly hits throughout the year to peak in October and November, it is likely that this reflects the recent launch of the Web-Site. The Information Analyst's records reveal that it received an average of over 32,000 hits a month during the first half of 2004, twice the number of average monthly hits in 2003 (See Appendix F).
- Weekly FOIP updates were distributed through the SAHA electronic distribution facility, which reaches over 200 individuals and organisations in many countries.
- SAHA recently published a first edition of a new quarterly newsletter to consolidate and expand on reporting of developments covered

- by periodic updates. An electronic version of the newsletter should shortly be available on SAHA's new Web Site.
- The Director, former Director, Programme Co-ordinator, and Information Analyst presented papers at 25 gatherings.
 - The former Director spoke at the launch of David Fig's new book *Uranium Road: Questioning South Africa's Nuclear Direction*.
 - The media gave significant coverage to work done in terms of FOIP. Numerous newspaper articles appeared, and together the Director, former Director and Programme Co-ordinator gave ten interviews on radio and television.
 - A Conference held in October in collaboration with the Rosa Luxemburg Foundation addressed the themes of "Dealing With the Past, Access to Information and Privacy".

3.2.6 SUPPORTING USERS

SAHA offered assistance to users in formulating and submitting PAIA requests if their subject supported at least one of the following objectives: research into the Apartheid era; human rights endeavor; or the testing as yet untested PAIA provisions. This assistance involved the completing of request forms, the submission of requests, monitoring of the request process, provision of legal advice and support with internal appeals. In the report period 88 out of 129 requests were submitted on behalf of users (See Appendix E). SAHA went beyond routine assistance in supporting the research projects of the Dulcie September family, the Swiss National Scientific Research Foundation and a Mail and Guardian journalist (See Section 3.2.3).

Wide ranges 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 the report period the released

materials collection was again the most heavily consulted of all SAHA collections.

3.2.7 EDUCATION AND CAPACITY BUILDING

Over and above numerous informal inputs and contributions, and the many endeavours outlined in Sections 3.2.4–3.2.6 above, SAHA undertook the following:

- A general briefing on PAIA open to all interested parties, advertised via SAHA's electronic distribution facility and posters placed around the University. The briefing, suggested by the Programme Information Analyst and conducted by the FOIP Co-ordinator, was successful and will hopefully be repeated in the future. People and organisations from other Provinces of South Africa who were unable to attend expressed interest in the briefing and SAHA will consider ways of meeting the demand for a national service.
- Other briefings on PAIA in workshop/seminar environments were given to Access Information Management Systems, Earthlife Africa, German Technical Cooperation (GTZ), the South African Human Rights Commission, the Second Annual International Conference of Information Commissioners in Cape Town in February, Jubilee South Africa's African Debt and Reparations Campaign Meeting, the Open Society of Southern Africa/Freedom of Expression Institute Round Table, South African Institute of International Affairs, a forum on whistle-blowing organized by ODAC, the British organisation Public Concern at Work and the British Council Southern Africa.
- A guided tour of SAHA's facilities was conducted for school children from Alexandra, arranged with the Gauteng Department of Education and Ulwazi Training Solutions. Other such tours are planned in the near future
- Freedom of Information consultancy work for GTZ (the German Technical Cooperation Development Agency), FXI, and the Media Institute of

Southern Africa.

- The Information Analyst served on the South African Bureau of Standards Committee on Information and Records Management.
- PAIA and Freedom of Information were key elements of a postgraduate course in archives taught by the former Director for the University of the Witwatersrand.

SAHA is liaising with the National Archives of South Africa and Press Association of Zambia regarding the prospects of conducting training for staff/members of these organisations. Materials for the conduct of such training are currently being enhanced by SAHA.

