



Report

Preliminary Study of Desmond Tutu's archives

Partner Driven Cooperation:
The National Archives of Sweden
Desmond & Leah Tutu Legacy Foundation



Summary

A preliminary study has been performed on the situation of Desmond Tutu's archives, including artefacts and books. The study has been performed in Cape Town and Johannesburg, South Africa, and also on the web.

There is a lack of a national archival and records system in South Africa. The professions are also very weak, although it seems that certain international and professional standards for archival or metadata description and digital formats are used. For private organizations the only guidelines found resides in the South African and international records management-standard. There are anyhow positive initiatives of networking and researching in the archival sector. However, South Africa is the most advanced African country when it comes to implementation of components for Electronic Content Management such as software for document or records management. There are also providers for records and archives services and cloud computing on the market.

One proposal of the preliminary study is for the current records of the Desmond and Leah Tutu Legacy Foundation to implement records management functions to achieve control of a corporate archive. Complementing proposals concern implementing of basic archival management functions such as the preservation of valuable documents by appropriate means and to create archival description of the backlog files. Finally a proposal of initiating a network is offered, of the present custodians and the ongoing digitization programme for the collaboration and cooperation of the management of the intellectual and physical preservation of Desmond Tutu's archives.

From the follow-up a few months after the proposals were submitted it was found that the foundation had taken measures to strengthen the security and preservation of records.

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1 Document and history

1.1 Commissioning party

Sida, Swedish International Development Cooperation Agency, is the commissioner of this study.

1.2 Performing party

The National Archives of Sweden is responsible for the study. The study is being carried out in cooperation with The National Archives of Finland.

The study is being performed by Mr. Håkan Lövblad, The National Archives of Sweden, and Ms. Jaana Kilkki, The National Archives of Finland.

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2 Introduction

2.1 Background and purpose

The National Archivist of Sweden received June 29th, 2012, an invitation from The Reverend Mpho. A. Tutu, Executive Director of Desmond & Leah Tutu Legacy Foundation (DLTLF), to perform a study of the situation concerning Desmond Tutu's archives. The archives are described as a vast collection of documents, photographs, audio and video recordings that reaches from the early sixties and until today. It is moreover described as scattered in several homes, churches, universities and other institutions. The storing condition of the collection is in some parts insufficient and there is no consistent system used for description or cataloguing. It is appraised as an important record of South African history, detailing the country's transition to democracy and freedom. Furthermore it is an extensive record of the ground breaking reconciliation process that was headed by Desmond Tutu, a process serving as example globally for generations to come. From this background, the archival situation is of deep concern for DLTLF since the object is to ensure that this archive will be available for future generations.¹ In the DLTLF Archive Project it is mentioned that a process of cataloguing is underway at the foundation.²

The contract between Sida and the National Archives of Sweden concerning planning grant under Partner Driven Cooperation (PDC) was signed November 13th, 2012, and thereby realizing the study. Sida wanted a follow up to be included, and that was accepted by the National Archives of Sweden. However, the Swedish policy on development aid excludes the Republic of South Africa from being a donor country after the year 2013.

The overall purpose of the preliminary study is to investigate and document the archival situation in the present collections of Desmond Tutu. The objective is to give recommendations for a strategy in order to attain a documented, structured, user-friendly and secured archive for the future. The study includes contacts with the national archival authority and other relevant actors in the area in order to determine what is possible to be done.

2.2 Methods

For the implementation of the study during the visit in South Africa the document *Planning for the Partner Driven Cooperation work 21 of January – 1 of February in the Republic of South Africa* was written and submitted to DLTLF on December 12th, 2012.³ The response of that message was returned the day after, stating that the librarian of DLTLF would be the most able to accommodate its implementation.⁴ E-mails including an attached list with the heading *Desmond and Leah Tutu Legacy Foundation Archives* were received from Ms. Anne Field, DLTLF, January 15th, 2013. Ms. Field also suggested that she could try to set up appointments for meetings at a few custodians of Desmond Tutu archives in the Cape Town area. The suggestion was accepted the same day.⁵

E-mails and letters were also submitted to The National Archives and Records Service of South Africa (NARS), Nelson Mandela Centre of Memory and South African History Archive asking for meetings for discussing matters such as legislation, standards for management of records and

¹ Letter from DLTLF 2012-06-29, ref. nr. RA 05-2012/3236

² E-mail from Peggy Chishimba, with attachment D<LF Foundation Projects.doc, 2013-01-22, ref. nr. RA 05-2012/3236

³ E-mail with attachment to Tutu, Mpho, 2012-12-12, ref. nr. RA 05-2012/3236

⁴ E-mail from Mpho Tutu, 2012-12-13, ref. nr. RA 05-2012/3236

⁵ E-mail from Anne Field and e-mail to Anne Field, 2013-01-15, ref. nr. RA 05-2012/3236

archives, especially concerning registration, metadata labelling, collection discovery, archival description and digital records formats, and in the case of Nelson Mandela Centre of Memory their experiences of managing records of Mr. Mandela.⁶ Confirmations of booking for meetings were received from Nelson Mandela Centre of Memory and South African History Archive.⁷ An e-mail was also sent to Historical Papers Collection at the Witwatersrand University Library asking for a meeting, which was confirmed a few days after.⁸ All meetings and visits are documented and filed.

For the analysis of the archival situation the responsibility was divided between the two consultants so that Ms. Kilkki was responsible for the archives and Mr. Lövblad for the records management supporting the business at the DLTFL office.

For benchmarking the records management of DLTFL it was chosen to use the international and also South African standard SANS 15489-1 (ISO 15489-1:2001) Information and documentation - Records management - Part 1: General. A checklist based on that standard was made before the visit in South Africa and also a summarizing presentation of the standard. The benchmarking was accomplished through interviews with representatives at DLTFL and inspections of the records in the office.

During the analysis of the archives and records management, a third perspective of importance to the overall picture emerged. The third perspective concerns questions of importance for the feasibility of the proposals in the study, and are to be found in chapter 3 Background. This feasibility study is described in a comprehensive way.

A follow-up was performed in Cape Town 19th – 25th of October. For that work the document *Planning for the follow-up of the Partner Driven Cooperation between the National Archives of Sweden and Desmond and Leah Tutu Legacy Foundation (DLTFL)* was written and submitted to DLTFL on September 2nd, 2013. The objectives for the follow-up stated in this document were to follow-up the aims of the PDC and the proposals in the Draft Report of 2013-03-07, upon request from DLTFL be prepared to give some specific advice and further deepen the understanding of the situation by meetings with DLTFL, Oryx Multimedia, The Desmond Tutu Peace Centre and the Archival Platform, University of Cape Town.

2.3 Scope

The Desmond Tutu Peace Centre, a planned building in the centre of Cape Town, is described to include facilities like conference rooms, a museum, exhibit halls, a theatre, a research library etc, and it will also house Archbishop Desmond Tutu's office and archives.⁹

In a meeting November 29th, 2012 at the National Archivist of Sweden, Ms. Tutu, upon the question if the purpose of the DLTFL is to physically gather Desmond Tutu's archives, answered that this was no longer the objective. Ms. Tutu stated that the aim of DLTFL is to be able to respond to questions on where certain documents etc. reflecting specific activities of Desmond Tutu can be found.

In an attachment to an e-mail the aims of DLTFL Archives are stated as to identify, preserve and document all the archival material related to Archbishop Desmond Tutu and the family.¹⁰

⁶ E-mails and letters to NARS, NMMC, SAHA 2013-01-02 and 2013-01-09, ref. nr. RA 05-2012/3236

⁷ E-mails from NMMC and SAHA, 2013-01-14 and 2013-01-16, ref. nr. RA 05-2012/3236

⁸ E-mails to and from Michele Pickover, 2013-01-25 and 2013-01-28, ref. nr. RA 05-2012/3236

⁹ The Desmond Tutu Peace Foundation, http://www.tutufoundation-usa.org/the_peace_center.html, 2013-02-14

Upon arrival January 21th, 2013, at the office of DLTLF Ms. Tutu wanted to widen the scope of the study to include artefacts and books. Since the national archives of both Sweden and Finland cooperate with librarian and museums institutions in certain aspects, this was accepted. The issue on artefacts also has a certain prominence in South Africa, since objects of material culture and visual renditions when described in context sometimes are positioned as archives.¹¹

The objective of DLTLF in this issue, as we have interpreted it, can be described as first and foremost to gain intellectual control of Desmond Tutu's archives. Secondly, the physical preservation of the archive is of importance.

As is made clear in section 2.2, Methods, the study was more or less limited to DLTLF and a few other organizations. The data collection was carried out in the Republic of South Africa during ten days in January-February 2013, complemented during the follow-up in October and by mail and e-mail correspondence and searches on the web before and after this period.

2.4 Organization of the preliminary study

The results of the preliminary study are divided into four parts. In the first part overall questions of importance for the implementation of archives and records management functions are presented. In the second part the analysis of the memorabilia of Desmond Tutu's functions are presented. The third part is an assessment of records management at DLTLF in relation to SANS 15489-standard.

In the fourth part proposals are made concerning which archival and records management functions should be improved or implemented and also how this can be realised. A proposal is also offered concerning the organising of a network for collaboration and cooperation in the management of Desmond Tutu's archives. The last part is a summary of the follow-up.

Furthermore there are five complementing annexes. The first is a list of meetings and visits. The second has a template that DLTLF could use for description of records series and files. Annex C is a documentation of the benchmarking of the records management of DLTLF against the international and South African records management standard. The fourth annex gives guidance on the two options for implementation of records management, either in-house or outsourced. Annex E is not part of the preliminary study and has not been financed by the planning grant for PDC. However, it was inspired by the preliminary study and for that reason incorporated in this report. It is written by Ms. Jaana Kilkki, National Archives of Finland, under the heading *Politics of Memory: case South African Archival Landscape*. The text was first presented in the international seminar *Archives as Sites of Memory* held in Helsinki May 14th 2013 organised by the University of Turku research project *Making and interpreting the National Pasts – Archives as Networks of Power and Sites of Memory*. The text has been reviewed by Mr Verne Harris, Nelson Mandela Centre of Memory.

¹⁰ E-mail from Anne Field with attachment LEGACY Foundation- Desmond Leah TUTU.doc, 2013-01-15, ref. nr. RA 05-2012/3236

¹¹ Archive & Public Culture, Research Initiative, University of Cape Town, <http://www.apc.uct.ac.za/research/terrain/>, 2013-02-14

3 Background

Conclusions

There is not one national archival system, although some international standards are followed. The professions are very weak, but consulting firms offer records and archives services. South Africa is the most advanced African country in implementing electronic document or records management and shows a growing interest for cloud computing.

3.1 Introduction

The purpose of the chapter is to describe factors of importance for the feasibility of the proposals of the study, presenting them in an overarching way. These factors mainly came out during the interviews, rather than being collected systematically, but some complementing searches on the web have been performed.

