

18. HISTORIESE SAKE 18. HISTORICAL AFFAIRS

18.1 RAPPORT 1 – DEPUTATE HISTORIESE SAKE – KERKARGIEF

18.1 REPORT 1 – DEPUTIES HISTORICAL AFFAIRS – CHURCH ARCHIVE

1. Sake waarvan die Sinode kennis neem

1.1 *Personeelsake*: Die assistent-argivaris het in 2015 bedank. Hierdie situasie het egter nie 'n negatiewe invloed gehad nie en het bygedra dat daar anders en nuut oor uitkomst en produktiwiteit gedink word. Vakkundige persone is deur strategiese beplanning geïdentifiseer en aangewys as tydelike werkers vir verskillende take in die argief. Die metode werk baie goed en word tans gekontinueer. Dit is 'n besondere vreugdevolle tydperk vir die argivaris wat 10 jaar diens in 2017 by die argief vier.

1.2 *Kontrole*: Kontrolelyste met spesifieke fokusareas vorm deel van die evaluering en statistiek vir tydelike werkers se werksuitsette.

1.3 *Navorsing*: 'n Konstante stroom navrae is ontvang en beantwoord, en navorsingsbystand is verleen aan M-graad studente en een PhD student.

1.4 *Argivering*: Statistiek toon duidelik dat daar in die jongste tyd 'n vinniger toevloei van argivalia is met 'n baie hoë werksdruk.

'n Aantal bestaande versamelings en nuwe aanwinste is ontsluit. Spesiale verwysing en groot dank aan die tydelike werkers vir hul produktiwiteit en hoë werksuitsette.

Statistiek vir argivering vanaf 2015-2017:

Versamelings	20
Gemeentes	96
Meerdere Vergaderings	15
Digitalisering van Fotoversameling	In proses

In samewerking met Deputate Diaconale Sake en die argief is die Johannesburgse Kinderhuisdokumente ontsluit. Hierdie argiveringsproses het 132 ure geneem.

In opdrag van Deputate Historiese Sake is 'n Handleiding vir gemeentes

1. Matters that the Synod take note of

1.1 *Staff matters*: In 2015, the assistant archivist resigned. This did not have a negative impact, but rather contributed to more varied and renewed forms of thinking surrounding outcomes and productivity. Skilled persons were identified through strategic planning and appointed as temporary workers for various tasks in the archive. This method works very well and is currently being continued. It is a particularly joyful period for the archivist, who celebrates 10 years of service at the archive in 2017.

1.2 *Control*: Checklists with specific focus areas form part of the evaluation and statistics for temporary workers' work outputs.

1.3 *Research*: A constant stream of inquiries was received and responded to, and research assistance granted to M-degree students and one PhD student.

1.4 *Archiving*: Statistics show that recently there has been a more rapid influx of archivalia, contributing to a very high workload.

Several existing collections and new acquisitions were retrieved. A special reference and appreciation to the temporary workers for their productivity and high work output.

Archiving statistics for 2015-2017:

Collections	20
Congregations	96
Superior Bodies	15
Digitisation of Photo Collection	In process

In collaboration with Deputies Diaconal Matters and the archive, the Johannesburg Children's Home documents were retrieved. This archiving process took 132 hours.