3.2.8 SPECIAL PROJECTS

FOIP Special Projects pursued in the report period were as follows:

- Gays in the Apartheid Military. This joint FOIP/GALA project is designed to access documentation with respect to evolving policies and programmes regarding gays in the military during Apartheid. Whilst the focus has been on military records, other previously untapped documentary sources have also been researched for the project. Laura Pollecutt was appointed as a contract researcher to drive the project, with dedicated funding from Atlantic Philanthropies. A significant collection of materials has been accumulated and analyzed and a project report was published by SAHA late last year. Laura Pollecutt has since sought access to additional records and the Department of Defence is keeping SAHA in touch with efforts to locate relevant documents.
- Nuclear Weapons History. This project arose from a workshop SAHA hosted in 2002, “Unlocking South Africa’s Nuclear Past”, which attracted 49 participants from government, NGOs and academic research initiatives and Dr Garth Shelton’s subsequent research on documenting South

- Africa's Nuclear Weapons Programme. Progress with requests is slow due to inaction by relevant state agencies, though some records have been obtained from the Departments of Defence and Foreign Affairs and further searches of their records could result in the release of other records. The Department of Defence also recently refused access to certain records and the Minister for Defence is currently considering an internal appeal against this decision by SAHA. This is actually an encouraging development in the sense that it is the first reasoned negative response to a request for access to such records, which SAHA has received, as distinct from large numbers of instances in which requests have simply been ignored or responded to inadequately. SAHA will shortly launch other internal appeals against such 'deemed refusal' of requests.
- It is also possible that further progress on requests may be facilitated by joint endeavours with the Swiss National Scientific Research Foundation, Earthlife Africa, the National Security Archive in Washington DC and Queens College in New York, which are mentioned above in Paragraphs 3, 4 and 6. The former Director, the FOIP Co-ordinator and U.S. scholar Peter Liberman have written an article analyzing research into South Africa's former Nuclear Weapons Programme, which was recently published in the Journal of Southern African Studies.
 - The HIV/AIDS project aims to access information on HIV/AIDS policies and programmes of business corporations. This is intended to secure information of value to various interest groups and assess PAIA's impact regarding private body records. The project tests the private sector's attitudes to disclosing information both when PAIA is invoked and when it is not. Policies have been obtained from all companies from whom requests have been made and some documents have also been obtained on the formulation and implementation of policy. In the case of each category of document, some records have been obtained without using PAIA and some pursuant to a request under PAIA. During the period

covered by this report material was obtained from AngloGold and Ford without recourse to PAIA and similar efforts to obtain records from Eskom, Goldfields, Ithala Development Finance Corporation and Volkswagen are proceeding. Useful observations about record keeping practices have also been made as a result of the Project. The new FOIP Co-ordinator presented findings of the Project to a Conference on HIV/ AIDS in the Workplace at the end of June.

4 ORGANISATIONAL MANAGEMENT

4.1 ORGANISATION

SAHA is a registered Trust and as a politically independent organisation, is governed by a twelve-member Board (of which the Director is an *ex officio* member). After extensive canvassing three new members were appointed to the Board in 2003. The Board met twice in 2004, and the Board's Management Committee met once. However, there was extensive correspondence between committee members and the board.

During 2001 and 2002, considerable work was done on strengthening SAHA's organisational base. The final stage in this process was the restructuring initiated in 2002. During 2003 the restructuring was completed, and by year end SAHA was firmly shaped around three core operational programmes – Struggles for Justice (SFJ), Freedom of Information (FOIP) and the Gay and Lesbian Archives (GALA). The process is detailed in the overview to this Report. 2004 was focused on putting SFJ on the same footing as FOIP by appointing a full-time Co-ordinator to oversee its operations. In 2003, both the Director and his Deputy kept the SFJ Programme alive within their limited time. Currently, the SFJ Programme Co-ordinator and the Special Projects Officer are working to ensure the effective functioning of this Programme.

The Management Committee continued to oversee SAHA's repositioning and to ensure effective policy implementation and Management Policy was further refined. The Director attended GALA Advisory Committee meetings and the GALA Director attended both Board and Management Committee meetings. Due

to the achievements made in 2003 by the joint weekly management meetings of SAHA/GALA/Historical Papers, this was revised to irregular meetings in 2004, only convened when needed. Consolidated SAHA/GALA audited financial statements continued to be produced.

