



Wes-Kaapse  
Regering



Kultuursake en Sport

## Wes-Kaapse Argief- en Rekorddiens Dokumentering van Lewens

Hoe mense geskiedenis maak

Toegang tot argiefrekords is gratis aan enige lid van die publiek wat die Wes-Kaapse Argief- en Rekorddiens besoek.



**Ons openingstye**

**Maandag tot Vrydag 08:00 tot 16:00.**

**Ons beveel aan dat u vooraf met ons in verbinding tree vir inligting aangaande openingstye om sodoende u besoek te beplan.**

**Raadpleeg ons webtuiste by [www.westerncape.gov.za/dcias](http://www.westerncape.gov.za/dcias) of stuur 'n e-pos aan [archives.clientservices@westerncape.gov.za](mailto:archives.clientservices@westerncape.gov.za)**

*Dokumentering van lewens: Hoe mense geskiedenis maak, gepubliseer Januarie 2013, hersien January 2023.*

## Oorsig

Die Wes-Kaapse Argief- en Rekorddiens, voorheen die Kaapse Argiefbewaarplek, is die oudste argiefdiens in ons land beskou. Die vroegste opgetekende rekords, wat terugdateer vanaf 1651, word hier bewaar.

Die hooffunksies van die argiefdiens word deur die Wet op die Provinciale Argief- en Rekorddiens van die Wes-Kaap, 2005 (Wet 3 van 2005) soos volg uiteengesit:

- Om rekords toeganklik te maak;
- Om rekords te bestuur;
- Om rekords te bewaar; en
- Om die gebruik van argiewe te bevorder.

## Ons doelstellings

- Om 'n provinsiale identiteit te koester deur 'n provinsiale argief-erfenis te bewaar vir gebruik deur regeringsamptenare en lede van die publiek van Suid-Afrika; en
- Om deur middel van die behoorlike bestuur van rekords 'n doeltreffende, verantwoordbare en deursigtige regering te bevorder.



Toneel by Blaauwberg (Blouberg) Strand (E269)

## Ons rekords

Rekords van navorsings- en geskiedkundige waarde kwalifiseer vir oorplasing na 'n argiefbewaarplek. Die Wes-Kaapse Argief- en Rekorddiens bewaar publieke en nie-publieke argiefrekords.

Argiefrekords word as vasgelegde inligting beskou, ongeag vorm of medium, bv.

- Gedrukte papier;
- Geskreve manuskripte;
- Kaarte en planne;
- Fotografiese beelde; en
- Klank opnames en elektroniese data.

## Publieke rekords

Publieke rekords word deur regeringsliggame in die uitvoering van hul aktiwiteite geskep.

Verskillende aspekte van 'n individu se lewe word deur middel van publieke rekordsvasgelê, byvoorbeeld:

- Geboortes, huwelike en sterftes;
- Insolvencies, bereddering van gestorwe boedels en hofsake, byvoorbeeld, egskeidings; ens
- Dokumente wat handel oor burgerskap en immigrasie

Die volgende aspekte word ook by publieke rekords ingesluit:

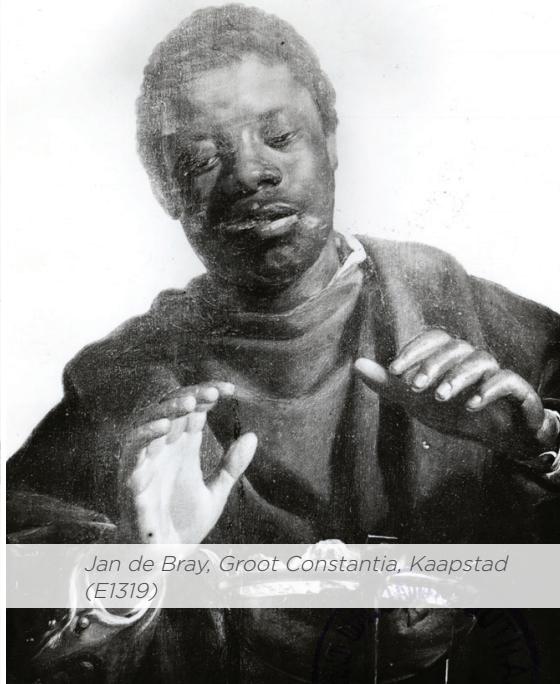
- Stadsbeplanning, die bou van skole, behuising en ander infrastruktuur,
- Gesondheidsorg, sanitasie, onderwys en ander openbare dienste.

## Nie-publieke rekords

Nie-publieke rekords behels private rekords en dokumente wat deur private individue en liggame geskep is en aan die Wes-Kaapse Argief- en Rekorddiens geskenk is.



Gcaleka\_stamlid in stamklere (AG628)



Jan de Bray, Groot Constantia, Kaapstad  
(E1319)



Maqoma en sy vroue (E3250)

## Ons versameling geskiedkundige rekords

Ons versameling geskiedkundige rekords dateer vanaf die eerste Nederlandse nedersetting wat 'n verversingspos en maritieme ondersteuningsdiens aan die Kaap gestig het.

Die Kaap was in koloniale besit van 1652 tot 1910. Beide die Nederlanders en Engelse het 'n rekord van hul administrasie nagelaat.

Die Verenigde Oos-Indiese Kompanjie (VOC) rekords word as een van die mees betekenisvolle koloniale rekordversamelings beskou.

## Ons geskiedkundige fotoversamelings

Ons geskiedkundige fotoversamelings beslaan byna 80 000 negatiewe, foto's en kleurskyfies. Sommige negatiewe is oorspronklike glasplate wat uit die 19de eeu dateer.

Dit bestaan uit foto's van Kaapstad, die Kaapkolonie, die Kaaprovincie en die Wes-Kaap, wat tot die 1850s terugdateer.

**Ons versameling geskiedkundige rekords  
dateer uit die eerste Nederlandse nedersetting  
wat 'n verversingstasie en maritieme  
ondersteuningsdiens aan die Kaap gevestig het.**



Groentemarkplein, Kaapstad (E2072)

Ons geskiedkundige fotoversamelings bestaan uit ongeveer 80 000 negatiewe, foto's en kleurskyfies.



Adderleystraat, Kaapstad, soos gesien vanaf die hoek van Kasteelstraat, 1892 (E1950)

## Kaarte, planne en sketse

Kaarte, planne en sketse dokumenteer die verskillende grondadministrasiestelsels wat tydens die koloniale tydperke aan die Kaap gebruik is, asook grense van streke, munisipaliteite en plase, en argitektoniese sketse van geboue en huise. Die argiefbewaarplek besit byna 16 000 kaarte, planne en sketse wat vanaf die 17de eeu dateer.

## Nasporing van jou familiegeskiedenis

Talle rekords in die argiefbewaarplek kan jou help om jou familiegeskiedenis na te spoor. Registers van die Departement van Binnelandse Sake waarin geboortes, sterftes en huwelike opgeteken is (1895-1972) is baie nuttig, asook boedelreeks afkomstig van die Meester van die Hooggeregshof in Kaapstad, Kimberley en Grahamstad, wat testamente en sterftekennisse insluit.