Commissioned by the Deputies Historical Matters, a manual for

<p>geskryf as riglyn vir die hantering van dokumente. Met dank aan die Instituut vir Reformatoriese Onderwys wat die volle drukkoste daarvan geborg het. 'n Oplaaq van 270 is in Afrikaans en die volgende 111 kopieë is in die proses om in Engels gedruk te word. Die Handleiding is in hardekopie, elektronies en op die GKSA se webwerf beskikbaar.</p> <p>1.5 <i>Rekordbeheer:</i> Argiefskeppende instansies groei in teenstelling met die argiefkluis in die kelderverdieping wat nie vergroot kan word nie. Gebrek aan ruimte het tot gevolg gehad dat 'n behoefte aan en noodsaaklikheid vir ekstra lokale vir berging aangespreek is – lokaal 126 in die TSP-gebou is toegesê aan die Argief. Projek “argiefskuif” is aangepak en suksesvol voltooi. Argivalia in die sentrale argiefbewaarplek is na aangewese plekke geskuif. Geslote dokumente is volgens velde op rakke gepak en openbare inligting na lokaal 126 verskuif. Ontoeganklike dokumente, wat in vorige dekades opgeneem en nie verwerk is nie, is na die argiefkantoor geskuif vir argivering. Plek is gemaak by bestaande argivalia vir nuwe aanwinste. Gemeentes van die voormalige Sinode Middellande is alfabeties ingevoeg by bestaande gemeentes. Geraamde rakspasie in die kluis is 1 120 liniêre meter. Na die verskuiwing is 40% rakspasie en 200 bokse herwin. Beskikbare vloerspasie in die twee bewaarruimtes word optimaal benut. 'n Volledige inventaris van argivalia is elektronies beskikbaar. In die bewaarruimtes is stappe van ontruiming en 'n rampbeheerplan op sigbare plekke aangebring. Die GKSA argiefbewaarplek voldoen aan wetgewing. Wetlike voorskrifte vir die bewaring, vereiste tydperke van bewaring en toeganklikheid daarvan word toegepas.</p> <p>1.6 <i>Inisiatiewe:</i> Die argief se fokusareas is argivering, rampbeheer, digitalisering, skakeling en opleiding. Prof DF Muller en mev C Huisman (argivaris) verteenwoordig die GKSA Argief by jaarlikse forumbyeenkomste</p>	<p>congregations has been written as a guideline for handling documents. Thanks to the Institute for Reformatory Education that sponsored the full printing costs. 270 copies have been printed in Afrikaans and the next 111 copies are in the process of being printed in English. The manual is available in hard copy, electronically and on the GKSA website.</p> <p>1.5 <i>Record management:</i> Archive-creating bodies grow in contrast to the archive vault in the basement that cannot be expanded. Lack of space has resulted in the need and necessity for additional storage facilities. Therefore, room 126 in the TSP-building has been assigned to the archive.</p> <p>The archive relocating project was completed successfully. Archivalia in the central archives repository were moved to designated locations. Closed documents were arranged according to fields of interest and public information moved to room 126. Inaccessible documents, recorded in previous decades and that have not been processed, were moved to the archive office for archiving. New acquisitions were accommodated with existing archivalia. Congregations of the former Synod Midlands were added alphabetically to existing congregations. Estimated shelf space in the vault is 1 120 linear metres. After the move, 40% shelf space and 200 boxes were reclaimed. Available floor space in the two storage spaces is optimally utilised. A complete electronic inventory of archivalia is available. In the storage spaces, evacuation and disaster management plans have been made visible. The GKSA's archives repository complies with legislation. Legal prescriptions for the preservation, required periods of preservation and accessibility thereof are applied.</p> <p>1.6 <i>Initiatives:</i> Focus areas of the archive include archiving, disaster management, digitisation, liaison and training. Prof DF Muller and mrs C Huisman (archivist) represent the GKSA Archive at annual archivist forums with</p>
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<p>van argivari met verteenwoordigers van verskeie ander kerkverbande. Die forum skep 'n platform waar almal wat belang het by bewaring van kerkhistoriese materiaal die geleentheid het om gemeenskaplike probleme, oplossings en nuus oor die jongste toerusting met mekaar te deel. 'n Formele konferensie word in 2018 beplan, waar o.a. kundiges van die Staatsargief genooi sal word as sprekers. Die GKSA Argief kan nie beskou word as 'n statiese omgewing nie – veranderinge bring nuwe uitdagings.</p> <p>2. Sake waaroor die Sinode besluit</p> <p>2.1 Befondsing vir die uitbreiding van digitalisering en rugsteuning van inligting.</p> <p>2.2 Hersiening en/of opheffing van br J Malunga se opdrag vir die insameling van argivalia by kerke van voormalige Sinode Middellande. Aanvullend by voorstel is dat die argivaris en aangewese lede van Deputate Historiese Sake werkwinkels in Klassisverband aanbied, insameling doen en die Handleiding as riglyn vir hantering van argivalia beskikbaar stel.</p>	<p>representatives of various other church denominations. The forum creates a platform where everyone who has an interest in preserving church-historical material can share common problems, solutions and news about the latest equipment. In 2018, a formal conference is planned where, among others, experts from the State Archives will be invited as speakers.</p> <p>The GKSA Archive cannot be regarded as a static environment – changes bring new challenges.</p> <p>2. Matters that the Synod decide on</p> <p>2.1 Funding for the expansion of digitisation and information support.</p> <p>2.2 Revision and/or termination of br J Malunga's assignment of collecting archivalia at churches of the former Synod Midlands. In addition, it is suggested that the archivist and designated members of Deputies Historical Matters present workshops in Classis, conduct collections and make the manual available as a guideline for dealing with archivalia.</p>
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Rapporteur:

Reporter: