



Library

Ministry of Civil Service Affairs and Administrative Reforms

08 November 2004

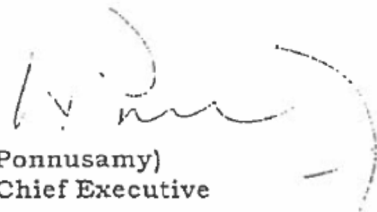
Ministry of Civil Service Affairs and Administrative Reforms  
Circular Letter No. 58 of 2004  
E/144/1/01/01

From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reform  
To: Supervising Officers i/c Ministries/Departments

Implementation of Gemba Kaizen and Disposal of  
non-current Public Records

This Ministry, in collaboration with the National Productivity and Competitiveness Council has carried out a number of in-plant Gemba Kaizen workshops in Ministries and Departments.

2. The issue pertaining to the archiving and disposal of dormant documents has been raised several times. So as to sustain the efforts towards a Muda Free Public Service, Ministries and Departments are being encouraged to resort to the provisions of the Archives Act 1999, the relevant extracts of which are at Appendix, with a view to weeding out and subsequently disposing of unrequired records.
3. Please note that the frequency of meetings of the Public Records Appraisal Committee depends on the number of requests for appraisal received from public organisations and normally three to four lists of records are examined and appraised at each sitting.
4. Supervising Officers are invited to follow the procedures laid down in the Archives Act in respect of disposal of public records.

  
(K. Ponnusamy)  
Senior Chief Executive

Copy to:-  
Secretary to Cabinet and Head of the Civil Service

EXTRACTS FROM THE NATIONAL ARCHIVES ACT 1999

DISPOSAL OF PUBLIC RECORDS

Interpretation – Section 16 of the Act No. 22 of 1999

- ❖ The word disposal means:
  - (a) retention for a limited period; or
  - (b) transfer to an archival institution; or
  - (c) outright destruction of a public record.
  
- ❖ Non-current record means a record which is no longer required for current use.

Public body means any:

- (a) Ministry or Government Department;
- (b) Local Authority;
- (c) Statutory Corporation, Institution or Organisation.

THE PUBLIC RECORDS APPRAISAL COMMITTEE

Section 17 of the Act

There is a Public Records Appraisal Committee to control and appraise non-current records in every public body.

The composition of the Public Records Appraisal Committee:

- (a) the Director of the National Archives as Chairman;
- (b) a representative of the Attorney General's Office;
- (c) a representative of the Audit Department;
- (d) the Director of Statistics or his representative;
- (e) a representative of the National Library;

## DESTRUCTION OF PUBLIC RECORDS

### Section 21 of the Act – section 15 of G.N. No. 28 of 2002

- ❖ Where the Committee decides that a public record is to be destroyed, it shall give public notice of its decision in the Government Gazette and in two (2) daily newspapers.
- ❖ Any person may object to the destruction of that public record within 30 days of the publication of the notice.
- ❖ Where no objection is received after the said period of 30 days, the responsible officer of the public body shall cause the record to be burnt up in the presence of any officers deputed by him.
- ❖ The officer present at the destruction of the public record shall certify to the Director of the National Archives that the public record has been duly destroyed, in the form specified in the third Schedule of Govt. Notice No. 28 of 2002.

## POWERS OF THE DIRECTOR OF THE NATIONAL ARCHIVES

### Section 22 of the Act

- ❖ The Director may request the responsible officer of a public body to transfer any public record in his custody which is:
  - (a) more than 15 years old and is no longer required for official purposes;
  - (b) the record of a Ministry or Government Department which has ceased to exist and is not required by any other Ministry or Department;
  - (c) the record of a commission, committee, board of enquiry or similar body appointed by the President of the Republic of Mauritius or any Minister or the National Assembly but which has ceased to exist.
- ❖ No public archives shall be transferred from their place of custody at the date of the commencement of this Act save with the consent or at the request of the Director.

## NOTIFICATION OF NON-CURRENT RECORDS

### Section 23 of the Act

The responsible officer of a public body shall notify the Director of all non-current records in his custody and shall keep a register of these records which shall be inspected on prior arrangement by any officer deputed by the Director.

**SECOND SCHEDULE (regulation 14)**

Public Records Appraisal Committee's Reference No. .... (To be filled in by the Director of the National Archives Department or his delegate)

**PUBLIC RECORDS DESIRED TO BE PRESERVED OR DESTROYED**

1	2	3	4	5	6	7	8	9
Item No.	Official Reference No.	Department(s) concerned	Period covered	Description	Physical form (bundles, flat files, box files, etc.)	Bulk (in cubic feet)	Proposed period of retention. Particulars sufficient to facilitate decision on desirability of preservation or destruction and remarks	Recommendation as to destruction or other disposal (To be filled in by the Director or his delegate)

Date this ..... day of ..... 20.....

.....  
(Signature of Compiling Officer)

(Designation) .....