Die argiefdiens bewaar boedeldokumente wat strek vanaf 1689 tot 1996 en sterftekennisse wat strek vanaf 1834.

Argiegroepe t.o.v. naturalisasie van voor en na 1910 is ook vir navorsing in die leeskamer beskikbaar.



Kelder, Laborie, Paarl (E1104)



Sonhorlosie, Klapmuts (E474)



Kaart van Kaapstad, 1690 (M1/273)



Afstammelinge van slawe kan ook die rekords van die slawe tydperk, by voorbeeld die van die Meester van die Hooggereghof en die Slawekantoor benut.

Talle navorsers benut ons rekords om grondeise en geskille rakende tradisionele leierskap te ondersoek om bestaande geskiedskrywing en erfenis in die Kaap te hersien.

Bykomende rekords vir navorsing sluit in:

- Oorspronklike titelaktes van eiendomsplase;
- Registers van leningsplase;
- Registers van erfpaagplase; en
- Munisipale en landdrosrekords.

## Ons dienste en werksaamhede

Die wet bepaal dat regeringsliggame rekords met 'n blywende waarde na 20 jaar na 'n argiefbewaarplek oorplaas. Hierdie rekords word na sortering aan die publiek beskikbaar gestel. Argiefrekords moet gesorteer, georden en behoorlik beskryf word om dit toeganklik te maak.

Hierdie prosesse ondersteun die vermoë van die Wes-Kaapse Argief- en Rekorddiens om 'n professionele diens aan die publiek te lewer. Sonder hierdie taak sal die argiewe bloot 'n menigte ongeïdentifiseerde dokumente en ander materiaal wees.

## **Bestuur van regeringsrekords**

Die bestuur van rekords is belangrik ten einde doeltreffende, deursigtige en verantwoordbare funksionering van alle aspekte van regering te verkry. Rekordbestuur behels die bestuur van die lewenssiklus van rekords, vanaf skepping tot die oorplasing na 'n argiefbewaarplek of deur fisiese vernietiging.

Op 'n praktiese vlak behels dit die ordening, klassifisering en bewaring van rekords. Liasseerstelsels wat ingedien word, rekordbestuursbeleidsrigtings en handleidings vir registrasieprosedures van Wes-Kaapse regeringsliggame, word deur ons Rekordbestuursafdeling goedgekeur. Dus begin die sorg van belangrike rekords lank voordat rekords met blywende waarde by die argiefbewaarplek aankom.

Hierie afdeling bevorder gesonde rekordbestuursbeginsels wat die bestuur van regeringsrekords bepaal. Opleiding word ook aan personeel van regeringsliggame verskaf om gesonde rekordbestuurspraktyke te beoefen. Hierdie afdeling is ook verantwoordelik vir die inspeksie van rekords en rekordbestuurstelsels van regeringsliggame.

## **Webtoegang tot argiefrekords**

As gevolg van die opgradering die National Automated Archival Information Retrieval System (NAAIRS), kan rekords deur beide die ou en nuwe databasisse opgespoor word, as volg:

<http://www.nationalarchives.gov.za/node/737>

Indien die ou NAAIRS databasis gebruik word:

- Kies die KAB-database vir rekords van regeringskantore.
- Kies die MAN-database vir foto's, kaarte, biblioteekmateriaal en nie-publieke rekords.

## **Toegang tot argiefrekords**

Toegang is gratis, indien lede van die publiek die Wes-Kaapse Argief- en Rekorddiens wil besoek. Jy word toegelaat om argiefrekords in die leeskamer te raadpleeg. Die leeskamer is toegerus met toegang tot die rekenaar opsporingstelsel (NAAIRS), kragpunte vir skootrekenaars, en argivarisie is ook byderhand om navrae te hanteer. Rekords mag slegs in die leeskamer geraadpleeg word. Neem asseblief kennis dat daar verwag word dat jy aan die streng reëls en regulasies vir die gebruik van argiefrekords en navorsingsgedrag in die leeskamer moet voldoen.

Talle geleerde benut die leeskamer vir akademiese doeleinades. Die reeks onderwerpe wat in die argiefbewaarplek ondersoek word, is fassinerend en insiggewend. Die volgende is voorbeeld van afgehandelde navorsing: "African Nationalism and Resistance to Apartheid in the Eastern Cape, 1960-

Hierdie bewaarplek bevat ongeveer 16 000 kaarte, planne en sketse wat dateer vanaf die 17de eeu.



Groot Constantia na die brand van 1925 (E499)

**Argiefrekords is uniek. Indien rekords verlore gaan, kan hulle nooit weer vervang word nie.**



*Strand-toneel, Die Strand, 1900s (R1213)*

1985”; “Land Administration in Tribal Authorities, 1913”; “The Cape Hanged (Executions in the Cape Colony), 1879-1888”; “The Langeberg Uprising, 1896-1897”; “Practices of Black Nationalism and African Independent Churches”; “Rivonia Trial, 1963-1964”; “Anti-Apartheid Politics in Transkei, 1960-1994”; “Capital Punishment in the 1800s”; “The History of the Wine Industry, 1900-2009”; “Use of Convict Labour to Construct Mountain Passes in South Africa”; “Health and Immigration to the Cape, 1875-1920”; en “The Black Consciousness Movement in King William’s Town, 1969-1977”.

Alle resultate van navorsing wat in die argief onderneem is, is in publikasies en verhandelings in ons biblioteek beskikbaar.

## Bewaring van ons geskiedkundige rekords

‘n Argiefbewaarplek kan as ‘n unieke plek beskou word. Dit is onmoontlik om rekords te vervang, indien dit verlore gaan. Die bewaring van argiefrekords is ‘n uitdagende taak. Talle faktore beïnvloed die toestand van argiefrekords. Sommige rekords is oud en in ‘n swak toestand as gevolg van gereelde hantering. Ander bestaan weer uit minderwaardige kwaliteit papier en is sensitiel vir hantering. Beskadigde rekords word met spesiale herstelpapier en kleefmiddels herstel. Hierdie stadige en nougesette prosesse neem die redes vir die beskadiging van dokumente se papierverskille in ag. Kwesbare rekords word in beskermende houers geplaas om verdere beskadiging te verhoed.