The year began with SAHA having six full-time members of staff (excluding GALA staffers). By year-end eight staffers were on the payroll (excluding GALA staffers who increased from three to four, consultants with standing). During the year the services of four volunteers and fourteen independent contractors have been utilized. Human resources management is dealt with in Section 4.3 of this Report. For the management of the archival collections, see Sections 3.1.6, 3.1.7, and 3.1.8 as well as appendices B, C and D of this Report.

4.2 FINANCE

The bookkeeping and broader financial management processes introduced in 2001 were maintained. Douglas and Velcich provided audit, tax, payroll and book keeping services. A bookkeeping consultant under the direction of Douglas and Velcich effected the latter. The Office Administrator with supervision and training by the consultant did day-to-day record keeping.

A request to the South African Revenue Services was submitted for SAHA's financial year to span the period from first day of January to the last day of December, contrary to the requirements of the registered tax exempt NPO's that need to align their financial year in accordance with the national financial year that ends in March.

As in 2003, SAHA entered the financial year with a substantial reserve. Four-year core funding from Atlantic Philanthropies was secured. As a result both Struggles for Justice (SFJ) and the Freedom of Information Programme (FOIP) were fully funded this year and will remain so in 2005. Additional funding will

have to be secured for special projects. In addition, a sum of R400 000 (to be paid in eight tranches from 2003 to 2005) for the enhancement of FOIP was secured from the Joseph Rowntree Charitable Trust and a sum of R55 000 was secured from the University of the Witwatersrand Graduate School for the Humanities and Social Sciences in return for the former Director's services of co-ordinating the school's postgraduate course in archives. During the year grants for special projects were received from Atlantic Philanthropies, Rosa Luxemburg Foundation and the Foundation Human Rights. The Board, with R472 744 to be held in reserve, approved an operating budget of R2 167 581. Expenditure against the adjusted budget for 2004 was as follows:

STRUGGLES FOR JUSTICE

	<u>Budget</u>	<u>Expenditure</u>
Accounting/auditing expenses	R20 000	R19 924
Acquisitions	R10 000	R7637
Backlog processing	R80 000	R103 400
Board meetings	R15 000	R10 006
Contingencies	R17 000	R17 495
Education	R36 000	R35 700
Equipment/technical support	R16 000	R15 110
*Historical Papers	R100 000	R85 684
Outreach	R40 000	R48 146
Postage/stationery	R5 000	R3620
Refurbishing space	R50 000	R50 000
Staffing	R436 500	R399 125
Supplies	R5 000	R5597
Training and development	R25 000	R21 630
Travel/subsistence	R35 000	R13 552
*TRC Special Project (see below) Funded		
Reserve	R236 872	
Total	R1 127 372	R519 884

(* - This money was simply held for the Historical Papers Department of the University of the Witwatersrand on behalf of Atlantic Philanthropies for archival projects. By year-end R85 684 of it had been disbursed).

FREEDOM OF INFORMATION PROGRAMME

	<u>Budget</u>	<u>Expenditure</u>
Access/copying	R15 000	R9311
Administration	R100 000	R86 711
Commissioned research	R40 000	R10 000
Contingencies	R6 000	R5 300
Equipment	R5 000	R2821
Legal costs	R100 000	R76 568
Marketing/publicity	R15 000	R17 626
Staffing	R367 000	R372 977
Training/development	R20 000	R22 332
Travel/subsistence	R41 000	R33 347
Reserve	R235 872	
Total	R944 872	R636 992

It should be noted that as far as possible and within the constraints of appropriate management interventions and the requirements of our funders, FOIP processes were integrated with core activities (SFJ) and the generous FOIP funding thereby utilised to cross-subsidise these activities. In particular, it was looked to integrate training and capacity building, outreach, accounting/auditing, equipment and technical support expenditure.