3.2 The national archival and records system

The concept of a national archival and records system could be said to refer to an “institutional network of government structure driven by the national archives, which is charged with the tasks of ensuring the proper management of public records and promoting the preservation and accessibility of archival heritage”. It unifies public records management and archives administration systems through the life-cycle concept.¹² The component national in the concept could in the case of Sweden for instance be said to refer to the leading role the National Archives has for the archival and records system as a whole, since also the private archives tend to use regulations, standards and guidelines issued by that institution. In other countries there can be more of parallelism, for instance in the United States of America where three lines of developments are visible: the historical manuscripts tradition often related to libraries, public archives and records management of current records in organizations.¹³

3.2.1 *Regulatory environment*

Approximately 860 Acts in South Africa regulate record keeping in terms of what to create, how long to keep them and in which format. Of these approximately 200 Acts are specifically applicable to the public service, while the rest apply to the other organization.¹⁴ Only a few of the most important general ones that create a demand for archival and records management are presented below.¹⁵

Promotion of Access to Information Act (Act No 2 of 2000, PAIA) gives effect to the constitutional right of access to information. It states that everyone has the right of access to any information held by the state and any information held by another person and that is required for the exercise of protection of any rights. PAIA lays down procedures for accessing information of government and private bodies and states the promotion of transparency, accountability and effective governance of all public and private bodies.

¹² Mpho Ngoepe & Segomotso Masegonyana Keakopa, An assessment of the state of national archival and records systems in the ESARBICA region, A South Africa-Botswana comparison, p. 146, Records Management Journal, vol. 21. No. 2, 2011, pp. 145-160

¹³ Tom Sahlén, Förenta staterna, Det globala minnet, Nedslag i den internationella arkivhistorien, p. 305, Skrifter utgivna av Riksarkivet nr 34, pp. 305-351

¹⁴ The demand for and supply of skills in library and information services, archival services and records management, For the Department of Arts and Culture, Research Focus (Pty) Ltd, Draft Report 15 January 2010, p. 33

¹⁵ Ibid., if not otherwise stated.

Electronic Communications and Transactions Act (Act No 25 of 2002, ECT) regulates and enables digital communications and transactions. It aims at guaranteeing the authenticity of digital records, while the organization need to ensure that records in digital form are created, managed and stored in trustworthy digital systems.

Protection of Information Act (Act No 84 of 1982) is in a process of being repealed and replaced by Protection of Information Bill (Bill No 9 of 2009, PPI). PPI will give the South Africans their constitutional right to the privacy of their personal information. The act will be in line with international data protection laws and will protect personal information collected and processed by public and private organizations.¹⁶ When presented to parliament in March 2010 it triggered mass-based civil society action, since at stake are constitutionally enshrined principles of transparency of the public service, accountability and open democracy which from the critics are seen under threat from what is referred to as the 'Secrecy Bill'. Amendments have been made to the draft bill but it is still not in force.¹⁷

National Archives and Records Service of South Africa Act (Act No 43 of 1996) charges National Archives and Records Service (NARS) with the proper management and care of public records in the custody of governmental bodies. The act specifies for instance that the National Archivist shall determine records classification systems to be applied by governmental bodies, the conditions subject to which records may be microfilmed and digitally reproduced and the conditions subject to which digital records systems should be managed. The act also give NARS the function to maintain national registers of non-public records with enduring value, and promote co-operation and co-ordination between institutions having custody of such records. The National Archives Commission shall maintain a list of non-public records in South Africa, which in the opinion of the Commission, have enduring value. No person or institution having non-public records in their custody which are recorded on the national list shall destroy, export from South Africa or otherwise dispose of such records without reporting and securing the approval of the Commission for such action.¹⁸ The act is complemented by Provincial Archival Legislation.

South African Bureau for Standards (SABS) has published SANS 15489-1 (ISO 15489-1:2001) Information and documentation – Records management – Part 1: General and SANS 15489-2 (ISO/TR 15489-2:2001) Part 2: Guidelines. Also other international standards such as SANS 15801 (ISO/TR 15801:2004) Electronic imaging – Information stored electronically – Recommendations for trustworthiness and reliability, and SANS 23081 (ISO/TS 23081:2004) Information and documentation – Records management processes – Metadata for records – Part 1: Principles, have been published as South African standards.

For a private organization like DLTLF the requirements for access according to PAIA could be raised, as well as the protection of personal and state information according to PPI. According to ECT there is probably also a need for some of the digital records to be kept in an authentic form. With safety it also could be stated that certain acts regulate the businesses of a foundation. A difference between the public and the private organization is the former ones obligation to

¹⁶ The protection of Personal Information Bill – more than just compliance, Deloitte, http://www.deloitte.com/view/en_ZA/za/marketsolutions/pop-i-act/index.htm, 2013-02-20

¹⁷ Summary on the progress of South Africa's Protection of Information Bill, Open Democracy Advice Centre, <http://www.opendemocracy.org.za/media-centre/summary-on-the-progress-of-south-africa%E2%80%99s-protection-of-information-bill/>, 2013-02-20. South Africa secrecy law surprise as Zuma rejects controversial bill, The Guardian, <http://www.theguardian.com/world/2013/sep/12/south-africa-zuma-secrecy-bill>, 2013-10-30.

¹⁸ 3. (f), 4. (f), 14. (5) (6 a b) National Archives of South Africa Act, No. 43 of 1996

implement certain prescribed records management functions, while the latter ones can choose to do so. Guidance for both types of organizations can be found in the records management standard.

3.2.2 Organizations

The archival and records system in South Africa is driven by the National Archives and Records Service Act and comprises NARS, the National Archives Advisory Council and the nine provincial archives structures. NARS has a professional coordination and standards settings role, but does not have administrative control or authority over provincial archives. South Africa therefore does not have one system. The role of NARS and the provincial archives concerning records management is regulatory and monitoring. NARS is organised in the Department of Arts and Culture. The department has published a national policy on digitization for the purpose of preservation, access and management of access.¹⁹ Other organizations also play roles in the archival system. The Auditor-General and the National Treasury determines retention periods for ephemeral financial records. The State Information Technology Agency is charged with providing information technology and systems services for governmental bodies. National Heritage Council have asked institutions in the country and abroad to forward historical archival material from the liberation struggle and sees a need for digitization to ensure the preservation.²⁰ Digitisation and Data Preservation Centre at National Research Foundation is a collaborative initiative, which provides technical support and services, conduct training and coordinate collaborate digitization preservation initiatives.²¹ As a result, national coordination of archival services and standards is still weak and there is also a lack of public and political investment in archives and records management.²² In an article published last summer it is said that the conditions in the national and provincial archives are deteriorating alarmingly, lacking trained archivists, lacking storage space, with no clear strategy for capturing and maintaining digital records leaving a demoralised overworked staff. In the budget debate 2012 the national archives was not mentioned.²³

The roles of preservation and accessibility of the archival heritage seem more to be exercised by the university libraries where departments such as Archives & Manuscripts, Historical paper collections, Special collections or Archives can be found. The manuscript librarians or archivists of these institutions cooperate and coordinate some of their work, but this cooperation in the Association of Manuscript Librarians was stronger in the 90's. In the University of Cape Town, apart from Manuscripts & Archives, two interesting initiatives have been started. Archive & Public Culture Research Initiative is a trans-disciplinary endeavour located in the creative arts, history, anthropology and literary studies.²⁴ The Archival Platform is a research and networking initiative in South Africa's archive and heritage sector. It is a civil society initiative committed to deepening democracy through the use of memory and archives as dynamic public resources. It also facilitates dialogue and information sharing between professionals, academics, government employees, memory activists, archival users and heritage professionals in institutions, organizations and communities.²⁵ Representatives of the Archival Platform are travelling around the country visiting

¹⁹ National Policy on the Digitisation of Heritage Resources, Final Draft for Public Review, August 2010 V8, National Department of Arts and Culture, p. 17

²⁰ NHC to 'take stock' of liberation struggle heritage, <http://www.dispatch.co.za/nhc-to-take-stock-of-liberation-struggle-heritage/>, 2013-01-11

²¹ Digitisation and Data Preservation Centre, <http://digi.nrf.ac.za/>, 2013-02-22

²² Mpho Ngoepe & Segomotso Masegonyana Keakopa, An assessment of the state of national archival and records systems in the ESARBICA region, pp. 146, 148, 152-154, 157

²³ Do not let our archives turn to dust, <http://mg.co.za/print/2012-06-28-do-not-let-our-archives-turn-to-dust>, 2012-08-06

²⁴ Archive & Public Culture, Research Terrain, <http://www.apc.uct.ac.za/research/terrain/>, 2013-02-14

²⁵ Archive & Public Culture, Archival Platform, <http://www.apc.uct.ac.za/connections/archival-platform/>, 2013-02-14

archival repositories, museums, heritage sites, monuments and memory projects and have been struck by the enormous challenges confronting colleagues, but also inspired by the dedication of those who have succeeded in overcoming major obstacles such as inadequate resources, infrastructure and capacity. The State of the Archives Report is due to be released this year.²⁶

Some NGO's such as Nelson Mandela Centre of Memory and South African History Archives exercise important functions in the national debate, arrange conferences and courses and initiate cooperative work. The Nelson Mandela Centre of Memory for instance employs four archivists, a records manager, a researcher and personnel for communication and outreach.

Due to the lack of a national archives and records system, the collaborative and networking initiatives must be seen as the most strategically promising advancements for the future.

3.2.3 Professions

Records managers and archivists have been the traditional professions responsible for records and archives management respectively. Thus, reflecting a life-cycle view of a certain phase for the management of current records in an organization, separated from another phase for the management of non-current records at another institution than the records creator. In the later decade the concept of Records and Information Management (RIM) and such managers has been introduced, due to the need of managing a more complex content than what traditionally has been deemed records.

During the meetings in South Africa a picture emerged of a narrow range of formal education for records and archives managers in the country. We were told that records management can be a part of the universities library science courses and that one web course on archival management exists. Other opportunities such as consultant firms were said to offer shorter courses or conferences, but these were deemed as of varying quality.

The government became aware of the situation and initiated a study recently. In this it is stated that libraries and archives in South Africa face critical challenges such as inadequate infrastructure, inconsistent levels of service and a lack of staff and services. The Information Management Sector (IMS) was for the purpose of the study divided into the sub-components library services, archival services and records management, seen as distinct but interrelated. One finding was that the records management function in most organizations is seen as part of the ordinary administrative work and therefore is diffuse and undefined. A profound effect on the IMS was the restructuring of the South African higher education sector 2000-2006. In the study three universities were found offering qualifications in archives and records management, although at the time of the study 2010 one of these three programmes was temporarily suspended. Summarizing it seemed clear that the formal educational system had been under severe pressure over the last number of years.²⁷

The results of web searches give the following examples. Archives and records management courses are offered by means of distance teaching by the Department of Information Science at University of South Africa²⁸. A four-day Records Management Course was offered by NARS from

²⁶ January 2013, <http://www.archivalplatform.org/>, 2013-02-14

²⁷ The demand for and supply of skills in library and information services, archival services and records management, For the Department of Arts and Culture, Research Focus (Pty) Ltd, Draft Report 15 January 2010, pp. xiii-xv, xix-xx

²⁸ Department of Information Science, UNISA, Archives and Records Management Courses, <http://www.unisa.ac.za/CSE/results.html?cx=007695182051780472712%3A11&ie=UTF-8&sa.x=0&sa.y=0&sa=image&q=archival+course>, 2013-02-21

2001 to 2010.²⁹ A link to Records Management Association of South Africa redirects to LeMark training & development where at least in the year 2011 five short courses on registry management, records management, e-records, records management tools and designing recordkeeping systems were offered, some of which a successful student could receive a certificate of competence accredited by the Potchefstroom Business School.³⁰ Poussiere d'étoiles offered a two day conference on knowledge, archives and records management in Cape Town in November 2013.³¹ South African Records Management Forum aims at creating knowledge and information sharing platforms for all records management practitioners, but the latest news on the website are from 2010.³² South African Society of Archivists has existed since 1960, but a revitalising of the society started in 2009 and Volume 44 of the Journal of the South African Society of Archivists was published in 2011. An archival conference on public programming, outreach and advocacy will be arranged in July 2014.³³

Two firms in Cape Town have been found on the web offering broader archives and records services. Metrofile Group Companies offer active records management, image processing, hosting, data backup both vault and online, and archive storage and management.³⁴ Crown Records Management provide services as digital imaging, document management, consultancy and IT integration.³⁵ In October 2013 a fire was reported in a Metrofile warehouse in Kwa Zulu Natal destroying millions of records from banks, insurance providers and government departments. Arson was suspected but not investigated yet.³⁶

During our interviews at meetings some judgements of the professional culture were uttered. It has to be remembered that these statements are based on very few interviewed. It was said for instance that the heritage sector is politicized, under pressure of territorialism, and the mindset is to collect and own rather than to provide for access to information. There is a lack of mapping archives to get a good oversight and see how collections connect. Initiatives on digitization are much stronger in the universities than in the state. The recordkeeping culture is said to be immature as people don't follow policies or file plans. No custodians for archival standards exist in the country, but most people follow international standards on digital formats such as PDF for documents, TIFF for photographs and WAV for audio, and metadata capture such as Dublin Core, General International Standard Archival Description (ISAD-G) or Encoded Archival Description (EAD).

A picture emerges of a very weak profession, especially concerning records managers. Consulting firms exist that offer records and archives services. However, international standardized digital formats and professional standards are used.

3.2.4 *Information and communication technology (ICT)*

In a recently published article the implementation of enterprise content management (ECM) in South Africa is analysed. ECM refers to "a strategy to deal with all types of enterprise content and

²⁹ Records Management Course, <http://www.national.archives.gov.za/rms/rmc.htm>, 2013-02-21

³⁰ Biography – Isabel Schellnack-Kelly, <http://www.rma-sa.co.za/experience.php>, 2013-02-21

³¹ Poussiere d'étoiles, <https://groups.google.com/forum/?fromgroups=#!topic/karmsa/B9i5p0hjlGU>, 2013-02-22

³² South African Records Management Forum, <http://www.sarmaf.org.za/>, 2013-02-21

³³ South African Society of Archivists, <http://www.saarchivist.co.za/content/about-sasa> and organization <http://www.saarchivist.co.za/sites/default/files/SASA%20Journal%20Contents%20Volume%2044%202011.pdf>, organization 2013-02-21

³⁴ Metrofile, <http://www.metrofile.co.za/>, 2013-02-22

³⁵ Crown Records Management in South Africa, <http://web.crownrms.com/southafrica>, 2013-02-22

³⁶ Arson suspected in Metrofile fire, IOLnews October 13 2013, http://www.iol.co.za/news/crime-courts/arson-suspected-in-metrofile-fire-1.1591157#.UoMvJ_k2YfY, 2013-10-30

a set of software products for managing the entire life cycle of that content". This strategy is targeted at organizational processes, but manifests in some fundamental components, such as Document Management, Records Management, Imaging and Web Content Management. Key issues discussed on ECM treat the dichotomy between proprietary and open source applications and Value-Added Resellers (VAR). Proprietary applications have dominated the market and the top six companies are Autonomy, EMC, IBM, Microsoft, OpenText and Oracle. VAR refers to companies that add features to an existing product in terms of integration, customization and training. The most advanced African country in ECM implementation is South Africa. The success or failure of implementation include strategic factors such as the business case, support and change management, social factors such as user involvement, VAR involvement and support, training and effective communication and technical factors such as system functionality and integration with records management. It is also noted that the reliance on the expertise of a VAR poses risks, as there are examples of VARs that have left business and especially if it is the only one representing a certain product. In South Africa there were at least 17 VARs found and apart from three nationally developed proprietary ECM applications, the rest belong to well known global brands such as the six previously mentioned. The empirical results of the analysis are based on ECM implementations of only ten organizations and are therefore not possible to generalise. However, the analysis shows that the most implemented modules are Document Management, Imaging and Records Management. Of the ten, nine are using OpenTexts products and one is using the EMC product, while Microsoft Sharepoint is missing although it is globally one of the most pervasive ECM products.³⁷

There seems to be a growing interest in South Africa for cloud computing. Drivers for this could be attributed to its cost-effectiveness concerning application development, maintenance, data storage and the scalability of the services needed. The security is a big concern, but often security is better in the cloud than in-house management.³⁸ Applications or services that appear to be driving cloud adoption are among others mail, archiving, backup, storage and security.³⁹ The results from a survey on cloud computing 2012 reveal that the greatest inhibitors to such a solution are data security and legal issues, while the great advantages are accelerated deployment and scalability. Smaller organizations are more at ease with cloud computing due to flatter organization structures, less policy and procedure that needs to be followed. However, there is a fear for high data and bandwidth charges that will have effect on the solutions.⁴⁰

At the website of NARS the database All Archives Repositories and National Registers of non-public records of the National Automated Archival Information Retrieval System (NAAIRS) is searchable. And the collection Desmond Tutu Papers BC869 in the custody of University of Cape Town among a few others will appear if a search for Desmond Tutu is made.⁴¹ (See 4.1 below) In an interview at a meeting we were told that the registration in NAAIRS has deteriorated since the end of the 90's, due to the fact that organizations rather use their own databases or web-sites to display collections.

³⁷ Shadrack Katuu, Enterprise Content Management (ECM) implementation in South Africa, pp. 39-40, 42, 44, 46, 49-50, Records Management Journal Vol. 22 Nr. 1 2012 pp. 37-56

³⁸ Cloud computing in a South African business context, http://www.deloitte.com/view/en_ZA/za/insights/press-releases/0603e80244fc8210VgnVCM100000ba42f00aRCRD.htm, 2013-02-22

³⁹ Ten drivers of cloud computing for South African businesses, http://www.itweb.co.za/index.php?option=com_content&view=article&id=58388, 2013-02-22

⁴⁰ Cloud Computing 2012 Survey Results, 21 September 2012, <http://deloitteblog.co.za/www102.cpt1.host-h.net/wp-content/uploads/2012/10/Cloud-Computing-Survey-L.pdf>, 2013-02-22

⁴¹ RSA, NAAIRS, <http://www.national.archsrch.gov.za/sm300cv/smws/sm300ds?20130222161702B97DD986>, 2013-02-22

4 The memorabilia⁴² of Desmond Tutu's activities

Conclusions

The memorabilia represents foremost organizational functions administered by Desmond Tutu, although some private records exist. Description of the memorabilia exists at most custodians at various levels and is sometimes accessible on the web. Item level description is going on for parts of the memorabilia in preparing for digitization.

The functional categories of Desmond Tutu's activities are the framework within which we are approaching and presenting the memorabilia of his activities. During his professional career Desmond Tutu worked in different positions for the World Council of Churches (1972-1975 and 1978-1985) and the Anglican Church of Southern Africa (1975-1978 and 1985-1996). From 1995 to 1999 he worked as the chair of the Truth and Reconciliation Commission of South Africa. After that, he has been involved in various kinds of human rights and reconciliation activities. These activities have been affiliated first by the Mpilo Ministries Trust (2002-2011) and from 2012 onwards The Desmond & Leah Tutu Legacy Foundation.

4.1 Overview of the memorabilia and its custody

The archival fonds of the *Theological Education Fund of the WCC* from time period 1958-1977 is in the custody of the ARCHIVES OF THE WORLD CONGRESS OF CHURCHES (WCC) in Geneva. It is described according to General International Standard Archival Description, ISAD(G).⁴³ This descriptive information is accessible via the online inventory of the WCC.⁴⁴ Records themselves are in paper format, but some images are digitized and available online. The name-search "Desmond Tutu" in the online inventory also brings back 39 responds of individual paper documents, photographs and audiovisual material relating to time period 1978-2006 in other collections; among them a file on Desmond Tutu 1981-1988. Images and audiovisual material are available online.

The archival fonds of the *South-African Council of Churches's* (SACC) and the archival fonds of the *Anglican Church of Southern Africa* (ACSA), formerly *The Church of the Province of South Africa* (CPSA) are held in the WITWATERSRAND UNIVERSITY LIBRARY, HISTORICAL PAPERS COLLECTION in Johannesburg, which is the official repository for these records.⁴⁵ These archival fonds contain also photographs and audiovisual material. Both archival fonds are described mainly on file level and their inventories are accessible via internet in PDF-format. Item level description is under way as a part of the digitization project of the Desmond Tutu Peace Trust (see 4.2 below). There are also individual documents relating to Desmond Tutu in other collections in the custody of the university library.

⁴² By memorabilia we refer to the textual documentation, photographs and audiovisual material accumulated in the course of the different activities of Desmond Tutu, but also to the bibliographic material (books, articles, newspaper clippings) and artefacts (artwork, certificates, medals etc.) relating to or accumulated in the course of these same activities.

⁴³ ISAD(G): General International Standard Archival Description – Second Edition, International Council on Archives, <http://www.ica.org/10207/standards/isadg-general-international-standard-archival-description-second-edition.html>, 2013-02-26

⁴⁴ <http://archives.oikoumene.org/Query/suchinfo.aspx>

⁴⁵ <http://www.historicalpapers.wits.ac.za>

Besides these corporate archival fonds there are also two collections that are identified as personal papers of Desmond Tutu. One is in the custody of the Manuscript and Archives Department of the University of Cape Town (UCT) Library and the other in the custody of the University of Western Cape (UWC) Library, Robben Island Mayibuye Archives.

The UNIVERSITY OF CAPE TOWN LIBRARY, MANUSCRIPT AND ARCHIVES DEPARTMENT holds a collection by the title *The Desmond Tutu Papers* (BC 869; 2910 items) that was deposited in March 1986 by Desmond Tutu via professor Charles Villa-Vicencio.⁴⁶ This collection relates to the time period 1977-1983, i.e. the time that Desmond Tutu worked as the Secretary General of the SACC. The best part of the collection (2324 items) is correspondence that relates mainly to these professional activities, besides which the collection contains private papers and books, newspapers clippings and a cassette tape. The collection was organized in its present structure by the library. It is not described on item level and the inventory is not accessible via internet. The Manuscript and Archives Department's other collections also hold individual documents as well as bibliographical and audiovisual material relating to Desmond Tutu.

The UNIVERSITY OF WESTERN CAPE LIBRARY, ROBBERN ISLAND MAYIBUYE ARCHIVES holds a collection by the title *The Personal Papers of Archbishop Desmond Tutu* (catalogue no. 21). The papers cover the time period from 1980 to 1996. The best part of the collection relates to the professional activities of Desmond Tutu as the archbishop of Cape Town, mainly correspondence of the archbishop's office with different individuals and institutions, but the collection contains also private papers, photographs, bibliographical material and artefacts. The structure of the collection follows a filing system implemented before the records were transferred into the custody of the Mayibuye Archives. The collection is not described throughout on item level, but this description is under way as a part of the digitization project of the Desmond Tutu Peace Trust (see 4.2 below). The inventory is not accessible via internet. The Mayibuye Archives also holds individual items of audiovisual material relating to Desmond Tutu in its other collections.

The records of the *Truth and Reconciliation Commission of South-Africa* (TRC) are held in the NATIONAL ARCHIVES AND RECORDS SERVICE (NARS) of South-Africa. We didn't have the chance to visit the NARS, but in an article published 2011 it is stated that this archival fonds is only partly processed and difficult to access.⁴⁷ The South African History Archives (SAHA) and the Witwatersrand University Library have collected authorized copies of records in this archival fonds from the NARS, together with documents in custody of people and private organizations who were involved in the work of the TRC. Most of these latter documents are private papers, but some are part of the official record of the TRC. This collection called *Traces of Truth* is digitized and available online via the Witwatersrand University Library Historical Papers website.⁴⁸

The best part of the memorabilia of the activities of Desmond Tutu from around 1996 onwards is in the custody of THE DESMOND & LEAH TUTU LEGACY FOUNDATION (DLTLF). The memorabilia consists of the corporate archival fonds of this organization and its predecessor the Mpilo Ministries, together with material in other documentary forms. See 4.3 below for more detailed description.

⁴⁶ According to accession file of the collection

⁴⁷ Verne Harris, Jacques Derrida meets Nelson Mandela: archival ethics at the endgame, p. 115, *Archival Science* Vol. 11, Nos. 1-2, 2011, pp. 113-124,

⁴⁸ <http://truth.wvl.wits.ac.za/>

There is naturally material relating to Desmond Tutu throughout his life in the custody of other entities in South-Africa and abroad as well, but this material has not been identified in detail by us. It is obvious that there are records originating from the functions of different official corporate bodies such as schools, universities, government agencies, etc. As stated above, there are also documents in numerous private collections in the custody of cultural heritage institutions that relate to or contain information about Desmond Tutu. The Oryx Multimedia Company in Cape Town has a large collection of photographs and audiovisual material and also documents relating to him in their archives. We have been told that the long-time PA and biographer of Desmond Tutu, John Allen, has also material relating to him in his custody, and it is presumable that so do several other individuals.

4.2 The Desmond Tutu Digital Archives-project

The DESMOND TUTU PEACE TRUST was founded in 1998 to facilitate the fundraising for the DESMOND TUTU PEACE CENTRE and today the program of the Trust is generally referred to by this latter name.⁴⁹ The Peace Centre is planned to be a physical site for African and global peace movements with facilities for a museum, exhibit halls, conference rooms, a theatre, educational laboratories, a research library, bookstore and Desmond Tutu's office and archives.⁵⁰ Desmond Tutu and his wife Leah are co-founders of the Trust.

In connection to the fundraising activities for the Peace Centre, Google granted 1.25 million US dollars in March 2011 to create a *Desmond Tutu Digital Archives*-online service. The focus of the project is to digitize, preserve and make available online selected materials (writings, awards, gifts, photographs, videos) that relate to the life and time of Desmond Tutu. In 2011-2012 the Peace Centre has worked to establish partnerships with the above mentioned and some other custodial institutions of both organizational and personal material relating to Desmond Tutu. In discussions relating to the Desmond Tutu Digital Archives-project with the Peace Centre, we got the impression of a well-planned and professionally managed project.

The project was in the beginning of the year funding work both in the Witwatersrand University Library Historical Papers Collection and the University of Western Cape Library, Robben Island Mayibuye Archives to identify and describe on item level documents, images and other material relating to Desmond Tutu in the custody of these institutions. Selected part of this material will eventually be digitized and included in the Desmond Tutu Digital Archives-collection. The descriptions will eventually be saved in an open source archival description software ICA-Atom database, which will provide access to the digital archives.⁵¹ Custodial institutions will have copies of the item-level descriptions and digital images.

The Desmond Tutu Peace Trust and the Desmond Tutu Peace Centre are in a process of deregistering and closing down. The Desmond Tutu Digital Archives project will be transferred to DLTLF.

⁴⁹ Read in more detail about the program <http://www.tutu.org/peace-centre/>. There is also a Desmond Tutu Peace Foundation (US) for the same purpose.

⁵⁰ http://www.tutufoundation-usa.org/the_peace_center.html

⁵¹ <https://www.ica-atom.org/>

4.3 The memorabilia of Desmond Tutu in the custody of the Legacy Foundation

We were not able to form a clear and comprehensive understanding of the totality of the memorabilia of Desmond Tutu in the custody of the DLTLF. We did identify two components of which this memorabilia consists of:

1) Documents and material in other documentary forms that is created or received by Desmond Tutu personally. This material has accumulated throughout his life and is not bound to the timeframe of the existence of DLTLF and its predecessor the Mpilo Ministries as the office of Desmond Tutu.

This category would also include the personal e-mail of Desmond Tutu and his social media activities that are at the moment outside the corporate control of capture and preservation.

2) Corporate records of the DLTLF and its predecessor the Mpilo Ministries. Part of this archival record has been accumulated from the function of the DLTLF and its predecessor as the office of Desmond Tutu after 2002 and part from other functions of these organizations.

This archival record is not in its totality under the control of the corporate archivist. There is no corporate document/records management system, either manual or digital, in use but corporate records in digital formats are stored on personal computers and legacy files on corporate server. There are also paper records that are not stored within the corporate filing system but individually by employees. (For more detail see 5 and Annex C).

The memorabilia could also be categorized into archival material and material in other documentary forms; although this kind of categorization is not easy to implement in practical terms. However, material in other documentary forms appears to be under good control and for the most part catalogued on item level. Archival material, instead, seems to be poorly catalogued for the most part and outside of the corporate control at least in some part.

Documents and material in other documentary forms that is created or received by Desmond Tutu personally in different phases of his life are presently categorized in the following way:

1. Speeches and sermons
2. Medals and coins
3. Gifts and awards
4. Publications with articles about or by Archbishop Tutu
5. Honorary degrees: certificates, invitations and citations from Universities
6. Certificates and honours
7. Books (given as gifts; usually with a foreword or endorsement by the Archbishop)
8. DVD's and CD's
9. Photographs
10. Artworks
11. Historical memorabilia

Speeches, sermons and other writings of Desmond Tutu, audiovisual material, artworks, awards & gifts, and publications are described on an excel-spreadsheet on item level. Books are catalogued in a library database system. This material is under the control of the corporate archivist and some of it has been digitized by the Desmond Tutu Peace Centre's Digital Archives-project. Some artwork, artefacts and books are held in the residencies of Desmond and Leah Tutu in Cape Town and in Soweto. This material is presently not included in the existing inventories. There is no inventory of

the photographs held in the facilities of the foundation or held in the residencies of Desmond and Leah Tutu.

Those paper-based corporate records of DLTLF that are under the control of the corporate archivist are identified by the archivist as a) files on, and annual and financial reports from, the organizations of which Desmond Tutu is a patron, b) correspondence and c) office matters. These corporate records are organized according to a filing plan, but there is no inventory of the record series or files. Because of the lack of an inventory, we don't have knowledge of the exact time period of the archival material in the custody of the DLTLF, but we know that at least the sermons and speeches date back to the early 1970's. To support the inventory of the corporate records under the archivist's control, we have prepared a simple excel-spreadsheet as a tool for the description of records series and files (Annex C).

5 Benchmarking of the records management at the Legacy Foundation

Conclusions

The corporate recordkeeping of the Legacy Foundation shows weaknesses since not all records of the functions and activities are captured in the archives, but reside in employees files or computers/server. The conditions of storing are weak in terms of preservation and security.

SANS 15489 Records management-standard applies to the management of records, irrespective of format or media, by public or private organizations in the conduct of business. It provides guidance on determining an organization's responsibilities for records, processes and systems. Managing records according to the standard is leading to the keeping of authoritative records that can be treated as authentic, reliable, complete, unaltered and useable for as long time as needed.

Summarizing the standard, it can be said that the basis of a records management programme is a decided organizational policy for records management. It is also basic that responsibilities and authorities are defined and assigned, so it is clear who is responsible for creating and capturing records when there is a need for it due to regulatory, organizational or business requirements. By designing and implementing records processes in records systems (manual, hybrid or digital) for records capture, registration, classification of business activities, storage and handling, access and disposition leads to an optimization of the records management programme. The purpose of capturing records into records systems is to relate the record to the creator and the context of business, link the record to other related records in for instance a file that documents a business activity and to place the record and its relations in the records system. This is achieved by registration, classification, storage and handling and leads to access. Disposition can either be the destruction of ephemeral records after a certain period, or delivery of records for intermediate or final storage at another custodian. For the managing of the records programme in terms of quality and efficiency the records management processes should be documented, monitored and audited and the staff should be appropriately trained.

Argument for its adoption in South Africa has been based on the fact that there is a lack of records management framework for the private sector to follow. As SANS 15489 is based on the corresponding international standard it opens for bench-marking of implementations. If an

increasing number of organizations in South Africa start to implement the standard, it will lead to the creation of a body of local knowledge/expertise.⁵²

See Annex C for the analysis of the benchmarking at DLTLF.

In 2.3 Scope it is written that the scope of the study was widened to include artefacts and books. Since we had no chance to prepare for a deeper bench-marking of the registration of these, we now would like to add that there exist international guidelines in the former domain. For instance, the International Committee for Documentation of the International Council of Museums (ICOM) published in 1995 International Guidelines for Museum Object Information: The CIDOC Information Categories.⁵³ There also exist various other handbooks, recommendations and fact sheets on the website of ICOM.⁵⁴ For the classification of books in libraries the most worldwide used system is Dewey Decimal Classification.⁵⁵ It has not been possible to figure out which systems are most widely used in South Africa for the classification and registration of artefacts and books. The CIDOC Conceptual Reference Model (CRM) has been developed for the description of cultural heritage documentation, and can mediate between the different sources of museums, libraries and archives.⁵⁶

6 Proposals

The proposals were stated in the Draft Report 2013-03-07 and submitted to DLTLF the day after.

DLTLF should start a work of creating a records management programme for the current corporate recordkeeping. This suggestion is based on the bench-marking at the foundation based on SANS 15489 Records management-standard. There are two opposite options although they could also be complementing; to hire a records manager for an in-house implementation or to contract a service provider and use cloud computing. See Annex D for further guidance on these options.

A records manager should if possible be experienced with the implementation of SANS 15489 or at least basic parts of it. The educational requirements could be a degree/diploma in records management, information management, public administration or library science. The skills required should be on communication, administration, computer and change management. Other requirements could be service orientation and problem solving.

A service provider should be able to integrate records management and customize a software product such as document or records management, according to the business of DLTLF and user involvement when it comes to needs for system functionality. A service provider should also provide training, support and security solutions. An optionally be able to provide cloud computing.

DLTLF should take care of the backlog of file description generally. These files concern the businesses of the Mpilo Ministries Trust, The Elders, The Peace Trust, etc. A description in spread sheets of the paper files based on metadata in Annex B, is a simple way forward to get control over and make these files easier to locate and retrieve. In the case of the digital files, documenting a

⁵² Lance Michalson, Motivating a standards based approach to records management, May 15, 2011 <http://www.michalsons.co.za/motivating-a-standards-based-approach-to-records-management/9099>, 2013-02-26

⁵³ http://icom.museum/fileadmin/user_upload/pdf/Guidelines/CIDOCguidelines1995.pdf, 2013-02-26

⁵⁴ <http://icom.museum/professional-standards/standards-guidelines/>, 2013-02-26

⁵⁵ Dewey Decimal Classification, Wikipedia, 2013-02-26

⁵⁶ The CIDOC Conceptual Reference Model, <http://cidoc-crm.org>, 2013-10-30

similar structure according to the organization, business and chronology could be a way of gaining control.

An urgent matter for DLTLF is to preserve the handwritten sermons in acid free paper folders and put them in boxes as they now are in a process of getting brittle in the plastic pockets.

DLTLF should also document the e-mail accounts and social media memberships of Desmond Tutu by usernames and passwords. For the moment they can be stored in the cloud.

For the preservation of the memorabilia of Desmond Tutu and making it available we suggest that DLTLF try to organise a network of the institutions now in custody of Desmond Tutu's archives and the ongoing digitization programme performed by the Peace Centre. The object should be to manage the spread collections of evidence of his activities and mapping these to get a good oversight and understand how collections connect. Since item level description is on way a deeper understanding of the contents of the collections will emerge. The members of the network could evaluate the use of certain descriptive tools emerging or used like ICA-Atom, Dublin Core, CIDOC-CRM etc. and also the circumstances surrounding the physical preservation of the materials. For the continuing intellectual and physical preservation, it seems that the present custodians (mainly universities) are appropriate. An initiative like this could in fact be seen as following the spirit of Desmond Tutu, but now as an example for the reconciliation of the South African heritage sector. Such a network doesn't need to be headed by any heritage expert, rather a person burning for the preservation of the legacy of Desmond Tutu. Professional heritage experts reside in the other institutions of the network. When using ICT-solutions like social media or phoning and conferencing on the web the costs for managing the network do not need to be obstacles. To give the network a globally symbolic weight, DLTLF could apply for the Desmond Tutu's archives to be listed at the UNESCO Memory of the world programme.⁵⁷ This means also that the collections get protection from the International Committee of the Blue Shield.⁵⁸

7 Follow-up

The follow-up was performed during the period 19th – 25th of October, and activities are shown in Annex 1. The objectives for the follow-up stated in the document *Planning for the follow-up of the Partner Driven Cooperation between the National Archives of Sweden and Desmond and Leah Tutu Legacy Foundation (DLTLF)* were to follow-up the aims of the PDC and the proposals in the Draft Report of 2013-03-07, upon request from DLTLF be prepared to give some specific advice and further deepen the understanding of the situation by meetings with DLTLF, Oryx Multimedia, The Desmond Tutu Peace Centre and the Archival Platform, University of Cape Town.

7.1 Follow-up the aims of PDC

Assessment of the finalized planning grant (achievements of the project may come after the cooperation grant):

To what extent has the PDC contributed to promoting sustainable relations, which continue without funding through development aid?

⁵⁷ <http://www.unesco.org/new/en/communication-and-information/flagship-project-activities/memory-of-the-world/register/>, 2013-02-27

⁵⁸ http://portal.unesco.org/culture/en/ev.php-URL_ID=36887&URL_DO=DO_TOPIC&URL_SECTION=201.html, 2013-02-27

The biggest contribution to DLTLF is the lending of expertise and growth during the implementation of the archiving system, as it continues and progresses. DLTLF wants to draw on the expertise of cataloguing and the exhibits of the artifacts. It was stated from the three partners that such relationships could continue in the future through meetings using the web or communication of e-mail and attachments. To participate in the Archival Platform networking would be fruitful for DLTLF.

Principle of mutual interest in the PDC has been implemented into the project at DLTLF on both strategic and operational levels. The consultants also learnt a lot in South Africa which broadened their competence.

Principle of Swedish competitive advantages could in this case mainly be attributed to the fact that there are no vested interests from Sweden in this situation. It has been helpful for DLTLF to have someone outside the local context to investigate the situation.

Principle of catalytic was shown already in January as some of the insights from the consultants were integrated into the strategic planning of DLTLF.

Principle of time limited has worked out well as the consultancy work and the planning work at DLTLF envisioned the strategic and operational way forward.

Principle of potential to be self-supporting works in the same way as other functions of DLTLF, which as a NGO either finances its work by sponsorships, grants or by own means.

Principle of cost sharing can be visible as the further work is going to be wholly funded by DLTLF. The upfront, the vision has been funded by Sida, the implementation will be the responsibility of DLTLF.

The cost-efficiency and effectiveness of using PDC for promoting the objective is for DLTLF the advantages of knowledge. The archival profession is very small in South Africa and it is narrow minded. The consultants came in with no prejudices and an open mindedness so it was for that reason also profitable.

The lesson learned is mainly the importance of this kind of cooperation,

The good experiences of PDC are mainly that the consultants were very willing to offer and share expertise, very open to hear and learn the particular needs of DLTLF. No bad experiences were mentioned.

7.2 Follow-up the proposals of the Draft Report

The first obvious result of the preliminary study is an impact on the mindset of DLTLF. The records and archives management are now seen as activities on both the strategic and operational levels as reflected in the operations planning documents.

The need for professionalization of the records and archives management of DLTLF is reflected in the ambition to hire an archives manager. The work description was not finalized at the follow-up and consequently not the exact title either. The appointment has to be decided by the board of DLTLF, which not had been done at the time for the follow-up. The Desmond Tutu Peace Centre has been closed down, and the digital archives project performed there will be transferred to

DLTLF for continuation. This means an opportunity for unifying the work on archives management concerning Desmond Tutu's archives.

DLTLF has taken some measures to strengthen the security of the records management and storing of files and archives. A new server has been installed and a service agreement has been concluded with an it-firm. An internal policy has been decided that clearly states the responsibility of the employees to save files from their personal computers on the server, in the case this is not done automatically. The handwritten speeches and sermons from the beginning of the 1970's of Desmond Tutu have now been transferred to storage in acid free paper folders and boxes.

Furthermore, DLTLF is moving to new premises in downtown Cape Town. For the planning of the redevelopment of the new offices, requirements have been stated for fire protected (to a certain degree) repositories for the storing of the archives and other memorabilia. Requirements have also been stated that these storing rooms shall have a separate system for air conditioning, so the temperature and humidity can be controlled to give appropriate conditions for preservation.

DLTLF has also invited a provider of records and archives management services to present their offers in the context of the office needs, but has not yet acted upon these services.

7.3 Further advices given upon request

DLTLF did not state any requests for further advices during the follow-up.

7.4 Meetings and visits during the follow-up

The meetings and visits performed during the follow-up are registered in Annex A and written notes from these are registered and filed. Topics from these activities are incorporated in this report under relevant headings.

Annex A: List of meetings and visits

Date	Institution	Participants apart from Ms Kilkki and Mr Lövblad
2013-01-23	The home of Desmond & Leah Tutu, Milnerton	Ms. Leah Tutu Ms. Anne Field, Archivist, DLTLF Mr. Mthunzi Gxashe, Personal Aidee, DLTLF
2013-01-24	DLTLF (at Lagoon Beach Hotel, Milnerton)	Mr. Tony Dewey, Business Manager, DLTLF
2013-01-24	The Desmond Tutu Peace Centre (DTPC), Cape Town	Ms. Nomfundo Walaza, Chief Executive Officer, DTPC Ms. Razaan Bailey, Programme Manager, DTPC
2013-01-25	DLTLF	Ms. Mpho A. Tutu, Executive Director, DLTLF Ms. Anne Field, archivist, DLTLF
2013-01-28	Manuscript and Archives Department, University of Cape Town Libraries	Mr. Clive Kirkwood, Manuscripts librarian
213-01-28	Manuscripts and Archives Department, University of Cape Town Libraries	Mr. Paul Weinberg, Senior Curator of Visual Archives
2013-01-29	Robben Island Mayibuye Archives, University of Western Cape Library	Mr. Stanley Cello, Coordinator for the Audiovisual Archives Mr. Andre Mohammed, Coordinator for the Historical Paper Archives
2013-01-30	DLTLF (at Lagoon Beach Hotel, Milnerton)	Ms. Anne Field, Archivist, DLTLF
2013-01-31	Historical Papers Collection, Witwatersrand University Library	Ms. Michele Pickover, Curator of Manuscripts
2013-01-31	Nelson Mandela Centre of Memory	Mr. Verne Harris, Head Memory Programming, Ms. Razia Saleh, Senior Archivist
2013-02-01	South African History Archives	Ms. Catherine Kennedy, Director
2013-10-19	V&A Waterfront, Cape Town	Ms. Razaan Bailey, Programme Manager, DTPC
2013-10-21	DLTLF	Ms Peggy Chishimba, Director of Development, DLTLF
2013-10-21	The Clocktower, Cape Town,	

	the new office of DLTfL	
2013-10-22	DLTLF	Ms. Anne Field, Archivist, DLTLF Mr. Tony Dewey, Business Manager, DLTfL
2013-10-22	DLTLF and an elementary school, Milnerton	Ms. Mpho A. Tutu, Executive Director, DLTfL
2013-10-23	The Archival Platform, University of Cape Town	Ms. Jo-Anne Duggan, Director, Archival Platform Ms. Annlee Leroux, Archival Platform Ms. Anne Field, Archivist, DLTLF
2013-10-23	DLTLF	Ms. Mpho A. Tutu, Executive Director, DLTfL Ms. Anne Field, Archivist, DLTLF
2013-10-25	Oryx Multimedia, Cape Town	Mr. Benny Gool, Photographer, Oryx Multimedia Mr. Roger Friedman, Journalist, Oryx Multimedia

The National Archives and Records Service of South Africa never responded to the request from The National Archivist of Sweden for a meeting.

Annex B: Description of records series and files

Short description of category:						
File title	Earliest date	Most recent date	Agents: sender (origin of document)	Agents: receiver	Event	Place

The schedule above is depicting the spreadsheet file structure that is accompanying this report.

Annex C: Analysis of the records management at the Legacy Foundation

Benchmarking tool: Checklist based on SANS 15489 Records management

Date: 2013-01-22--24

Organization: Desmond & Leah Tutu Legacy Foundation (DLTLF)

Interviewees and functions: Ms. Anne Field, Archivist; Mr. Tony Dewey, Business manager

1. The context of records creation

This analysis is based on interviews and inspection at the office of DLTLF and the home of Desmond and Leah Tutu.

In a memoranda the foundations five pillars are stated.

There are no guidelines or policy document used for records creation at the office.

There is a mutual agreement to avoid printing out documents.

2. The capture of records

The incoming mail (paper and e-mail relating to organizations for which there is patronage are printed out) is handed over to the archivist who gives them a date stamp and distribute them in the office or archive them in existing files.

No central register is used for the control of capture. The documents are not given any reference number, which means that there is a lack of control of documents belonging to a certain file documenting a certain activity.

Outgoing e-mails are not filed in the manual records system, but kept in personal computers or on the server. According to the function the employees responsible keep paper files or e-documents. Desmond Tutu has a desktop and a laptop in office, a desktop at home, an ipad and an iphone. He mainly uses his gmail addresses for communication.

In the server there are documents from the year 2002 under the file named Lavinia's Docs, and arranged by year. There is no decided structure for the organization of e-documents.

The information in a database that was used, has now been converted to spreadsheets for a future conversion to a new database.

Some of the outgoing documents are authenticated by signature/e-signature (not clear of what kind).

Internal records are in the personal computers or in personal paper files. A calendar of Desmond Tutus activities and a board room calendere is kept in spreadsheets. There is also a spreadsheet for contacts.

For the finances a digital accounting system is used.

The payrolls are outsourced and computerized, complemented by personal files on paper and digitally.

2.1 *Classification*

There is no classification of any sensitive records.

There is a collections classification plan for materials from the year 1984:

- 1 Speeches and sermons (in files and computer)
- 2 Medals and coins
- 3 Gifts and awards
- 4 Publications with articles about or by Archbishop Tutu
- 5 Honorary degrees: certificates, invitations and citations from Universities
- 6 Certificates and honours
- 7 Books (given as gifts; usually with a foreword or endorsement by the Archbishop)
- 8 DVD's and CD's
- 9 Photographs
- 10 Artworks
- 11 Historical memorabilia

These collections are registered on item level in spreadsheets, the books in a library database. The headings of columns in the spreadsheets are of the following types: code, number, date, place, description, etc depending of what kind of materials. If possible these materials are linked to records documenting the activities that led to the submittal.

Other material kept in the storage is classified according to another plan:

- 1 Files of the organizations which the archbishop is a patron, annual and financial reports from the organizations
- 2 Correspondence
- 3 Office matters

The general file cabinet is structured around the following sub-categories: PATRON, TUTU NAME BODIES, ORGANIZATIONS, INDIVIDUALS, CORRESPONDENCE, MEDIA, PUBLISHERS, TRAVEL, UNIVERSITIES, CHURCH, SA GOVERNMENT, ISSUES.

There is classification according either by subject or organization.

3. *Storage*

The current records are stored in the personal files/computers/server or in the general file cabinet. The accounts and personal records are stored in a resistant file cabinet and on computer. There is a mix of computers from Apple and Microsoft.

The archivist is responsible for the storing and handling of the current records in the general file cabinet.

The records are arranged either as case-files or subject-files and in alphabetical order or chronological order.

Records are transferred for intermediate storing to a room and are put in boxes on shelves. On the boxes the content and the period is described. The archivist is responsible for the storing and handling. The speeches are kept in plastic pockets in a cupboard.

There is a separate room for the storing of artefacts, but artefacts are also on various places in the office. It is not clear whether the artefacts are insured.

The library is in the office.

Artefacts and books are also in the home of Desmond & Leah Tutu. These are not registered.

4. Access and retrieval

No system for the control of access for security reasons is implemented. Implicitly it could be said to be done by keeping of documents in personal computers.

On the website information of the foundation is given, but so far no documents are published.

The files, documents and other material that are kept in the filing cabinet or in the intermediate storage room as well as in the room for artefacts are quickly accessible for the archivist.

The retrieving tools are mainly the headings of the sub-classification (see above) and the spreadsheet registers. The headings of the spreadsheets consist of various metadata categories.

The archivist has not found it difficult to locate a document or file in her custody. On the other hand there are not so many questions on access to certain information.

The access of e-documents on the server is not easy due to the lack of structure and organising of the documents.

5. Disposition

The foundation has not decided upon any disposition schedule.

Annual and financial reports from organizations are disposed of a year after it was received when the actual ones have been received. Some incoming mail with no value for the business of the foundation is also disposed of.

Records have not so far been transferred to any other repository for storage, although the storing facilities will not last for too long.

6. Documentation of the processes

There is no intern manual for document or records management.

7. Monitoring and auditing

There is no internal monitoring of the document or records management. Auditing is performed from the financial point of view.

8. Training activities

There has so far not been arranged any training activities either for the employees or the archivist on matters such as ICT or document and records management.

9. Summarizing analysis and advices

The foundation should be seen as an organizational infrastructure for Desmond Tutu. In that respect the archives do not represent the private person, but an organization. The corporate recordkeeping shows weaknesses since not all records of the functions and activities are captured in the archives, but reside in the employees files or computers/server. The registration of the material (1-10), mainly of memorabilia, is strong for the part stored in the office and the control and retrieval of it is satisfactory. The filing of the other material (1-3) and classification/ organization of it makes this material retrievable but the corporate control is weak, since not all documents of the functions and activities of the business of the foundation is captured in that manual records system. The system for control of memorabilia should work, but should capture the material (1-10) now in the home of Desmond and Leah Tutu

The conditions of the storing are weak in terms of security. A fire or leakage would cause a high risk of destruction to most of the material. The condition for the storing of speeches in plastic pockets, poses a risk of slowly deteriorating the originally written paper documents. Since there is no written policy or guidelines concerning document and records management there is a risk of asymmetric records creation and keeping concerning which functions and activities are documented in the corporate archives. A lack of manual for the archivists work could risk the continuity of the control of this material, in the case for example she quit her work.

The records management of the foundation as a whole needs improvement. A way forward is to decide upon the ambition, to assign responsibilities, adopt a pro-active approach documented in a policy and manual, create a business classification scheme, use reference numbering to create case files representing activities and use a central registry. This could be handled in a Document Management System/Records Management System. A way to handle the accumulation of records could be to decide upon a disposition schedule. For a more secure storing an option such as outsourcing could be considered. Cloud computing or just storing in the cloud are services that can be contracted. Also the storing of artefacts and the archives could perhaps be in the custody of any university.

Annex D: In-house implementation or outsourcing of records management

The purpose of this annex is to give guidance on how to make choices on in-house implementation or outsourcing of records management. Records management is to be seen as a supportive function, in the same way as financial or HR management, to the core business functions of an organisation. Since the core business is at the heart of an organisation, it is important that the supportive functions are meeting the requirements of business, stakeholders and the legislative context in a cost-effective way.

The question of in-house or outsourcing needs not to be answered exclusively. For example, at DLTLF there is at present a mixture where the core business is managed in-house, but parts of the financial and HR management are outsourced as well as the means for social media activities. There is also a hybrid environment divided in paper and electronic records, which is a situation still typical of most organisations. Reasons for that could be adhered to a culture or tradition, but also based on more explicit decisions based on risk assessment concerning issues as market competition, confidentiality, privacy, security and copyright. These decisions then are based on the assumption that the control of disclosure of information is easier to manage in-house and also in some parts using paper records.

1. In-house management of records

The infrastructure for managing a hybrid environment would typically encompass certain components, such as:

- Filing cabinets, filing closets, filing shelves
- Boxes, folders, file covers, paper
- Desktops, laptops, smart phones/tablets, scanner, printer, copier
- Network (LAN, SAN, Internet, firewalls)
- Server that could include external services such as back-up management
- Software, Cloud-software
- Secure storage facilities for paper records and server if not back-up management is outsourced

The components are physical assets, which has functionality and need human resources and skills for the operating. In-house management requires supportive functions for driving the processes, as for example the ICT-management entailing procuring, licensing, maintenance, upgrading, servicing, and so on.

2. Outsourcing of records management incl. cloud computing

The control of an outsourced service is typically exercised by a single agreement with one service provider. Although cloud computing have many similar characteristics with outsourcing, exercising of control could be more difficult. The reason for that is the economy of scale which means that computer capacity may be situated in a myriad of geographical locations, subject to different business practices, government oversight and laws.⁵⁹

⁵⁹ An Introduction to Cloud Computing – Legal Implications for South African Law Firms, 2 What is cloud computing?, Tech4Law, www.tech4law.co.za/business4law/efficient-business-process/an-introduction-to-cloud-computing-legal-implications-for-south-african-law-firms.html, 2013-04-25

Cloud computing could be understood as “the accessing of shared data and IT-services (i.e. computing) over a network (i.e. the cloud).”⁶⁰ The definition of cloud computing can be much more complicated: “Cloud computing is a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g. networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.”⁶¹ Three different service models can be expressed as software, platform or infrastructure as services.⁶² More common than complete virtualisation in the cloud (the Internet) is the use of a physical server located in another geographic location.⁶³

Archives New Zealand states that cloud computing is increasingly used by government agencies, as it offers efficient and cost-effective computer resources, and some opportunities and challenges are listed:

Opportunities

- For staff it may be easier to access and use records.
- Records may be available with a browser anywhere at any time.
- It can be easier to create, keep and manage records as the design and implementation of systems based on cloud solutions may allow that.
- You pay for what you use, and you may expand or contract effortlessly – it gets cheaper and more flexible.

Challenges

- To administer information kept in the cloud may be difficult.
- The systems in the cloud are not designed to manage information for long periods of time.
- To ensure that information is preserved is difficult.
- To ensure that information is disposed of properly when no longer required is difficult.
- It can be difficult to transfer records to another environment due to the proprietary interfaces and programming languages used by cloud service providers.⁶⁴

National Archives of Australia also states that cloud computing poses both benefits and risks for government agencies, and that gains in cost and efficiency need to be weighed up against the risks associated with privacy, security and records management. In a few bullets it is summarized what is essential to consider for agencies:

- Agencies are responsible and accountable for managing their records wherever they are held.
- If records are stored outside the country there may be risks.
- More controls are needed for the management of records of higher value to ensure their integrity, authenticity and reliability.
- The risks that may arise – different service models present different risks to records.

⁶⁰ Cloud Computing Survey, <http://fluidserveys.com/s/RitC/cloud-user-survey/>, 2013-04-25

⁶¹ The NIST Definition of Cloud Computing, Recommendations of the National Institute of Standards and Technology, Special Publication 800-145, p. 2, <http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf>

⁶² Ibid., pp. 2-3

⁶³ Katharine Stuart and David Bromage, Current state of play: records management and the cloud, Records Management Journal Vol. 20 No. 2, 2010, p. 218

⁶⁴ What are the Recordkeeping Implications of Cloud Computing?, Archives New Zealand, <http://archives.govt.nz/advice/public-offices/digital-recordkeeping/what-are-recordkeeping-implications-cloud-computing>, 2013-04-25

- Whether risks can be satisfactorily mitigated – depending on the ability to negotiate agreements and contracts that address the risks and meet legislative obligations.⁶⁵

In a cloud computing checklist for small business following points are stressed:

1. Figure out which cloud services will work for you and what your current risk level is.
2. Know what information you'll be sending to the cloud.
3. Recognise that the responsibility is ultimately yours.
4. Security – lock it down by encrypting.
5. Check out your provider.
6. Know exactly what you're signing up for.
7. Be as up front with your clients as you can.
8. Location – where will the information be?
9. Use and disclosure – who sees the information and what will it be used for.
10. Ability to exit, and deleting information.⁶⁶

In some countries codes of practice for cloud computing are emerging, but not yet in South Africa. The cloud scorecard of South Africa shows some legislative weaknesses, a low level of ICT use and broadband penetration.⁶⁷ The code for New Zealand requires the disclosure of information to clients before, during and after the sales process in the following modules:

- Corporate identity
- Ownership of Information
- Security
- Data location
- Data Access and Use
- Back Up and Maintenance
- Geographic Diversity
- Service-level agreement and Support
- Data Breach Notification
- Data Transportability
- Business Continuity
- Data Formats
- Ownership of Application⁶⁸

This code and the modules could be a very useful checklist for the assessment of services and risks generally and also outside of New Zealand.

3. Some concluding observations

To recommend a complete virtualisation in the cloud is not advisable due to the low cloud scorecard rating of South Africa and lack of code of practice for cloud computing. Instead an outsourcing of records management to a service provider, using a physical server located in South

⁶⁵ Records management and the cloud, National Archives of Australia, www.naa.gov.au/records-management/agency/secure-and-store/rm-and-thecloud, 2013-04-25

⁶⁶ Cloud computing. A guide to making the right choices, Privacy Commissioner New Zealand, February 2013, <http://www.privacy.org.nz/how-to-comply/using-the-cloud/cloud-computing-checklist-for-small-business/>, 2013-04-25

⁶⁷ Global Cloud Computing Scorecard, Business Software Alliance, <http://cloudscorecard.bsa.org/2012/countries.html> and http://cloudscorecard.bsa.org/2012/assets/PDFs/country_reports/Country_Report_SA.pdf, 2013-04-25

⁶⁸ New Zealand Cloud Computing Code of Practice, Version 1.01 (June 2012), Institute of IT Professionals New Zealand, <http://www.nzcloudcode.org.nz/wp-content/uploads/2012/05/NZCloudCode.pdf>, 2013-04-25

Africa, could be considered if that is assessed as efficient and cost-effective. The service model suited seems to be software as service, and preferably with user interface by browser. That means that all desktops, laptops and probably smartphones that can communicate with the web, also can use the records management software. Anyhow, someone of the employees needs to be responsible for the management of the software, to administer authorization for and supervise on the use of it. For the capture of paper records a scanner is needed and can be entrusted to the responsible of the staff. For evaluation of a service provider and the services the New Zealand Cloud Computing Code of Practice can be used as a checklist, even if in this case the outsourcing to a physical server is preferable. The experiences of DLTFL when outsourcing parts of the financial and HR-management should also be used when assessing the opportunities and risks. From the perspectives of business continuity and records management, a very important requirement should be to ensure that the outsourced storing of electronic records and associated metadata can be transferred in open standardized document and database formats.