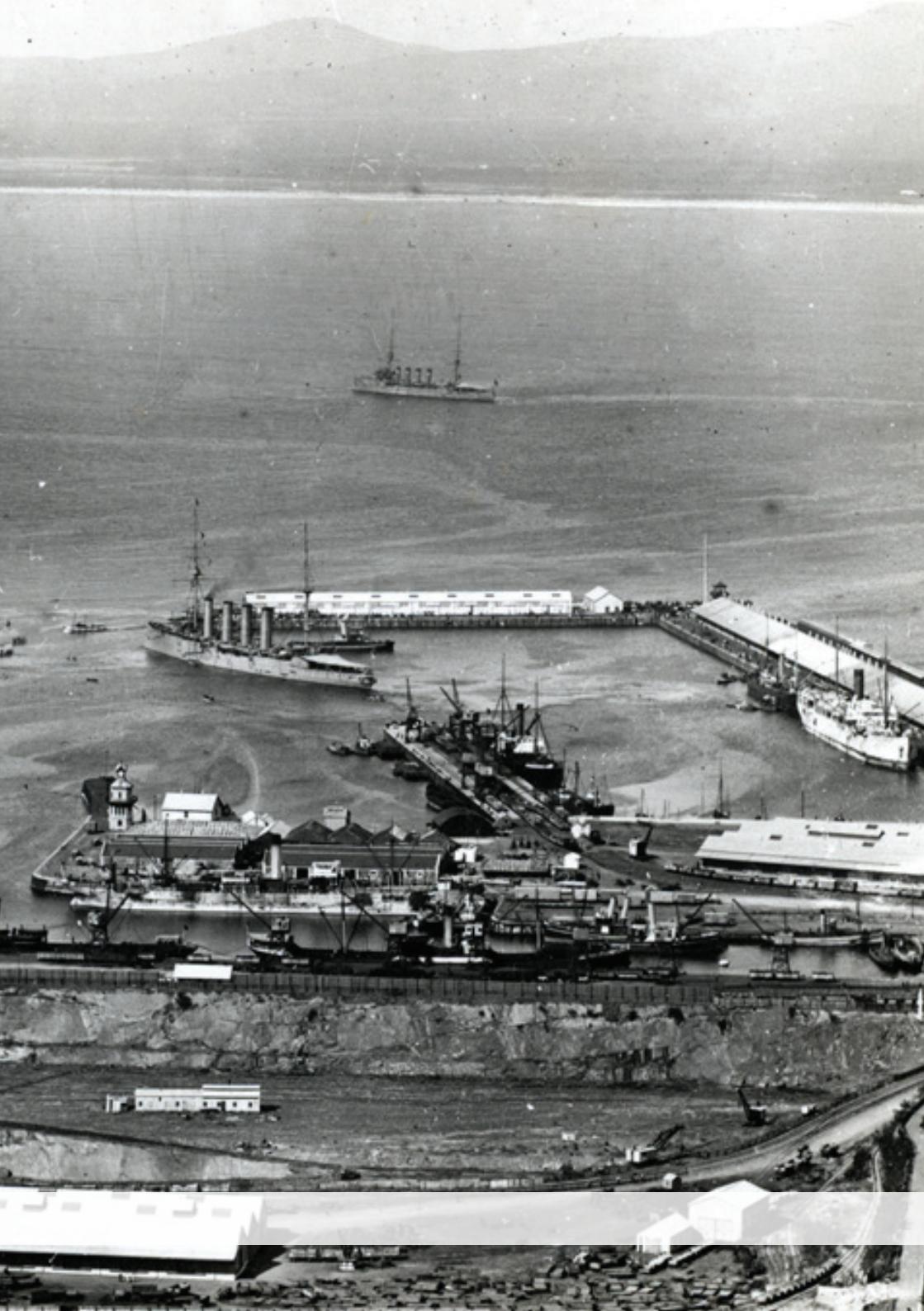
Die bewaring van rekords neem ook die wyer omgewing waarin rekords bewaar word in ag. Ons streef daarna om die risiko’s verbonde aan rekords te verminder deur sodanige risiko’s te identifiseer en te verwyder.

## Gemeenskapsuitreiking

Die Wes-Kaapse Argief- en Rekorddiens bevorder sy dienste en werksaamhede via ‘n uitreikingsprogram. Personeel van hierdie afdeling besoek skole, gemeenskappe, verenigings en belangstellingsgroepe om hulle oor ons dienste en werksaamhede in te lig. Tree graag met ons in verbinding, indien jy ‘n besoek van ons verteenwoordiger of ‘n toer van die Argiegebou en sy omliggende geboue wil bespreek.



*Uitsig oor die ou hawe, Kaapstad (R1112)*



Wes-Kaapse Argief- en Rekorddiens  
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**Wes-Kaapse  
Regering**



Western Cape  
Government



Department of Cultural Affairs and Sport

**Western Cape Archives and Records Service**  
**Documenting Lives**  
How people make history

**Access to archival records is free to any member  
of the public who visits the Western Cape  
Archives and Records Service.**



#### **Our Opening Hours**

**Mondays to Fridays 08:00 to 16:00.**

**To help you plan your visit, we recommend that you contact us in advance  
to confirm times and whether any extended opening hours are in effect.**

**Please also see our website [www.westerncape.gov.za/dcias](http://www.westerncape.gov.za/dcias) or e-mail us on  
[archives.clientservices@westerncape.gov.za](mailto:archives.clientservices@westerncape.gov.za)**

*Documenting Lives: How people make history, published January 2013,  
revised January 2023*

## Overview

The Western Cape Archives and Records Service, previously known as the Cape Archive, is the country's oldest archives service. Amongst the archival holdings, are South Africa's earliest written records, starting from 1651. The Provincial Archives and Records Service of the Western Cape Act, 2005 (Act 3 of 2005) sets out the legislative mandate on four core functions:

- Providing access to records;
- Records management;
- Preserving records; and
- Promoting the use of archives.

## Our purpose

- To foster a provincial identity through the preservation of provincial archival heritage for use by the government and the people of South Africa; and
- To promote an efficient, accountable and transparent government by means of the proper management of records.



Scene at Blaauwberg (Blouberg) Strand (E269)

## About our records

Records with research and historical value qualify for transfer to an archives repository. The Western Cape Archives and Records Service preserves public and non-public archival records.

Archival records are recorded information regardless of form or medium, e.g.

- printed paper;
- written manuscripts;
- maps and plans;
- photographic images; and
- sound and electronic data.

## Public Records

Public records are created by governmental bodies in the execution of their duties.

Public records document many aspects of a person's life, for example:

- Births, marriages and deaths;
- Insolvencies, the settling of deceased estates and court cases, e.g. divorces; and
- Naturalisation and immigration papers.

Other aspects of life covered by public records include:

- Town planning, the building of schools, housing and other infrastructure; and
- Health care, sanitation, education and other public services.

## Non-public records

Non-public records are private records and papers created by private individuals and organisations, that are donated to the Western Cape Archives and Records Service.



Gcaleka tribesman in tribal dress (AG628)



Photograph of Jan de Bray,  
Groot Constantia, Cape Town (E1319)



Front Maqoma and his wives (E3250)

## Our collection of historical records

Our collection of historical records dates from the time of the first Dutch settlement to establish a refreshment station at the Cape.