*TRC Project	<u>Budget</u>	<u>Expenditure</u>
Staffing	R267 600	R258 086
Historian accommodation	R31 200	R31 200
Travel/subsistence	R47 000	R26 454
Materials/copying	R76 204	R80 980
Processing	R0	R0
Publication	R70 000	R162
Legal costs	R43 769	R43 796
Digitisation	R30 000	R29 404
Contingencies	R9 200	R973
Reserve	R0	
TOTAL	R575 000	R469 080

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 with SAHA staff assisting when required. The head of Historical Papers, Michele Pickover, is also a Board member of SAHA.

The former Director, Verne Harris, continued to devote two thirds of his time to SAHA and in terms of an agreement with the University's Graduate School for the Humanities and Social Sciences. The other third was dedicated to co-ordinating the School's postgraduate course in archives. This, until he was given leave of absence for twelve months from June 2004 to the Nelson Mandela Foundation (NMF) to establish the Centre for Memory dedicated to archiving records of the former President Nelson Mandela. As a result his Deputy, Sello Hatang, who doubled up as FOIP Co-ordinator was promoted to

Director. From June, in terms of his contract with both SAHA and the NMF, Harris dedicated 20 hours a month to mentoring work with the new Director. This required changes in the organisation which led to the Special Projects Officer, Rolf Sorensen, being promoted to FOIP co-ordinator. Olga Pickover is the Office Administrator. Funding from the Rosa Luxemburg Foundation made the appointment of Sam Jacob as SFJ Programme Co-ordinator in April 2004 possible. Contract workers were brought on board to sustain this programme. In addition, Ethel Kriger's contract was renewed to continue working on the TRC Special Project. In addition to the Co-ordinator, FOIP was sustained by two staffers and contract workers. Three staffers and a volunteer sustained GALA. Three University of the Witwatersrand students and a volunteer supported SAHA operations, through completing of practical work, either for the postgraduate course in archives or as training experience. Fourteen independent contractors were utilised for special projects, processing backlogs and database support work.

Considerable training and capacity building work was done. Verne Harris, Sello Hatang, Rolf Sorensen and Shadrack Katuu developed their understanding of freedom of information and the Promotion of Access to Information Act by attending numerous conferences, seminars and workshops. Sam Jacob attended several workshops and conferences as part of his induction and helping him understand the continuing struggles that confront heritage institutions and South Africans generally. All the new staff members were taken through an intensive in-service orientation and training programme. Olga Pickover continued with in-service training in archival arrangement and description and in all aspects of office management and also attended a secretarial course. All the volunteer workers were given intensive in-service training.

5 EXPRESSION OF GRATITUDE

Let me take this opportunity to thank the following individuals. Verne Harris, for your mentorship and for believing in me even when I least believed in myself. All the board members, for believing that I could provide leadership to this organisation. The SAHA staffers, for believing in my leadership and for your efficiency. And finally, to the funders for making this dream a reality. From an organisation like SAHA, that continues to reshape and reimagine itself, I'm grateful to all of you for your understanding and bravery. Ke le leboga go menagane.

Sello Hatang
Director, SAHA
January 2005

APPENDIX A: PUBLICATIONS AND PAPERS BY STAFF MEMBERS

Verne Harris and Sello Hatang: Publications

1. "Pinning Down Apartheid's Papers", This Day 19 January 2004
2. "Unveiling South Africa's Nuclear Past" (With Peter Liberman), *Journal of Southern African Studies*, OXFORD UNIVERSITY PRESS, Vol. 30, No 3, page 457-476, 2004 URL:
<http://www.ingenta.com/isis/searching/Expand/ingenta?unc=1044870402>

Verne Harris: Publications

1. "Using the Promotion of Access to Information Act: The Case of the South African History Archive", published in Claudia Lange and Jakkie Wessels (eds), The Right to Know: South Africa's Promotion of Administrative Justice and Access to Information Acts (Siber Ink, Cape Town, 2004)
2. "A Friendlier Big Brother?", Natal Witness 30 March 2004

Verne Harris: Presentations

1. "South Africa Does Not Have Freedom of Information", debate hosted by University of the Witwatersrand Library, Johannesburg, March 2004
2. "The Cultured Archive: An Interrogation of the Nexus Between Archive and Culture from a South African Perspective", keynote address at the conference "Archives in Multicultural Societies", convened by the Norwegian Archive, Library and Museum Authority, Oslo, April 2004
3. "Safe, Sound and Accessible: Records Security and the Public Interest", conference "Information Management in a Democracy", Kruger Park, May 2004
4. "Possibilities, Problems and Publics: Access to Electronic Records in South Africa", conference "Expectations and Realities in Managing Electronic Records", Johannesburg, June 2004
5. "'A World Whose Horizon Can Only Be Justice': Towards A Politics of Recordmaking", Society of Archivists' (UK) conference "Accountability, Citizenship and Ethics", Glasgow, September 2004
6. "The Record, the Archive and Electronic Technologies in South Africa", annual conference of the Society for the History of Technology, Amsterdam, October 2004
7. "South Africa's TRC and Models for Understanding Formal Processes of Dealing with Traumatic Pasts", University of Amsterdam, October 2004
8. "Public Institutions and Freedom of Information: Toward an Ethics of Hospitality", Research Workshop on the Public Intellectual Life, University of the Witwatersrand, October 2004
9. "What is an Activist Archive?", conference "Conceptualising the AIDS Museum", hosted jointly by the South African History Archive and the Perinatal HIV Research Unit, University of the Witwatersrand, November 2004

Sam Jacob :Presentations

1. "Towards a Post-custodial view for an archive dedicated towards HIV and AIDS in South Africa", Pre-conference seminar hosted jointly by the South African History Archive and the Perinatal HIV Research Unit, University of the Witwatersrand, 29th October 2004
2. "How would you relate to a museum dedicated to HIV and AIDS in South Africa? Summary of findings of six focus groups", hosted jointly by the South African History Archive and the Perinatal HIV Research Unit, University of the Witwatersrand, 2nd November 2004

Sello Hatang : Presentations

1. "Representations of History: A critique of the Apartheid Museum" paper presented at the Apartheid Museum, Johannesburg, February 2004
2. "The importance of PAIA for protection of labour/health rights" COSATU/Earth-life workshop, Pretoria, May 2004
3. "PAIA as a useful resource for communities and activists" Atteridgeville/Earth-life/COSATU workshop, Atteridgeville, June 2004
4. "PAIA as a useful resource for journalist" Institute for the Advancement of Journalism workshop, August 2004
5. "Archives as an instrument of politics: case study: the TRC archive" Monash University workshop, Johannesburg, October 2004
6. "Three Years on: The State of Access to Information in South Africa: Case Study: '34 "sensitive" TRC records"', SAHA/RLF Conference, Johannesburg, October 2004
7. "Archives as career option" Gauteng Department of Education seminar in Alexandra, Johannesburg, October 2004

8. "The Promotion of Access to Information Act and the African Peer Review Mechanism", SA Institute for International Affairs workshop, Johannesburg, December 2004

Rolf Sorensen : Publications

1. "Impact Of South Africa's Promotion Of Access To Information Act After Three And A Half Years: A Perspective" (2003) 22 ESARBICA Journal; Pages 50-63
2. "Freedom of Information in South Africa: Struggling to Give Practical Effect to a Constitutionally-Entrenched Right"; ADILI: A News Service from Transparency International - Kenya, Issue 60, Pages 11-2, 27th September 2004

Rolf Sorensen : Presentations

1. "The South African Promotion of Administrative Justice Act: Comparison to Australia's Administrative Decisions (Judicial Review) Act and Application Under Circumstances Involving Privatisation or Contracting-out of Public Services", presented at "Judicial Review of Administrative Action: The Impact of the Promotion of Administrative Justice Act 3 of 2000 (AJA)", a Conference convened by The Law Faculties of the Universities of the Western Cape, Cape Town and Stellenbosch and the Research Unit for Legal and Constitutional Interpretation in collaboration with the German Technical Cooperation (GTZ), Cape Town, 21st May 2004
2. "Accessing Information on the Private Sector's Response to HIV/ AIDS", presented at the WITS HIV/ AIDS in

- the Workplace Research Symposium, University of the Witwatersrand, Johannesburg, 30th June 2004
3. "Focus Groups Conducted for AIDS Museum and Multi-Media Archive Feasibility Study", presented at "AIDS Museum Ethics and Law Workshop" convened by the Perinatal HIV Research Unit and the South African History Archive, Johannesburg, 18th October 2004
 4. "Legal and Ethical Issues: AIDS Museum and Multi-Media Archive Feasibility Study", presented at "Pre-Conference Work-Shop: Conceptualising the AIDS Museum and Archive", Johannesburg, 29th October 2004 and at "Conceptualising the AIDS Museum Conference", Johannesburg, 2nd November 2004, both convened by the Perinatal HIV Research Unit and the South African History Archive
 5. "The Promotion of Access to Information Act and the African Peer Review Mechanism", SA Institute for International Affairs workshop, Johannesburg, December 2004

Shadrack Katuu: Publications

1. "Whither archives and records management training?" ESARBICA Newsletter Issue 6, pg 11-14, 2004
2. "Open source electronic records and document management systems: a pipe dream?" Informaa Quarterly, 2004
3. Makondo, F and Katuu, S: "An Assessment of the Sustainability of Information Technology at the University of Zambia Library", African Journal of Library, Archives and Information Science, Vol. 14, No. 2, 2004
4. "Am finally learning Linux. What is your new years plan"? Informaa Quarterly, Vol. 20 Issue 1 (February), pg. 20, 2004

Shadrack Katuu: Presentations

1. Electronic records management workshop convened by Metrofile in Randburg, Johannesburg between the 25th & 26th November 2004
2. Implementing technology projects workshop convened by Knowledge Upgrade titled Managing electronic records between the 10th & 12th November 2004
3. Instituting records management systems in the quest for improved service delivery: standards and practice, paper presented at the South Africa Health Informatics Association conference titled Health Informatics: Southern Africa in Kimberly South Africa between the 6-8th October 2004
<http://www.epatientrecords.co.za/hisa2004/program.php>
4. A generic methodology for implementing electronic records management projects. Workshop presented the Longsight conference titled Expectations and realities managing electronic records presented on the 10th June 2004 <http://www.archives.org.za/Expectations.pdf>
5. "Are We Information Providers or the Information Police? The Uneasy Marriage between Access and Security." Paper presented at a conference convened by AIMS titled Information and Management in a Democracy: Supporting Access, Security and Accountability presented on the 19th May 2004
<http://www.aims-access.co.za/events.htm>
6. Information and documentation. Paper presented at the Management of Human Rights Institutions at the Centre for Human Rights at the University of Pretoria. Presented on the 18th of March 2004
http://www.chr.up.ac.za/ggp/man_hrinst_pro.html

Ethel Kriger : Presentations

1. "Did the TRC provide restorative justice for the women who testified?" Seminar: "Women in South Africa Today", Pretoria, October 2004
2. (She was also the main organiser of the seminar for the Women's World Day of Prayer, German Committee, Pretoria, October 2004)
3. Radio interview: South West German Radio Talk-show: "Women in Africa", March 2004

APPENDIX B: 2004 ACCESSIONS BY SFJ

Accession Number	Collection Title	Estimated Amount of Materials	Description of Materials
04/001	Luirink, Bart	15 audiovisual tapes	Audiovisual Materials -- 1990's. Productions were put together by the S.A. Regime for the S. A. Constituency and includes "The building of a nation/Die Bou van n nasie" and interviews with Nelson Mandela before his release from Pollsmoor Prison
04/002	Harmel, Barbara	18 archival boxes plus 6 Audio Tapes	Books, Journals, Photographs, Audio Tapes, Transcripts
04/003	Frescura, Prof. Franco	156 posters and 18 positives	
04/004	Hatang, Sello	22 posters	Campaign Posters on Boards for 2004 Elections
04/005	Raadschelders, Lucia	audio-tape copies of 16 albums covering dates 1981-1984	Titles include: Amandla, Mayibuye, The land is mine, One Namibia, Hugh Masekela, Soweto, Kalahari Surfers - Own Affairs, Artists United Against Apartheid, FOSATU Choirs, Pas Op Botha, Malibongwe, Live Recordings from CASA, Live Recordings from 'Beat Apartheid', Live recording from 'Apart? We zijn het zat!'