Annex E: Jaana Kilkki, National Archives of Finland, Politics of Memory: case South African Archival Landscape⁶⁹

Foreword

The background of this paper is the Swedish International Development Cooperation Agency (SIDA) funded project between the National Archives of Sweden and the Desmond & Leah Tutu Legacy Foundation in South-Africa. The purpose of the project is to perform a study of the situation concerning Desmond Tutu's archives. This study will be finalized by the end of November 2013 and its aim is to give recommendations for a strategy to securing and making available the archival legacy of Desmond Tutu. In this project the National Archives of Finland, represented by myself, is a partner of the National Archives of Sweden, and as a part of the study I and my Swedish colleague Mr. Håkan Lövblad made a two week visit to South-Africa in January, to investigate and document the present situation.

Those two weeks in South-Africa, and the discussions with several South African colleagues, were a unique professional learning curve for me. Instead of an archival discourse similar to Finland, which can only be characterized as administrative or bureaucratic, we were confronted with a professional discourse with a strong social and political tone. Things, which had previously been familiar to me as captivating but still only abstract concepts in theoretical texts, found concrete or physical shapes in South African archival reality. In many ways I was convinced that what archives and archivists do, is not just an academic or administrative professional discourse (in the Foucauldian sense of the term), which I feel is the position of many Finnish professionals. In South-Africa, it was evident that what archives and archivists do have very real political and social consequences, and instead of equalizing professionalism with the widely contested concept of "impartiality", we should also become aware of them, even if we do work in a very different social context.

To get acquainted with the South African archival landscape was an invigorating professional experience. In this paper I am discussing this experience under the title of "politics of memory". I use this concept to represent the notion that what archives and archivists do have political and social consequences. I use the term "politics" in a sense defined by the world famous guru of postmodern archival theory, South African Verne Harris whom we had the pleasure to meet. He has stated that politics is the engagement of power with principle and this engagement defines what is considered to be "ethical". Thus, the ethical and the political are always implicated in one another. (Harris 2011, 119). I will first discuss how the politics of memory are displayed by the development of archival sector in South-Africa during and after the Apartheid-period. I will then move on to the transformation discourse in archives as it is presented by Verne Harris and explore the concept of politics of memory from a more theoretical perspective. Finally I will reflect on how politics of memory affect the Desmond Tutu Archives project which I am involved with.

In giving this account I draw heavily – and often verbatim - on Verne Harris's articles on archival discourse in South-Africa published in international archival journals during 1996 and 2011. Most of these texts were familiar to me even before the visit to South-Africa but reading them again afterwards gave me a totally different insight on what Verne Harris is talking about. I use these texts as a framework, which puts the slivers of archival reality I encountered in South-Africa to a coherent context, and which voices my personal experience in a more analytical way than I could be able to voice myself in English language.

Archival Sector and Transformation from Apartheid to Democracy

In the South African context, it becomes evident that even the simple fact that a public archival service is an organ and an instrument of the state has a strong connotation of politics of memory. In South-Africa, the state enforced a social and economic system based on legalized racial segregation, the Apartheid-system, from 1948 to 1994. Apartheid was first and foremost a form of racial capitalism and its roots were in the segregation of the races already in the colonial times. After 1948, though, laws were passed which formalized racial classification and separated races on designated areas in all dimensions of social life.

⁶⁹ This text was first presented in the international seminar "Archives as Sites of Memory" held in Helsinki May 14th 2013 and organized by the University of Turku research project "Making and Interpreting the National Pasts – Archives as Networks of Power and Sites of Memory".

Higher education and skilled jobs were reserved for the Whites, who thus had a control over economic resources and a monopoly on access to the state. Black, Indian and Colored –groups formed a subordinate section. Besides people native of South-Africa, this section consisted of former slaves from other areas of Africa and 19th century immigrants from India and other Asian countries. The resistance of this section was easily contained because of its complex interplay of ethnic, gender, social, cultural, linguistic, political and class identities. (Harris 2002, 66-68)

According to Verne Harris, another key element in sustaining the apartheid hegemony was the state's control over social memory (Harris 2002, 69). Under apartheid this, as well as all social space, was a site of struggle not only of a narrative against narrative, but also of remembering against forgetting in the very crudest sense (Harris 1996, 7). The state sought to destroy oppositional memory and apartheid's public memory institutions, the State Archives Service of South-Africa (SAS) being one of them, legitimized apartheid rule. The SAS status as an organ of the state combined to ensure that many of its services, whatever the intentions of the SAS or of individual archivists might have been, were fashioned into tools of the apartheid system (Harris 1996, 8). As a consequence of this, also the private collections of the SAS contain material only from the establishment aligned sources. Until the early 1980's, when the anti-apartheid organizations and individuals active in the struggles against apartheid began depositing archival materials with private collecting institutions, particularly university libraries, the South African archival terrain was dominated by the SAS. At that time, the central anti-apartheid activist organizations founded also a private repository, the South African History Archive, with the mission to preserve the memory of the struggles against apartheid. (Harris 2002, 69-70; 74-75)

The apartheid regime was not overthrown; instead between 1990 and 1994 the apartheid government and the opponents of apartheid negotiated a transition to democracy. From the point of view of the archives, this meant that there would be no reconstruction of the apartheid archival system but the new would be built out of the old through a process of transformation. (Harris 2002, 75) According to Verne Harris this process was eased by a significant shift in the balance of power in the SAS's senior management. When in 1990 all twelve most senior positions were occupied by Afrikaners and only one of them was female, in 1994 there were four women and three English speakers in the top eleven positions; Verne Harris himself being the Deputy General Director. During the Apartheid-period only whites could be appointed to professional posts, but by 1994 five professional staff positions were occupied by blacks and in 1995 was the first appointment at senior level. (Harris 1996, 9; 11) After the general election of 1994, and the formation of the new Government of National Unity, the SAS was converted into the National Archives and Records Service operating at the central level of government, and nine autonomous provincial public archives services were created. The new National Archives and Records Service Act were passed in 1996. After 1990 private institutions acquired significant quantities of records documenting anti-apartheid struggles, from both within and outside the country (Harris 2001, 75).

Another significant factor was the ending of the international isolation, in which the South African archival profession had been during the Apartheid-period. The membership to ICA was admitted in 1991, and it was followed by participation in The Eastern and Southern African Branch of ICA (ESARBICA). (Harris 1996, 11) The constitution of the South-African Society of Archivists (SASA), which was previously supported and dominated by the SAS and thus never adopted an anti-Apartheid stance, was changed in 1990 allowing room for non-SAS members on its board. Under this new leadership *The Journal of the South African Society of Archivists*, published by the SASA, became the main forum for the archival transformation discourse. SASA also participated actively in public debates concerning the interests of the archival profession in building up the new government structures after 1994. (Harris 1996, 13)

All in all, the late 1990's and early 2000 were a time of an invigorating transformation discourse also for the archival sector in South-Africa. Unfortunately, the political developments of South-Africa since the general election of 2009 have downplayed the role of archives in the democratization process. Many of the people we talked to during our visit expressed a deep concern for the corruption and lack of leadership and expertise in all government levels. This naturally has an impact also on archives and records management in public sector, which according to many sources is in a state of crises. There is a dearth of recordkeeping education and consequently of trained professionals, as well as a serious lack of proper storage facilities for paper records and a strategy for capturing and maintaining digital records. (Marks 2012) There is also a little hope for remedying this situation as the strategic leadership in the recordkeeping sector has been paralyzed. After the 2009 election, the new government has failed to appoint the National Archives Advisory Council

and the General Director of the NARS has been suspended since 2010, based on charges of administrative misgivings. His case has been discussed in South African media⁷⁰, where it is represented as an example of the corrupt situation in the government; similar to the false allegations made against some other civil servants in the position of “watchdogs” for government accountability.

In this situation the private archival sector has taken a collaborative effort to reinstate the archives and records management profession in South-Africa. This effort is best displayed by the Archival Platform website. The website is “a civil society initiative committed to deepening democracy through the use of memory and archives as dynamic public resources”. The Archival Platform was established by the University of Cape Town and the Nelson Mandela Centre of Memory and it is funded by an international trust, The Atlantic Philanthropies. On one hand, the Archival Platform is intended to draw attention to the political and social role of archives in deepening democracy, encouraging the exercise of active citizenship, and facilitating the work of building social cohesion in a historically fractured society. On the other hand, it is intended to address the specific concerns of the archival sector: the practical challenges of digitization, poor communication and coordination and uneven or inadequate funding and training opportunities.⁷¹

The Transformation Discourse in Archives

The reading of Verne Harris’s texts from 1996 to 2011 is an odyssey along the turns of the archival transformation discourse in South Africa; reflecting the wider political and societal developments, as well as the personal professional experience of Verne Harris himself during this time period. By transformation discourse Harris refers to the starting point of the early 1990’s that archival endeavor in South-Africa requires reinvention to be able to support the country’s post-apartheid societal dynamics.

In his 2011 article *Jacques Derrida meets Nelson Mandela: archival ethics at the endgame* Verne Harris reflects the archival transformation discourse of the past 20 years and labels it as the “South African tradition of archives for justice”. This discourse flourished in the 1990’s within a broader movement of “memory for justice” which was symbolized by the work of the Truth and Reconciliation Commission of South-Africa. This discourse in and about South-Africa was emblazoned by the concepts of noble struggle against apartheid, of post-apartheid reconciliation and of nation-building. Its political background was the 1990’s post-apartheid government’s policy of building the future through engagement with memory of the colonial and apartheid eras. The symbolic moment representing all this memory work was Archbishop Desmond Tutu handing the report of the TRC to President Mandela in 1998. (Harris 2011, 116) The defining concepts of the “archives for justice” discourse were the archivist as a memory activist, either for or against the oppressive system, and creating space for the voices silenced by apartheid and countering the dominant metanarratives of the regime, as ethical imperatives. (Harris, 2011, 114)

Already in his 1996 account of the transformation discourse Verne Harris asked if “in finding ourselves as active shapers of social memory, will we provide space – will we be allowed to provide space – for competing narratives?” (Harris 1996, 20) and this was to become the major theme of the transformation discourse for himself. One of the anti-apartheid rallying calls had been to take archives to the people and the need to transform public archives from a domain of elite into a community resource (Harris 1996, 18; Harris 2002, 81). In the early days of the new post-apartheid regime this approach was expressed in the view that the shaping power of archives should be harnessed to promote the new metanarratives of reconciliation and nation building (Harris 1996, 16; Harris 2002, 78). For Harris, this represented politics of memory similar to the ways of the apartheid regime. Verne Harris felt that the primary measure of the contribution of archives to the enrichment and democratization of the nation’s memory will be the extent to which archives give voice to the voiceless, whoever under different power relations they may be (Harris 1996, 20).