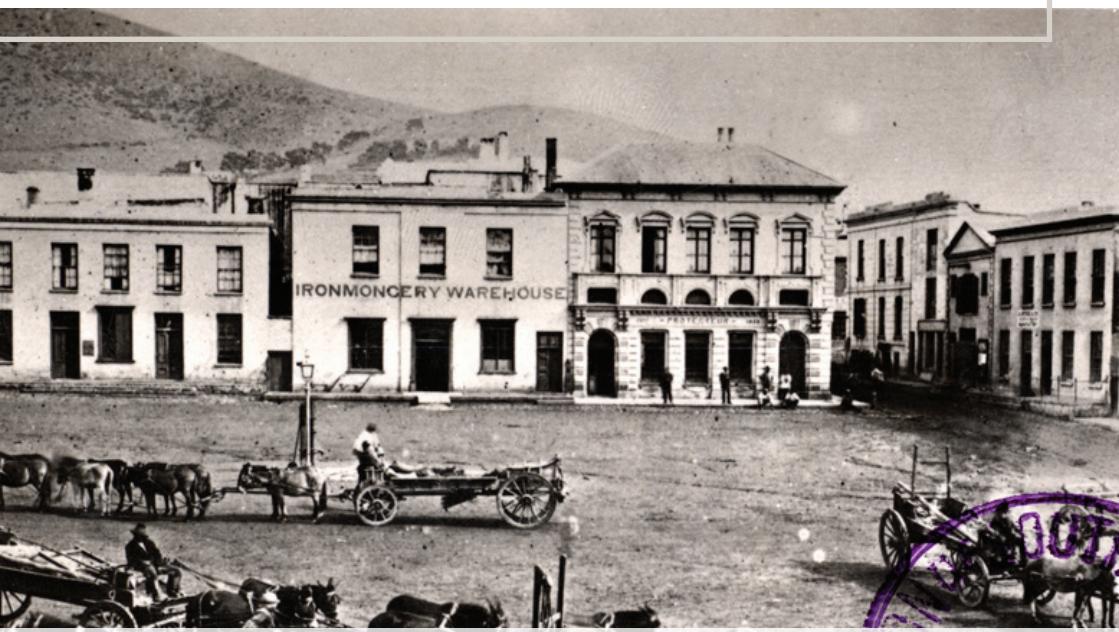
From 1652 until 1910 the Cape was a colony. The Dutch and English occupations each left a record of their administration at the Cape.

One of the most significant colonial record collections is that of the Dutch East India Company (VOC), 1651-1795.

## Our historical photographic collection

Our historical photographic collection consists of approximately 80 000 negatives, photographs and colour slides. Some of these negatives are glass plate originals made in the 19th century. We have many images of Cape Town, the Cape Colony, the Cape Province and the Western Cape, dating back to the 1850s.

**Our collection of historical records dates from the time of the first Dutch settlement to establish a refreshment station at the Cape.**



Green Market Square, Cape Town (E2072)

**Our historical photographic collection consists of approximately 80 000 negatives, photographs and colour slides.**



Adderley Street, Cape Town as seen from the corner of Castle Street, 1892 (E1950)

## Maps, plans and sketches

The maps, plans and sketches document the different land administration systems used at the Cape since colonial times, as well as regional, municipal and farm boundaries, and architectural drawings of buildings and houses. This repository is in possession of approximately 16 000 maps, plans, and sketches dating from the 17th century.

## Researching your family history

Many of the records in the Archives Repository can help you to trace your family history. Birth, marriage, and death registers from the Department of Home Affairs (circa 1895-1972) are very helpful, as are estate papers from the Master's Office in Cape Town, Kimberley and Grahamstown, which include wills and death notices. The Archives hold estate papers from 1689 to 1996 and death notices from 1834. Naturalisation papers, and immigration papers, of before and after 1910 are also available for research in the Reading Room.

Descendants of slaves can also make use of the slavery era records, for example, those of the Court of Justice and the Slave Office.



Cellar, Laborie, Paarl (E1104)



Sundial, Klapmuts (E474)



Map of the Cape Settlement, 1690 (M1/273)

Many researchers use our records to investigate land claims and traditional leadership disputes to reassess existing narratives of history and heritage in the Cape. Additional records for research include:

- original farm title deeds;
- loan farm registers;
- quitrent farm registers; and
- municipal and magistrate's records.

## Our services and functions

Governmental bodies are required by law to transfer records after 20 years if those records have enduring value. Making these records available to the public is possible because archivists perform a number of archival functions; functions which are largely conducted outside the public eye. Archival records must be sorted, arranged and properly described in order for them to become accessible.

These processes underpin the ability of the Western Cape Archives and Records Service to provide a service to the public. Without this work, the archives would simply be a mass of undifferentiated paper and other materials on shelves.

## Managing government's records

Managing records is a critical part of ensuring efficient, accountable and transparent functioning of all aspects of government. Records management is concerned with the management of government records during the entire life cycle of the record, from creation to disposal through transfer of records to the archives repository, or physical destruction. On a practical level this is about how records are arranged, filed and stored. File plans, records management policies and registry procedure manuals of Western Cape governmental bodies are approved by our Records Management Section. Thus the care of important records begins even before records of enduring value arrive at the archives repository. The Section works to promote sound records management principles that allow for the control of government records. It conducts training courses for registry staff in governmental bodies to ensure sound records management practices. The Section also conducts inspections of records and records systems at governmental bodies.

## Web access to archival records (NAAIRS)

Due to upgrading of the National Automated Archival Information Retrieval System (NAAIRS), records may be searched from both the new and old databases from this link: <http://www.nationalarchives.gov.za/node/737>.

To access our records in the old database from the website above:

- Search Old NAAIRS database
- Select the KAB database for records of governmental bodies.
- Select the MAN database for photographs, maps, library materials and non-public records.

## Accessing archival records

Access to archival records is free to any member of the public who visits the Western Cape Archives and Records Service. You will be able to consult archival records in the Reading Room. The Reading Room is equipped with online access to the National Automated Archival Information Retrieval System, power points for laptop computers, and archivists are on hand to assist with queries. Records may only be consulted in the reading room. Please note that you will be expected to adhere to the strict rules and regulations of the reading room regarding the use of historical records and researcher conduct.

We host many scholars in the reading room pursuing research for academic purposes. The range of subjects researched in the Archives Repository makes for fascinating reading.

This repository is in possession of approximately  
16 000 maps, plans, and sketches dating from  
the 17th century.



Groot Constantia after the fire of 1925 (E499)

**Archives are unique. Once records are lost or  
badly damaged, they can never be replaced.**



*People on the beach in the early 1900s, Strand (R1213)*

Examples of completed research documents are: "African Nationalism and Resistance to Apartheid in Eastern Cape, 1960–1985"; "Land Administration in Tribal Authorities, 1913"; "The Cape Hanged (Executions in the Cape Colony), 1879– 1888"; "The Langeberg Uprising, 1896–1897"; "Practices of Black Nationalism and African Independent Churches"; "Rivonia Trial, 1963–1964"; "Anti-Apartheid Politics in Transkei, 1960–1994"; "Capital Punishment in the 1800s"; "The History of the Wine Industry, 1900–2009"; "Use of Convict Labour to Construct Mountain Passes in South Africa"; "Health and Immigration to the Cape, 1875–1920"; and "The Black Consciousness Movement in King William's Town, 1969–1977". The results of research done in the Archives can be found in our library in the form of publications and dissertations.

