



**4th Annual SASA Archives and
Records Management Bootcamp
23 & 24 April 2026**

**Venue: Manhattan Hotel, Pretoria
Host: South African Society of Archivists
(SASA)**



Day 1: Thursday, 23 April 2026

FACILITATOR: MR LWAZI MESTILE - TRAINING AND
DEVELOPMENT COORDINATOR: SASA

Morning Session

08H30 – 09H00: ARRIVAL AND REGISTRATION (ALL)

09H00 – 09H15: OPENING AND WELCOME

- MS MAITE MANGANYE, PRESIDENT: SASA

09H15 – 09H30: SCENE SETTING

- DR MAKUTLA MOJAPELO

DEPUTY SECRETARY GENERAL: SASA

09H30 – 10H00: MESSAGES OF SUPPORT

- MS KHANYI NGCOBO, DIRECTOR: NARSSA

- MR BRIAN MANYAKA, CHAIRPERSON: MRMF

10H00 – 10H30: WEBSITE MEMBERSHIP MANAGEMENT SOLUTION

- MR LOUIS KGOLE

10H30 – 11H00: TEA BREAK



Mid-Day Session

11H00 – 12H00: PAIA AND POPIA COMPLIANCE

- DR ADV. MPHALANA MAKHURA, UNISA

12H00 – 13H00: APPRAISAL AND DISPOSAL OF RECORDS

- MR SILVESTOR NGOEPE

MPUMALANGA DEPARTMENT OF HUMAN SETTLEMENT

13H00 – 13H30: Q & A SESSION (ALL)

13H30 – 14H30: LUNCH



Afternoon Session

**14H30 – 15H30: 2026 CONFERENCE THEME AND WRITING
FOR JSASA**

- PROF NGOAKO MARUTHA, EDITOR IN CHIEF: JSASA

**15H30 – 16H30: ELECTRONIC RECORDS MANAGEMENT
SYSTEMS (EDRMS)**


- MS TSHIMANGADZO MULAUDZI, INVOKE CONSULTING

**16H30 – 17H30: IMPORTANCE OF STANDARDS IN RECORDS
MANAGEMENT**

- MS DINKY MASETLA
SOUTH AFRICAN BUREAU OF STANDARDS (SABS)

17H30 – 18H00: WRAP UP AND CLOSURE

- DR MAHLATSE SHEKGOLA
DEPUTY EDITOR: JSASA



Day 2: Friday, 24 April 2026

FACILITATOR: MS PHINDILE BEKWA - PROMOTION, PUBLICITY
AND PARTNERSHIP COORDINATOR: SASA

Morning Session

08H30 – 09H00: ARRIVAL AND REGISTRATION (ALL)

09H00 – 09H45: RECAP OF DAY 1

- MR NKITSENG MAHALEFA
DEPUTY PRESIDENT: SASA

**09H45 – 10H45: THE DIGITISATION PROCESS FOR ARCHIVAL
MATERIALS: SELECTION, PRIORITISATION,
ARRANGEMENT AND DESCRIPTION**

- MS LUFUNO ALVINAH KGAMEDI, UNISA

10H45 – 11H15: Q & A SESSION (ALL)

11H15 – 11H30: TEA BREAK



Mid-Day Session

11H30 – 12H30: STATUS OF RECORDS MANAGEMENT IN MUNICIPALITIES

- MS GLORIA SHAKWANE, SALGA

12H30 – 13H30: NARSSA ACT AMENDMENTS AND IMPLICATIONS

- ADV. DENNIS MAAKE, NARSSA

13H30 – 14H00: Q & A SESSION (ALL)

Conclusion

14H00 – 14H30: WRAP UP AND CLOSURE

- MS MAITE MANGANYE, PRESIDENT: SASA

14H30 – 15H30: LUNCH AND DEPARTURE