Verne Harris saw South-Africa’s transformation from apartheid to democracy as a “powerful opportunity for refiguring and re-imagining archival endeavor”. For him, the epistemological framework for this refiguring and re-imagining was postmodernism, and more specifically the Derridan deconstruction with its central concept of “the other”. Over time he became disappointed that this approach was not generally embraced but the emerged archival discourse has been embedded in epistemological approaches which he refers to as the

⁷⁰ For example, Mail & Guardian 29.6.2012 and 6.7.2012 <http://mg.co.za/article/2012-07-06-questions-that-need-answers/>

⁷¹ <http://www.archivalplatform.org/>

Western Positivist paradigm. (Harris and Hatang 2000, 42; Harris 2001, 10; Harris 2002, 82) Verne Harris has questioned especially the exclusion of “African ways of knowing” in the archival discourse in South-Africa, as well as in African countries in general (Harris 2002, 77; 83). In line with his theoretical framework he has asked that should an African archival discourse not question the clear-cut conceptual divide and the binary opposition of the Western ways of knowledge construction (Harris and Hatang 2000, 54). In Verne Harris’s opinion, the work of archives will remain elitist and as such a marginal force in the weaving of social memory in South-Africa without conceptual frameworks for meaning construction which are rooted in South African societal realities and indigenous pasts (Harris 2002, 83; Harris 2011, 119).

One example of the exclusion of the “African ways of knowing” is the National Archives where transformation has increased the staff’s representativeness of South-Africa’s demographic profile but has not allowed in the “difference” offered by the black staff. The ethnical diversity is not challenging the established patterns, rhythms and processes but is being managed to conform to an organizational culture not fundamentally different from the one inherited from the times of White dominance. For the black staff, this means leaving not only their blackness at the front entrance but their “Africanness”, too, and it leads to conforming to being “the other”. (Harris and Hatang 2000, 50) In the heart of “Africanness” in this sense is language, in which all meaning construction is embedded. South-Africa has 11 official languages of which English is the one that is common to all and used in formal interactions. As such, those who are not native English speakers, as all black Africans are, have to construct their professional identities and expertise with a language which is a foreign language for them.

The only issue of “African ways of knowing” that has been integrated into the Western dominant archival discourse in Africa is the role of oral history in indigenous cultures. However, in public archives it is often seen as of secondary importance to records and may even be seen as a factor working against the practices of good recordkeeping. Likewise, the notion of exteriority draws boundaries between concepts of archives and memory in the Western archival discourse but from an African perspective there is no binary opposition. Given the high levels of illiteracy in Africa, orality is the medium in which most people express themselves. Also story as a mode of knowledge construction, and as bearer of memory, is part of the fabric of public discourse in this part of the world. The question then arises that are the tracings in people’s memories – shared and performed – then not an archive, too? (Harris and Hatang 2000, 54-55). For Harris, deconstruction, which is framed to subvert the Western epistemological mainstream and defined by its respect for “the other”, encloses the African way of knowledge construction. Deconstruction invites “the other” in and this hospitality towards every “other”; this welcoming strangers and giving them the experience of belonging, is what connects “Africanness” and deconstruction and, according to Verne Harris, it is this hospitality that leads to passion for justice. (Harris and Hatang 2000, 57; Harris 2002, 85-86)

Verne Harris’ disillusionment with the emerged archival discourse is also based on the feeling that presently the energies of the archives for justice -discourse are dissipating; it is still a root metaphor but no longer the driving energy in South African archives. (Harris 2011, 113-115) He characterizes the present situation by the words of a Nelson Mandela Foundation report from 2005 which states that “democratization routinely is associated with bureaucratization [and] the ideals of a liberation struggle must, necessarily, be tempered by the need to manage competing priorities in contexts of limited resources”. From the perspective of the regime, the work of the archives and other memory institutions is done and the political support is waning and funding is drying up. In Harris’ words the South African archives

“... have been drawn into the slower, duller routines of a society “normalized”. Both our discourses and our work have been bureaucratized; discourses of business processes, information systems, efficient management and protection of privacy and security of information are running strongly” (Harris 2011, 115)

In the view of Verne Harris, South African archivists have lost their earlier hunger for justice, and those who still hunger, have become entrapped in an era forever gone with root metaphors, concepts, and idioms which articulate a particular struggle at a particular time. Like the whole country, also the archival profession needs to find a new vision and energy, which ensures continuity with the past while opening to the future. (Harris 2011, 119)

Politics of Memory around the Legacy of Archbishop Desmond Tutu

Desmond Tutu is one of the best known anti-apartheid activists around the world. He did his professional career as an Anglican reverend within the Anglican Church of Southern Africa and the South African Council of Churches – becoming the first black Archbishop in South-Africa in 1986. In 1984 he received the Nobel Peace Prize for his role as a unifying leader figure in the campaign against apartheid. His last public position was the Chair of the Truth and Reconciliation Commission of South-Africa from 1995 to 1999. After that, Desmond Tutu has been a global activist on wide range of issues pertaining to democracy, freedom and human rights. In South-Africa, Desmond Tutu has continued to be the “voice of the voiceless” – as President Mandela has characterized him – actively criticizing the government for corruption, ineffectiveness in dealing with poverty and suppressing the right to criticize itself.

Desmond Tutu himself contacted the National Archives of Sweden (NAS) and asked their assistance in securing his archival legacy and making it available for future generations. Sweden was an obvious choice because of the country’s long engagement in supporting the democratization of South-Africa, and because of Archbishop Tutu’s personal contacts in Sweden formed during the time of struggle against apartheid. Later, in June 2012 the NAS received a formal request by The Desmond & Leah Tutu Legacy Foundation, affiliated to which Desmond Tutu does his work today, and which is run by his daughter reverend Mpho Tutu. In this request the archival legacy was described as a vast collection of documents, photographs, audio and video recordings, which reaches from the early sixties to present, and is stored in several homes, churches, universities and other institutions. In the draft report we wrote after our visit to South-Africa, the objective of the assistance of the NAS is stated to give the Legacy Foundation recommendations for a strategy in order to attain a documented, structured, user-friendly and secure archive for the future.

In South-Africa we learned that the material referred to as archival legacy of Desmond Tutu translated to professional terminology as several collections of different provenance containing different types of material in the custody of several collecting institutions and the Legacy Foundation; in addition to material in the homes of Desmond and Leah Tutu in Cape Town and in Soweto. The collections both materialized and contested the clear-cut conceptual divide and binary opposition typical to archival discourse based on Western knowledge construction, which Verne Harris talks about. Besides records in different format and media, this material, which was labeled “archival legacy”, contained also artworks, artifacts and bibliographic material; in other words material, which traditional archival categorization would label museum and library material and exclude from a collection categorized as archival. And the typical archival material made it evident how difficult it is to divide in practice the records of any public figure into the binary categories of private or public. When visiting the custodial institutions, we found that the collections, with the exception of the material in custody of the Legacy Foundation and the Tutu family, were available for users; were held in secure archival storage, and were processed and described in a level making them accessible.

In South-Africa we also found out that in March 2011 the Google Corporation had granted 1.25 million dollars for Desmond Tutu Peace Centre in Cape Town to build up a *Desmond Tutu Digital Archives* –online service. The Peace Centre is one of the several non-profit organizations around the globe of which Desmond Tutu is a patron. It is also a trust, which Desmond Tutu himself was involved in founding in 1998, and he is still a board member of the trust. The Peace Centre had established a project to digitize, preserve and make available online the archival legacy of Desmond Tutu. Presently the project is funding work in the custodial institutions of the collections to describe the material on item level and then digitize it. Some of the material in the custody of the Legacy Foundation had also been digitized to be included in the *Desmond Tutu Digital Archives*. So in effect, the Desmond Tutu Peace Centre was already doing what we had envisioned to be the practical implementation of the assistance that the Desmond and Leah Tutu Legacy Foundation had invited us to give. In our draft report to the Legacy Foundation, we are making a proposal of collaboration and co-operation with the Peace Centre and the custodial institutions in securing and making available the archival legacy of Desmond Tutu.

In his 2011 article Verne Harris, who presently works as the head of the Memory Programming Department of the Nelson Mandela Centre of Memory in Johannesburg, discusses the legacy of Nelson Mandela. Harris writes that “the publishing space we name “Mandela” is an industry, arguably supporting a saturated market

dominated by the coffee-table book reproducing the same basic narrative and the same well-known images". Nelson Mandela himself as an active maker of legacy is gone and the pressing need, in Verne Harris's opinion, is to find means of turning his memory into a resource for building a future in which social justice and cohesion are prioritized. (Harris 2011, 118) Verne Harris's words offer me an appropriate metaphor with which to analyze my experience with the work around the legacy of Desmond Tutu; although the situation is not entirely similar with that of Nelson Mandela. The most meaningful differences are that Desmond Tutu still is an active "maker of legacy" and that he has been affiliated with more than one organizational structure in doing his work; one of which is run by his family member. The personal aspect is also present in the work of the Nelson Mandela Centre of Memory, though, and in our meeting with Verne Harris he pointed out that we should be glad Desmond Tutu has only one family whereas Nelson Mandela has three!

It is evident that also the legacy of Desmond Tutu is an "industry", a business, in the sense that there are quite a few people around the world who are dependent on earning their living out of it. My impression is that this industry has been successful, at least to a point, in turning "the memory into a resource for building a future"; in other words converting the "name space" Desmond Tutu as a resource in building up programs and initiatives, which carry on the work he himself has done. An essential ground work for programming is fundraising, the raising of capital for the business to thrive, and as it is with any industry, the more competition there is, the more difficult fundraising is for individual agents. This brings the questions of ownership into the equation, and in the area of the narratives and images reproduced out of a legacy, the ownership of the legacy is a pressing issue. However, it is not just an economical and juridical issue of property and intellectual rights over the work of a world famous "icon" but involves also the personal and sensitive narratives and images of a family and the way the family wishes to construct the memorizing of a husband and a father. I think it is human for a family involved in the "legacy industry" to feel that they should be entitled to hold the exclusive right over the narratives and images reproduced out of this legacy and consider competition in this area as "unfair". In this kind of "business context" collaboration and co-operation is not a self-evident strategy.

In conclusion

In this article I have tried to express my experience with politics of memory in the context of the South African archival landscape. At the beginning of the article I defined that I will use the concept of "politics of memory" to represent the notion that what archives and archivists do have political and social consequences; a notion that materialized for me during my two weeks visit in South-Africa. Furthermore, I defined "politics" as the engagement of power with principle that defines what is considered to be "ethical". So in essence, the question is about understanding, also here in the context of our national professional discourse, that in every issue we label "ethical", and by doing this position ourselves as being "impartial", there is always an element of power, of making a decision and thus exercising power, present as well. I have expressed my experience by words and expressions drawn from the writings of Verne Harris and let me conclude by a final quotation from him:

"The dimension of power in archives is made plain in the extreme circumstances of oppression, and in the heady process of rapid transition to democracy, as [in] South-Africa. However, even in the relatively calm backwaters of established democracies, we ignore the dimension of power at our peril. Archivists, wherever they work and however they are positioned, are subject to the call of and for justice. For the archive can never be a quiet retreat for professionals and scholars and craft persons...Here one cannot keep one's hands clean. Any attempt to be impartial, to stand above power-plays, constitutes a choice, whether conscious or not, to replicate if not to reinforce prevailing relations of power. In contrast, archivists who hear the calling of justice...will always be troubling the prevailing relations of power. (Harris 2002, 85).

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