Accession Number	Collection Title	Estimated Amount of Materials	Description of Materials
04/006 [AL 3051]	Bernstein, Hilda and Rusty	29 boxes	Manuscripts, 2 unpublished novels, Dirk Coetzee interview, Transcripts of the Rift, Correspondence, Miners Strike 1946, novel written in prison, drafts of speeches, Dakawa- Rusty, Writing memoirs, Memorability, Miscellaneous articles written by Hilda and Rusty, Doctorates, Draft for Memory Against Forgetting, Architectural Papers and plans
04/007	Kriger, Ethel	3 t-shirts, 1 poster	t-shirts and poster released during time of Beyers Naude's Death and t-shirts from SAHA Conference in October
04/008	Wyley, Chantelle	1 box	Background materials (correspondence, newspaper clippings, notes and print-outs) relating to Wyley's article with Christopher Merrett on the censorship issues surrounding attempts by Chief Buthelezi to get Mzala's book (Gatsha Buthelezi: chief with double agenda) taken off the shelves of university libraries.
04/009	Independent Electoral Commission	1 box, plus 2 t-shirts, 2 videos, 1 ballot box,	Materials produced by IEC for 2004 election including national and Gauteng provisional ballot for 2004 as well as manuals, registration guides, and training materials

APPENDIX C: SFJ BACKLOG PROCESSING: COLLECTIONS FULLY PROCESSED IN 2004

Collections Fully Processed in 2004

Call Number	Collection Title	Type of Backlog	# boxes processed	When will be available?
AL 2457	ANC Health Records	Add-on to Existing	3	Available
AL 2693	SALB Bulletin	Add-on to Existing	16	Next year
AL 2916	Mayet, Khalik	Add-on to Existing	24	Available
AL 2947	Winer, Stan	New Accession	1	Available
AL 2948	Raadschelder, Lucia	New Accession	1	Available
AL 2956	Potenza, Emilia	New Accession	2	Available
AL 2957	Vadi, Ismael	Add-on to Existing	13	Available
AL 3021	TRC Commissioner	New Accession	51	Available end of December
AL 3041	McKinley, Dale	New Accession	8	Available
AL 3045	Geber, Jill	New Accession	1	Available
AL 3050	Hanlon, Joseph	New Accession	60	Available
AL 3051	Bernstein, Hilda and Rusty	New Accession	25	Available end of December
AL 3065	Currin, Brian	New Accession	8	Available end of December

Call Number	Collection Title	Type of Backlog	# boxes processed	When will be available?
AL 3067	Swilling, Mark	New Accession	118	Available
AL 3073	Favis, Merle	New Accession	5	Available end of December
AL 3078	MPN	New Accession	5	Available
AL 3080	Stott, Noël /Instit. Context. Theology	New Accession	65	Next year

40.6 meters FULLY PROCESSED

Collections Sorted In 2004

Call Number	Collection Title	Type of Backlog	# boxes processed	When will be available?
AL 2719	Centre for South-South Relations	Add-on to Existing	17	next year
AL 3044	South African National Civics Organization (SANCO)	New Accession	45	next year
AL 3071	Pollecutt, Laura	New Accession	21	next year

8.3 meters SORTED (soon to be processed.)

