



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS AND CULTURE

NATIONAL ARCHIVES OF NAMIBIA RECORDS MANAGEMENT SECTION

**TO: EXECUTIVE DIRECTOR TO THE PRESIDENT
SECRETARY TO CABINET
DEPUTY AUDITOR GENERAL
DIRECTOR: NAMIBIA SECURITY INTELLIGENCE AGENCY
SECRETARIES: NATIONAL ASSEMBLY/NATIONAL COUNCIL
DIRECTOR: ELECTIONS
ALL PERMANENT SECRETARIES: O/M/As
ALL DEPUTY PERMANENT SECRETARIES (MoEAC)
ALL DIRECTORS (HEAD OFFICE AND REGIONS)**

NATIONAL ARCHIVES CIRCULARS OF 2017

**CIRCULAR 2 OF 2017: LIST OF STANDARDIZED MAIN SERIES FOR
SUPPORT FUNCTIONS IN THE FILE PLAN IN O/M/As
AND SOEs**

MARCH 2017

LIST OF STANDARDIZED MAIN SERIES FOR SUPPORT FUNCTIONS IN THE FILE PLAN OF O/M/As AND SOEs

A File Plan consists of main series based on a function of an office. The first type of main series cater for support functions of an institution in the file plan. After the support functions, functions that are core to the specific office could be added to the file plan.

Please note: Some government ministries perform support functions as line/core functions. In such cases the heading of the main series for support functions that overlaps with the government-wide line functions should be adapted appropriately, e.g. The Ministry of Finance which performs government-wide financial management functions would change the heading of main series 3 to Internal Financial Management. The Ministry of Works and Transport which performs a government-wide facilities/accommodation management function and transport management function would change the heading of main series 4 to Internal Facilities/Accommodation Management and main series 7 to Travel and Internal Transport Services. The Ministry of Information and Communication Technology which performs a government-wide communications service would change the heading of main series 8 to Internal Communications, etc.

LIST OF MAIN SERIES

1. LEGISLATION
2. ORGANISATION AND MANAGEMENT
3. FINANCE
4. ACCOMMODATION
5. SUPPLIES AND EQUIPMENT
6. SERVICES
7. TRANSPORT AND JOURNEYS
8. PUBLICATIONS AND PUBLICITY
9. BOARDS, COMMISSIONS, COMMITTEES, CONFERENCES AND OTHER MEETINGS
10. REPORTS AND RETURNS, STATISTICS
11. HUMAN RESOURCES

1. LEGISLATION

All functions relating to the drafting and amendment of Acts, Regulations, Bills, etc., that are administered by the institution, or that are administered by other departments and create an enabling environment. All functions relating to obtaining legal opinions and interpretations.

2. ORGANISATION AND MANAGEMENT

All functions relating to the determination of organisational goals and objectives and organisational management such as, strategic planning, organising, e.g. the division of labour into functional units, delegations, controlling the performance of the organisation. Organizational performance systems, reporting systems, control systems, risk management systems, occupational health and safety, environmental systems, quality systems, security systems, institutional transformation, i.e. the process, structure and organisational issues that should be addressed to meet the institutional objectives.

3. FINANCE

All functions relating to raising, allocating, using and accounting for the financial resources of an organisation e.g. planning, budgeting, accounting, analysis and reporting.

4. ACCOMMODTATION

All functions relating to planning, designing, and managing buildings, their mechanical and electrical installations and air-conditioning plants, etc., equipment, and furniture and grounds as well as postal and telecommunication services.

5. SUPPLIES AND EQUIPMENT

All functions relating to procurement of office supplies & equipment for use in an organization e.g. office furniture, computer hardware and software, office locks & keys.

6. SERVICES

All functions relating to the acquisition, maintenance service for office supply & equipment and management of consumable assets, e.g. email & internet access, computer networks, software installation.

7. TRANSPORT AND JOURNEYS

All functions relating to the administration of travel arrangements and the provision of transport to deliver services e.g. use of government transport, use of private vehicles for official purposes, approval of journeys.

8. PUBLICATIONS AND PUBLICITY

All functions relating to the systematic planning, implementing, monitoring, and revision of publication and marketing strategies as well as the dissemination of information e.g. developing corporate communication strategies, designing internal and external communications directives, and controlling the flow of information.

9. BOARDS, COMMISSIONS, COMMITTEES, CONFERENCES AND OTHER MEETINGS

All functions relating to attending gatherings external to the organisation and the hosting of gatherings by the organisation.


10. REPORTS AND RETURNS, STATISTICS

All functions relating to compilation of monthly, quarterly and annual reports. All functions that relate to compiling and distributing reports and statistics.

11. HUMAN RESOURCES

All functions relating to the management of the organisation's staff members e.g. planning, Human Resources transformation, i.e. fast tracking and other methods to ensure composition of the HR component: job descriptions, recruitment, placement, promotion, training, skills development, performance management, conditions of service, remuneration, labour relations and employee wellness programme.

Your cooperation in this regard will be highly appreciated.


Ministry of Education, Arts and Culture
Office of the
Permanent Secretary
2017 -07- 17
KAMP Bag 13106
Nampula
SANET L. STEENKAMP
PERMANENT SECRETARY

14.7.17.
DATE