## **Preserving our historical records**

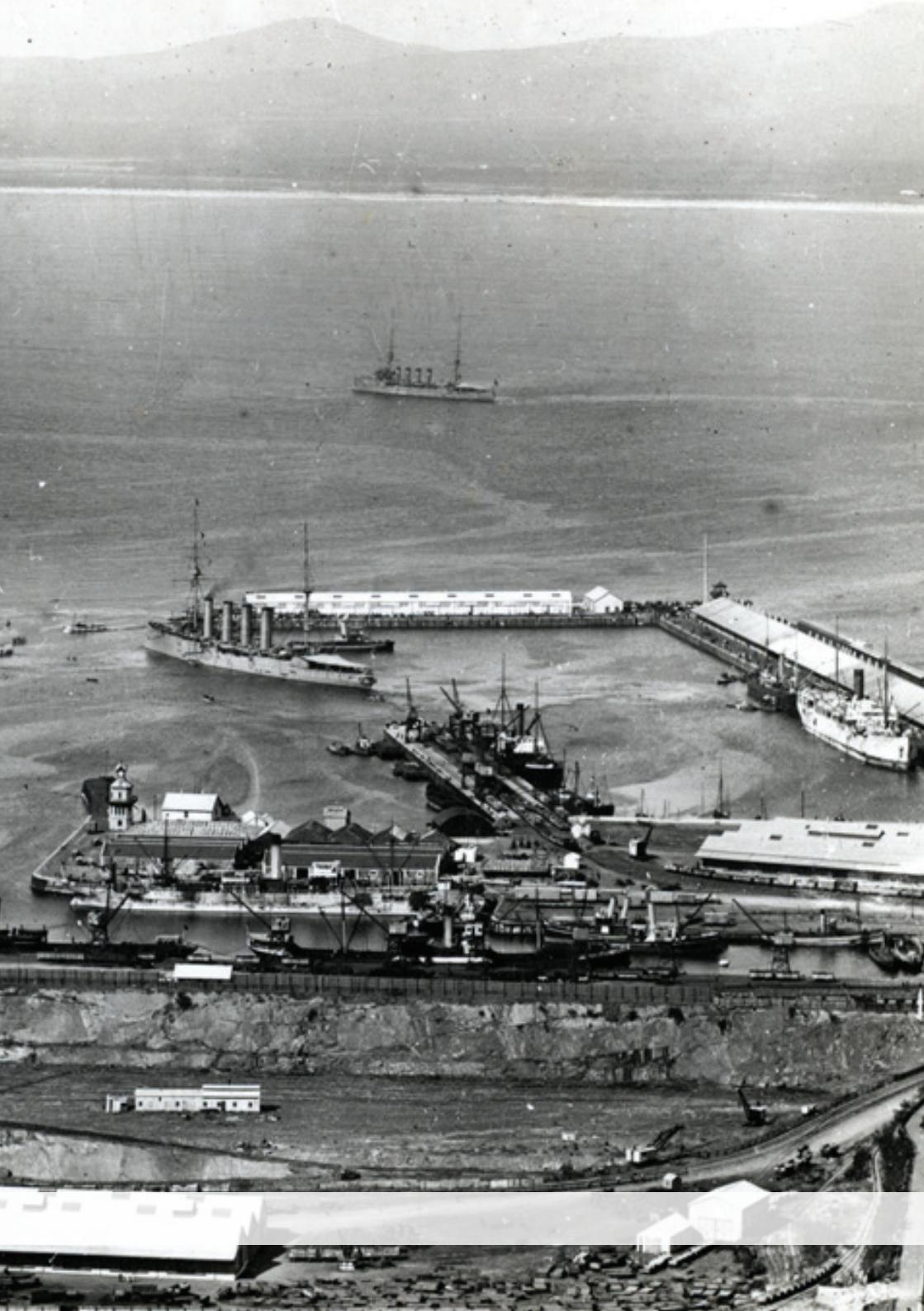
Archives are unique. Once records are lost or badly damaged, they can never be replaced. Preservation of archival records is a complex undertaking. There are many factors that affect the condition of archival records. Some records are old and have been roughly used for a long time. Other records were made of inferior materials and are slowly crumbling. Damaged records can be repaired with specialised repair paper and adhesives. This is a slow and painstaking process that needs to take into account the main reasons for paper becoming damaged and the differences between old and modern paper. Vulnerable records are housed in protective enclosures that prevent further damage. Preservation of records also looks at the wider environment in which records are stored. We seek to minimise risks to records through identifying and eliminating such risks.

## **Reaching out to the community**

The Western Cape Archives and Records Service promotes its services and functions via an outreach programme. Outreach section staff members visit schools, societies, associations or groups to speak about the services and functions of the Service. Please contact us if you would like to have a visit from our representatives or if you would like a tour of the Archives building and its holdings.



Cape Town Docks, where the Waterfront is today (R1112)



Western Cape Archives and Records Service  
Department of Cultural Affairs and Sport  
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**Western Cape  
Government**



URhulumente  
weNtshona Koloni



Western Cape Archives and Records Service  
Argo-en Rekorddiens van die Wes-Kaap

OoVimba boGcino-mpepha bePhondo leNtshona Koloni  
neeNkqubo zoGcino iweeRekhodi

IMicimbi yeNkcubeko neMidlalo

UVimba weNtshona Koloni weeNkcukacha  
eziBalulekileyo neNkonzo yeeRekhodi limbali zabantu  
Indlela abantu abenza ngayo imbali

Nabani na ofuna ukujonga iirekhodi ezigcinwe  
kuVimba weeNkcukacha eziBalulekileyo  
waseNtshona Koloni nakwiNkonzo yeeRekhodi  
angaya kuzijonga kwaye azi ukuba le yinkonzo  
esimahla.



*Amaxesha okuvula*

Ngemivulo ukuya ngooLwesihlanu 08:00 ukuya 16:00.

Ukuba ufuna ukukhe usihambele uze kukhangela iinkcukacha ezithile,  
sicebisa ukuba uqhagamshelane nathi kuqala ukuze sikwazise ukuba siya  
kuvula nini na.

Nceda ujunge newebhusayithi yethu ethi [www.westerncape.gov.za/dcias](http://www.westerncape.gov.za/dcias)  
okanye usithumele i-imeyili kule dilesi ithi  
[archives.clientservices@westerncape.gov.za](mailto:archives.clientservices@westerncape.gov.za)

*Limbali zabantu: Indlela abantu abenza ngayo imbali, published January  
2013, revised January 2023.*

## Intshayelelo

Umzi woLondolozo-mbali neeRekhodi waseNtshona Koloni ngowona wakha wamdala kuyo yonke eminye enika iinkonzo zolondolozo-mbali. Sithi abaneerekhodi ezibhaliwego zokuqala zoMzantsi Afrika, neziqala ngo-1651. Inkonzo i-Provincial Archives and Records phantsi koMthetho weNtshona Koloni, 2005 (UMthetho 3 ka-2005) iyichaza ngolu hlobo imisebenzi engundoqo emine yenkonzo yoLondolozo lweMbali neeRekhodi:

- Ukwenza ukuba iirekhodi zifikeleleke;
- Ukulawula iirekhodi;
- Ukulondoloza iirekhodi; kunye
- Nokukhuthaza ukusetyenziswa koMzi woLonzolozo lweMbali.
- Ngokulawulwa kweerkhodi ngendlela eyiyo.

## Isizathu sobukho bethu

- Ukuphakamisa igama leli phondo ngokulondoloza ibhali elilifa lethu ukuze ibe nokusetyenziswa ngurhulumente nabantu boMzantsi Afrika; kananjalo.
- Nokukhuthaza uburhulumente obusebenza ngobuchule, obuphendulayo ngezenzo zabo nobungafihlisiyo oko kusenziwa.



