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**NATIONAL ASSEMBLY**

**QUESTION FOR WRITTEN REPLY**

**QUESTION NUMBER: 1826 [NW2034E]**

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**1826. Mr N F Shivambu (EFF) to ask the Minister of Finance:**

Does the National Treasury have an archive of official department meetings, policy documents, department annual reports, investigations and auditing reports; if so, how is it accessible?

NW2034E

**REPLY:**

Yes. Official department meetings, policy documents, investigation and internal audit reports are not publicly available and are archived in secured common network drives as well as on the SharePoint platform based E-registry. Annual reports and Auditor-General’s reports are regarded as publicly available records and are published on the National Treasury website ([www.treasury.gov.za](http://www.treasury.gov.za)). A need to know principle, in terms of the approved organisational Information Sensitivity Policy is applied to determine the required level of access and to restrict unnecessary access to records by members of staff.

For members of the public, access to records, that are not publicly available, may be requested from the Information Officer in terms of the Promotion of Access to Information Act (PAIA). To access such records, a request for information which clearly describes the record(s) being requested must be submitted by completing the prescribed “form A” which must be forwarded to the following e-mail address: [paia@treasury.gov.za](mailto:paia@treasury.gov.za). The form may also be hand delivered to the National Treasury Building in 240 Madiba Street, Pretoria or mailed to Private Bag X 115, Pretoria 0001.