Materials Left to be Processed

Call Number	Collection Title	Type of Backlog	# boxes processed	When will be available?
03/012	Barret, John	New Accession	7	?
03/014	Van Zyl, K	New Accession	23	?
92/002	WGIR (UDF)	New Accession	44	next year
92/003	Urban Research Services	New Accession	10	?
AL 3027	Harmel, Barbara	New Accession	18	next year

10.2 meters left to be processed

APPENDIX D: FREEDOM OF INFORMATION PROGRAMME STATISTICS

Requestee	Carried Over requests	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Retracted	Internal appeals	Court action	Average Response Time
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PUBLIC BODIES - NATIONAL

ARMSCOR	2	2	2	1	1	0	0	0	321 days
Dept of Agriculture	0	2	0	0	1	1	0	0	191 days
Dept of Arts and Culture	0	1	0	0	1	0	0	0	35 days
Dept. of Defence	7	6	2	3	7	1	2	0	286 days
Dept. of Environment	1	2	1	0	1	1	0	0	383 days
Dept. of Finance	0	2	1	1	0	0	0	0	68 days
Dept. of Foreign Affairs	0	2	1	0	0	1	0	0	160 days
Dept. of Health	1	0	0	0	0	1	0	0	665 days
Dept. of Home Affairs	0	1	0	0	1	0	0	0	184 days

Requestee	Carried Over requests	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Retracted	Internal appeals	Court action	Average Response Time
Dept. of Justice	2	6	2	2	4	0	0	1	230 days
Dept. of Minerals and Energy	0	1	0	0	1	0	0	0	296 days
Dept. of Public Enterprises	0	1	0	0	1	0	0	0	294 days
Dept. of Social Development	0	2	1	1	0	0	0	0	66 days
Denel	0	1	0	1	0	0	0	0	26 days
Eskom	0	2	0	2	0	0	2	0	28 days
High Court	0	2	0	2	0	0	0	0	103 days
National Archives	5	24	26	0	3	0	2	0	57 days
National Intelligence Agency	3	3	0	0	6	0	0	0	327 days
NECSA	6	28	20	2	12	0	0	0	184 days
Office of the Auditor General	1	0	0	0	1	0	0	0	184 days
Office of the President	2	0	0	0	2	0	0	0	565 days

Requestee	Carried Over requests	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Retracted	Internal appeals	Court action	Average Response Time
Parliament	0	2	1	0	0	1	0	0	129 dys
SABC	0	1	1	0	0	0	0	0	36 days
South African Council for Non-Proliferation of weapons of Mass Destruction	1	0	0	0	0	1	0	0	189 days
South African National Parks	0	3	0	2	1	0	0	0	27 days
South African police Services	4	3	0	1	6	0	0	0	431 days
South African Revenue Services	1	0	0	0	0	1	0	0	430 days
Supreme Court of Appeal	0	2	0	2	0	0	0	0	1
University of the Free State	0	1	0	1	0	0	0	0	42

**PUBLIC BODIES –
PROVINCIAL**

Requestee	Carried Over requests	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Retracted	Internal appeals	Court action	Average Response Time
Limpopo MEC Finance, Economic Affairs, Tourism and Environment	0	1	0	0	1	0	0	0	25 days

**PUBLIC BODIES –
LOCAL GOVERNMENT**

Johannesburg Water	0	5	0	0	5	0	0	0	277 days
Kannaland Municipality	0	2	0	0	0	2	0	0	191 days

PRIVATE BODIES

ABSA Bank	0	1	1	0	0	0	0	0	30 days
MTN	0	2	0	0	2	0	0	0	53 days
South African Breweries	0	7	0	7	0	0	0	0	26 days
Telkom	0	6	4	2	0	0	0	0	44 days
Umgeni Water	0	6	6	0	0	0	0	0	82 days
Total	35	130	69	30	57	9	6	1	

APPENDIX E: SAHA WEBSITE STATISTICS

Year	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	SUM	AVE
2000	3,979	7,814	6,139					5,826	6,139	7,955	6,643	5,180	49,675	5,742
2001	6,928	9,877	11,342	11,261	12,748	8,650	6,772	7,529	9,736		13,045	8,945	106,833	9,070
2002	10,967	16,232	17,420	15,677	13,228	7,378	9,752	11,914	14,562	18,787	23,659	15,929	175,505	13,654
2003	16,728	21,629	24,697	24,723	24,543	14,428	18,093	18,560		35,361	33,165	29,183	261,110	21,926
2004	33,579	35,907	35,281	28,643	26,978					112,859			273,247	39,322