EBlauwberg (Blouberg) Strand (E269)

## **Okungeerekhodi zethu**

lirekhodi zoluntu ezinexabiso zikulungele ukuggithiselwa koovimba bembali. Umzi wolondolozo lwembali weli lentshona koloni ugcina, irekhodi zoluntu nezo zingezizo ezoluntu.

lirekhodi zomzi wolondolozo lwembali zihlelwe njengengcaciso erekhodishiwego kungakhathalisekile nokuba ibumebuni okanye ihloboluni, umz:

- iphepha eliprintiweyo;
- iimanyuskripti ezibhaliwego;
- iiimephu neeplani;
- imifanekiso ezifoto; kunye
- neenkukacha ezigcinwe njengelizwi okanye ngendlela ye-elektronika.

## **lirekhodi zoluntu**

li-rekhodi zoluntu zezo ziqulunqwe ngamaqumrhu karhulumente ngelixa eqhuba umsebenzi wawo.

lirekhodi zoluntu ziqulethe intlaninge yezinto ezinxulumene nobomi bomntu, umzekelo:

- Ukuzalwa, imitshato nokufa;
- Uku<sup>t</sup>shona ngokwezimali, ukusonjululwa kwemiba enxulumene namafa namatyala eenkundla, umz. uqhawulo-mitshato; kunye
- Namaxwebhu anxulumene nokufunyaniswa kwamalungelo obuzwe kunye nokufudukela kweli.

Eminye imiba equlethwe ziirekhodi zoluntu yileyo iquka:

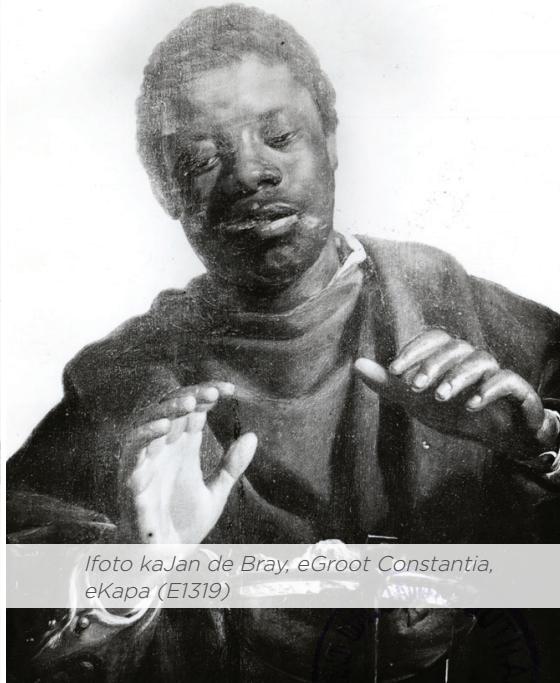
- Ucwangciso lweedolophuu, ulwakhiwo lwezikolo, izindlu kunye nezinye izincedisi zophuhliso;kunye
- Nezempiro, ucoceko, imfundu kunye nezinye iinkonzo zoluntu.

## **Kapa lirekhodi ezingezizo ezoluntu**

lirekhodi ezingezizo ezoluntu ziirekhodi zabucala namaphepha aqulunqwe ngabantu namaqumrhu abucala, zinto ezo ziphiwe uMzi woLondolozo lweMbali neeRekhodi weNtshona Koloni.



amaGcaleka enxibe isintu (AG628)



Ifoto kaJan de Bray, eGroot Constantia,  
eKapa (E1319)



UMaqoma namakhosikazi akhe (E3250)

## **Ingqokelela yethu Yeerekhodi zembali**

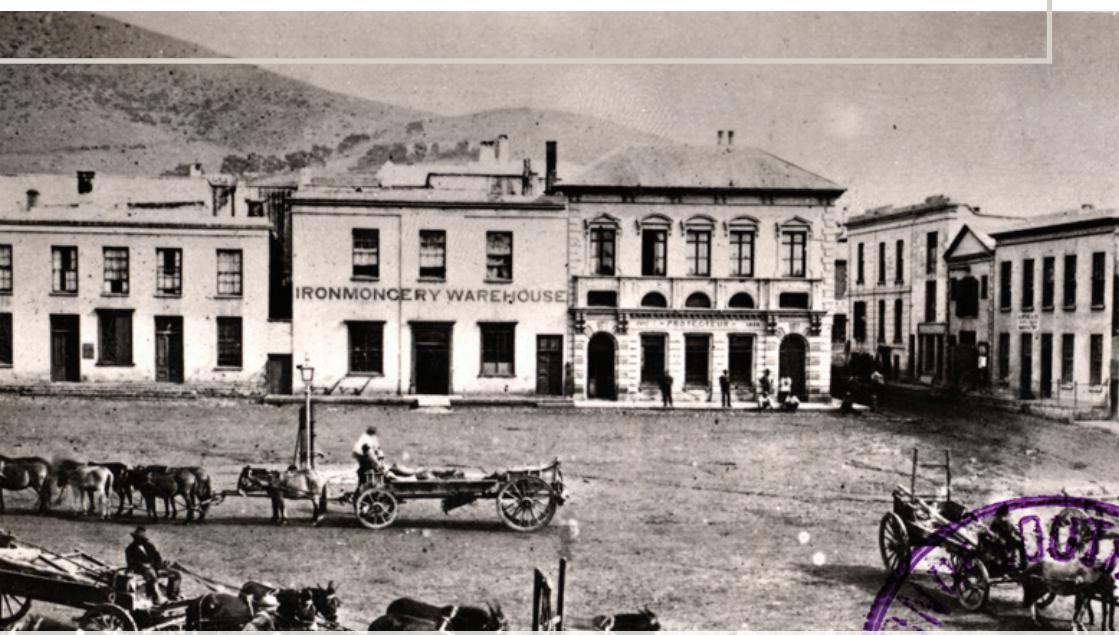
Ingqokelela yethu yeerekhodi zembali ziqala phaya ekufikeni kwamaDatshi okokuqala kweli laseKapa ezeKuseka isikhululo sokufumana izixhaso neziqabuli. Ukuusela ngo-1652 ukuya ku-1910 iKapa yayilithanga. AmaDatshi namaNgesi ashiya iirekhodi zokulawula kwavo kweli laseKapa.

Eyona rekhodi yobukoloniyal iebalulekileyo yileyo yequmrhu iDutch East India Company (VOC), 1651-1795.

## **Ingqokelela yethu yeefoto ezingembali**

Ingqokelela yethu yeefoto inezithunzi, iifoto nemifanekiso emibala-bala esetyenziswa koomatshini bebhanyabhanya, zinto ezo ezingalinganiselwa kuma-80 000. Ezinye kwezo zithunzi zikhuselw ngeglasi nto leyo yenziwa phaya kwinkulungwane ye-19. Sinemifaneksio emininzi yesikeko saseKapa, eyale ndawo eyayisakwaziwa njengeCape Colony, eyePhondo laseKapa, neyePhondo leNtshona Koloni, mifanekiso leyo iyeya kususela ngo-1850.

## **Ingqokelela yethu yeerekhodi zembali isusela kwizinto zeminyaka yokufika kwamaDatshi kweli laseKoloni.**



I-Green Market Square, eKapa (E2072)

Ingqokelela yethu yamafoto  
ineenegethivu ezingama-80 000, nezilayidi  
ezinemibala.



I-Adderley Street, eKapa xa uyijongele kwikona yeCastle Street, 1892 (E1950)

## **limephu, iiplani nezazobe**

limaphu, iiplani nezazobe zichaza iindlela ezahlukahlukeneyo ekwakulawulwa ngazo umhlaba kwelaseKapa ukususela kumaxesha obukoloniyalu ndawonye nemida yeengingqi, eyoomasipala kunye neyefama, nemizobo yolwakhwiwo lwezindlu ngokunjalo. Lo vimba unemizobo yeemephu, iiplani nezazobe ezingalinganiselwa kuma-16 000 ukususela ngenkulungwane ye-17.

## **Ukuphanda ngomlibo wakowenu**

lirekhodi ezininzi kwezo zikuVimba woLondolozo IweMbali zingakunceda ekufumaneni umlibo wakowenu. lirejistara zokubhalisa imihla yokuzalwa, imitshato nemihla yokufa ezivela kwisebe lemicimbi yezekhaya (circa 1895-1972) ziluncedo kakhulu njengoko namaxwebhu amafa wona avela kwiOfisi yoMgcini-mafa (Master's Office) eKapa, eKhimbalni naseRhini nawo anokubaluncedo ngokunjalo, maxwebhu lawo aquka imiyolelo ebhaliwego kunye nezaziso zokufa.

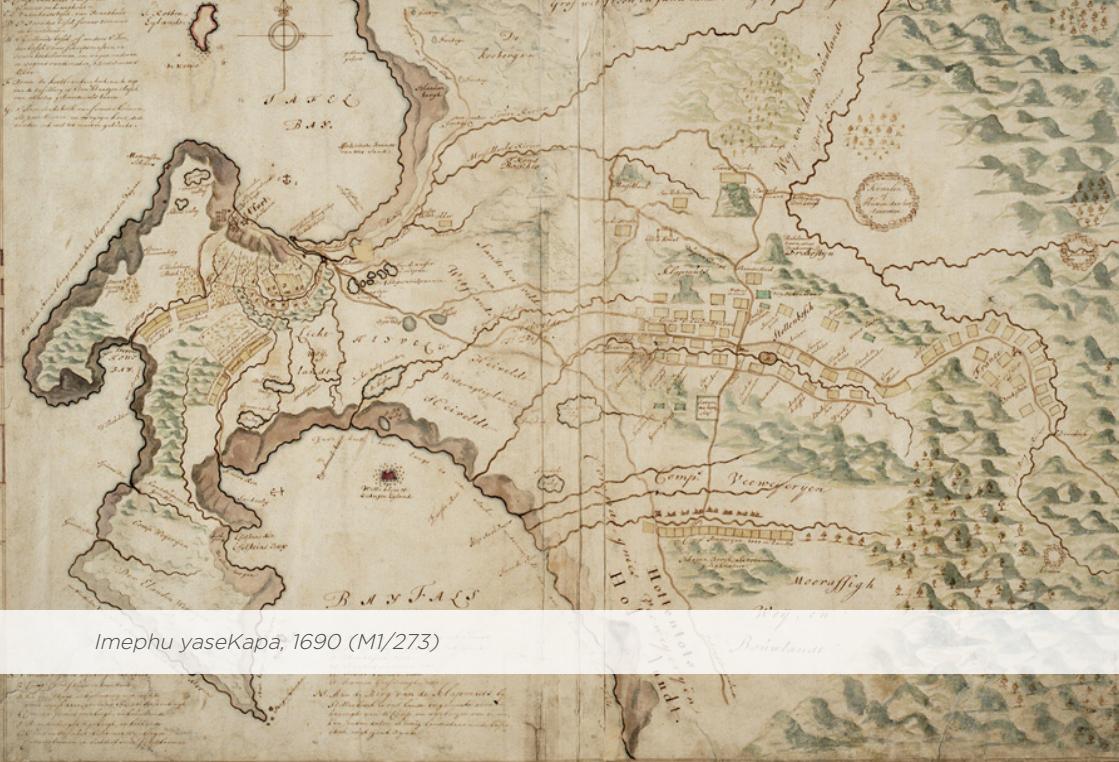
UMzi woLondolozo IweMbali neeRekhodi unamaxwebhu wamafa ukususela ngo-1689 ukuya ku-1996 lamaxwebhu anezaziso zokufa ukususela ngo-1834.



ICellar, eLaborie, ePaarl (E1104)



Isundial, eKlapmuts (E474)



Imephu yaseKapa, 1690 (M1/273)

Amaxwebhu okwenza ukuba umntu abengummi angaphambi ko 1910 nawokufudukela angasemva ko-1903 nawo akhona kambe angasetyenziselwa uphando phaya kwigumbi lokufunda.

Izizukulwana zamakhoboka nazo zingazisebenzia iirekhodi zangexesa lobukhoboka, umzekelo, ezo zenkundla yobulungisa neyayisaziwa njenge-Court of Justice ne-ofisi eyayijongene nemicimbi yamakhoboka eyayisaziwa njenge-Slave Office. Uninzi Iwabaphandi basebenzia iirekhodi zethu ukuphanda ngamabango angomhlaba kunye nempixano engobukhokeli bomthonyama ukuvavanya iimbali ezikhoyo namafa kwelaseKapa.

Izizukulwana ezininzi zamakhoboka namhlanje zisebenzia iirekhodi zeOfisi yamaKhoboka zangexesa lobukoloniyali ukuzingela umlibo wazo.

Ezinye iirekhodi ezingaphandwa ziQuka:

- litayitile ezingakopishwanga zeefama;
- lirekhodi zeefama ekubolekiswa ngazo;
- lirejistara zeefama eziqeshwa ngendlela yekwitrenti; kunye
- Neerekhodi zoomasipala noomantyi.

## linkonzo zethu nemisebenzi yazo

Amaziko karhulumente ngokomthetho kufuneka ukuba azigqithise iirekhodi emva kweminyaka engama-20 ukuba ezo rekhodi zinexabiso

lexesha elide. Ukwenza ukuba ezo rekhodi zibe nokufikelelwa luluntu yinto enokwenzeka kuba abalondolozi beerekhodi baqhuba intlaninge yemisebenzi yokulondolozwa keerekhodi; misesbenzi leyo ikakhulu eyenziwa apho ingabonwayo luluntu. Iirekhodi zolondolozo Iwembali kufuneka zihlelwe, zicwangciswa kananjalo zichazwe kakuhle ukuze zibe nokufikeleleka lula. Ezi nkqubo zizo ezenza ukuba uMzi woLondolozo IweMbali neeRekhodi waseNtshona Koloni ubenako ukubonelela uluntu ngale nkondo. Ngaphandle kwalo msesbenzi umzi wolondolozo Iwembali neerekhodi ungaba yingqokelela nje yamaphepha nezinye zinto ezikwithala ezingacwangciswa kakuhle.

## **Ukulawulwa kweerekhodi zikarhulumente**

Ukulawulwa kweerekhodi yinto ebalulekileyo yokuqinisekisa ukusebenza kwavo wonke amacandelo karhulumente ngobuchule, ngenkathalo nangokuselubala. Ukulawulwa kweerekhodi kuthetha ukulawulwa kwembali yerekhodi yaseburhulumenteni iyonke ukususela ekuqulunqweni kwayo ukuya ekuchithweni kwayo ngokuthi iqgithisewa kuvimba weerekhodi okanye itshatyalaliswe. Eneneni nantsi indlela iirekhodi ezhlelwa ngayo, nethi zifayilishwe ze zigcinwe ngayo. Izicwangciso zokufayilisha, imigaqonkqubo yokulawula iirekhodi kunye nezikhokelo zeofisi yobhaliso Iwamaziko aseburhulumenteni beNtshona Koloni ziphehlelwa liCandelo loLawulo IweeRekhodi. Ngako oko ukukhathalelwka kweerekhodi ezibalulekileyo kuqala kwangaphambi kokuba ezo rekhodi zixabisekileyo zifike kuvimba weerekhodi. Eli Candelo lisebenzela ukukhuthaza iinqobo ezizizo zokulawulwa kweerekhodi zaseburhulumenteni. Lighuba iinkqubo zokuqequesha abasebenzi bee-ofisi zobhaliso kumaziko aseburhulumenteni ukuze kuqinisekiswe iindlela ezizizo zokulawulwa kweerekhodi. Eli Candelo likwaqhuba iinkqubo zokuhlola iirekhodi neendlela zokugcina iirekhodi ngokweendlela zokulondoloza iirekhodi kumaziko.

## **Indlela yokufumana iirekhodi (NAAIRS)**

Ngenxa yokupuhliswa kwe National Automated Archival Information Retrieval System (NAAIRS) irekhodi zingafumaneka kuvimba omtsha kunye nomdala ngokuthi kulandelwe lamakhonco alandelayo.

<http://www.nationalarchives.gov.za/node/737>

Ukuba ufuna ukusebenzisa uOld NAAIRS:

- Khetha uvimba weKAB weenkukacha zeerekhodi zamaqumrhu karhulumente.
- Khetha uvimba weMAN weenkukacha ezingefoto, iimephu, izinto zakumathala eencwadi neerekhodi ezingezizo ezoluntu.

Kulo mthombo kukho iimephu ezili-16  
000, iiplani kunye neziketshi eziusela  
kwinkulungwane yeshumi elinesixhenxe (17)



I-Groot Constantia emva kokuba kwakutshile ngo-1925 (E499)

Oovimba beenkukacha ezibalulekileyo ziindawo  
ezixabiseke ngokukodwa. Zakulahleka iirekhodi,  
akukho apho zinokuphindwa zicholwe khona,  
ukutsho oko, ziya kuba zilahleke umphelo.



Elwandle, eStrandi

## **Ukufikelala kwiirekhodi ezilondoloziweyo**

Iirekhodi ezilondoloziweyo zingafikelelwa simahla nguye wonke ubani otyelela iinkonzo zoMzi woLondolozo lwembali neeRekhodi waseNtshona Koloni. Ungakwazi ukuzifunela ulwazi kwiirekhodi zembali kwigumbi lokufundela. Igumbi lokufundela linezixhobo ze-intanethi zokukusa kwi-National Automated Archival Information Retrieval System, zikho nezixhobo zokuqhakamshela iikhompyuta ezisingathekayo embaneni, kwaye abalondolozi-mbali basoloko bekhona ngelokukunceda ekuphenduleni imibuzo yakho. Iirekhodi mazifundelwe kwigumbi lokufunda kuphela.

Nceda uqaphele ukuba kuya kulindeleka ukuba uyilandele imigaqo nemimiselo engqingqwa yegumbi lokufunda ngokubhekiselele ekusebenziseni iirekhodi zembali ngendalela yokuziphatha kwabaphandi.

Samkela izifundiswa ezininzi kwigumbi lokufunda eziqhuba uphando oluza kusetyenziselwa ezemfundo. Imiba ephandwayo kuvimba wembali inika umdla kakhulu. Imizekelo yamaxwebhu ophando aggityiwego ngala: "African Nationalism and Resistance to Apartheid in the Eastern Cape, 1960-1985"; "Land Administration in Tribal Authorities, 1913"; "The Cape Hanged (Executions in the Cape Colony), 1879-1888"; "The Langeberg Uprising, 1896-1897"; "Practices of Black Nationalism and African Independent Churches"; "Rivonia Trial, 1963-1964"; "Anti-Apartheid Politics in Transkei, 1960-1994"; "Capital Punishment in the 1800s"; "The History of the Wine Industry, 1900-2009"; "Use of Convict Labour to Construct Mountain Passes in South Africa"; "Health and Immigration to the Cape, 1875-1920"; ne "The Black Consciousness Movement in King William's Town, 1969-1977".

Iziphumo zophando olwenziwe kumzi wolondolozo lwembali neerekhodi zingafunyanwa kwithala lethu leencwadi njengemipapasho needizeteshini.

## **Ukugcinwa kweerekhodi zethu zembali**

Amaziko olondolozo lwembali neerekhodi ngamaziko awodwa. Zakulahleka iirekhodi, azingeke ziphinde zifumanek. Ukugcinwa kweerekodi zembali ngumcimbi onzima kakhulu. Zininzi izinto ezichaphazela imo yeerekhodi zolondolozo lwembali. Ezinye zazo zindala kwaye zasetyenziswa kakhulu ixesha elide. Kanti zona ezinye zenziwa ngezinto ezi-ethe-ethe kwaye kulula ukonakala kwazo. Iirekhodi ezonakeleyo zingalungiswa ngephepha elilodwa lokulungisa nezinamathelisi. Lowo ngumcimbi ocothayo nomawenziwe ngocoselelonofuna ukuba kuqwalaselwe izizathu ezininzi ezingunobangela wokonakala kwephepha nomahluko phakathi kwephepha lakudala nephepha langoku. Iirekhodi ezisemngciphekweni wokonakala zigcinwa kwiindawo ezikhuselekileyo ezithintela ukonakaliswa nangakumbi.

Inkqubo yokulondolozwa kweerekhodi ikwajongana nemo iirekhodi ezithi zilondolozwe phantsi kwayo. Sizama ukuphungula iingxaki ezinokubakhona kwiirekhodi ngokuzichonga ze sizithintele ezo ngxaki.

## **Ukuba luncedo eluntwini**

UMzi wokuLondolozwa kweMbali neeRekhodi waseNtshona Koloni iinkonzo zawo uzuzisa ngenqubo yokunceda uluntu. Abasebenzi becadelo loncedo loluntu batyelela izikolo, imibutho, iimanyano okanye amaqela ngenjongo yokuya kuthetha ngezo zinto ngeenkonzo nemisebenzi yale Nkonzo. Uyacelwa ukuba uqhakamashelane nathi ukuba ufunu ukutyelelwa ngomnye wabameli bethu okanye ukuba ufunu ukuza kundwendwela isakhiwo sethu solondolozo lwembali neerekhodi.



Izibuko laseKapa (R1112)

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**URhulumente  
weNtshona Koloni**