THE PUBLIC ARCHIVES

OF

SOUTH_AFRICA

With the Author's Compliments.

Box 6 Capelon

CHIEF ABCHIVIST FOR THE UNION.

CAPE TOWN: CAPE TIMES LIMITED. 1928.

PREFACE.

The importance of the Public Archives of the Union of South Africa has been recognised by the State and the public. The last decade has seen greater attention given to the care, preservation and accessibility of our national records. The public has used them to a much greater extent for historical research. It is, therefore, perhaps not inopportune to issue a publication showing briefly what records are available and where they are to be found.

The Public Archives are divided into (a) Union Archives, and (b) Provincial Archives. The archives under (a) are those that are still in the custody of the Union Government Departments and date from 1910. When they are old enough they will be transferred to the archives repository at the administrative capital. The Provincial Archives are those which formed the records of the respective four provinces before the date of Union. These, or the bulk of them, have been centralised in the repositories situated in the capital of each province, namely, Cape Town, Pretoria, Pietermaritzburg and Bloemfontein. To them will be added the records of their respective Provincial Governments since 1910 when they are old enough for transfer. This book only deals with the Public Archives that "have already been transferred to an archive depôt."¹

For some years after Union no definite scheme was evolved by the Union Government for the general administration of these Archives. In 1919, however, a definite step was taken by the creation of the appointment of a Chief Archivist who became responsible for both Union and Provincial Archives. With a view of studying the methods of keeping archives in other countries, reporting thereon and making recommendations for a system suitable to South Africa, the Chief Archivist was sent in the following year to Europe and America. The result of his visit was printed² and the report

¹ See Section 7 of the Public Archives Act, 1922 for the interpretation of the term "Public Archives," Appendix 1, p. 90

^a "Report of a visit to various Archives Centres in Europe, United States of America, and Canada," by C. Graham Botha, Chief Archivist for the Union. Published by the The Government Printing and Stationery Office, Pretoria, 1921.

embodies the archival systems in other countries, the conclusions drawn therefrom and his recommendations for establishing the Archives of South Africa on a firm and uniform basis.

The first step in carrying out these recommendations was the passing of the Public Archives Act of 1922,¹ which brought the control of the Archives and the periodical transfer of records to the depositories on to a proper footing. Since it was passed, rules and regulations have been issued for the public use of the archives in the various centres, the disposal of valueless records, and the transfer of public archives to Archives Depôts.² In terms of section 5 of the Act an Archives Commission has been constituted.

As a further outcome of these recommendations there is now in each province an archivist who is responsible to the Chief Archivist. The concentration of records in each province with an officer in charge of each and a staff to assist him and the whole administration centered in one head of the Archives Department, in the person of the Chief Archivist will secure uniformity in administration, classification, arrangement, indexing, methods of preservation and general care. Besides the Chief Archivist the staff is at present classified as Senior Archivist, Archivists and first and second grade Archives Assistants. The ideal aimed at is uniformity throughout the Union and close relation between the Provinces, so that the student, working in one centre, may know from copies of the lists and inventories of the other centres kept there what records are to be found in those centres without visiting them.

The following pages give at a glance the contents of each repository with notes on the early history of each province. I have given a short account of the functions of some of the more important departments to enable the reader to understand the machinery by which the different governments carried on their administration.

I have endeavoured to make the arrangement of this book as comprehensive as possible. Each province has been treated separately. There has been no attempt to give minute details of each class of record. The aim of this publication has been to indicate what state and departmental records are to be found in each province without overloading the book

¹ See Appendix 1 for the text of this Act, p. 89

^{*} See Appendix for these rules and regulations.

with a mass of detail, which can be found from the lists, inventories, indexes, etc., in course of preparation. The book purports only to be a preliminary survey of the records as the task of sorting, arranging, classifying and listing is the constant care of the archives' staff.

It has been divided into four parts, each one dealing with the records of a province separately. Each part again has been divided into periods of the history of the province. Each period has been further divided to indicate what departmental records exist and these again have been subdivided according to their classes.

A copy of the regulations for the use of the Archives by the public has been appended to this volume for the guidance of the student. I have also included a copy of the Public Archives Act, 1922, rules and regulations framed in terms thereof and a copy of a Government Notice setting forth the fees payable by those who may desire fo use the records for purposes not of an historical nature. Every facility is given to students wishing to consult the records.

C. G. B.

v

CONTENTS.

٠

•

PREFACE	••	• •	-
PART I.—ARCHIVES OF THE CAPE	••	••	1
PABT II.—ARCHIVES OF NATAL	••	••	54
PART III.—ARCHIVES OF THE TRANSVAAL	••		63
PART IV ARCHIVES OF THE ORANGE FREE STAT	re		79
Appendix		••	89
Index		••	104

PART I.

CAPE ARCHIVES.

A.	DUTCH EAST INDIA COMPANY, 1652-1795	••	••		- 4
В.	FIRST BRITISH OCCUPATION, 1795-1803	••	••		23
C .	BATAVIAN REPUBLIC, 1803-1806		••		26
D.	SECOND BRITISH OCCUPATION, 1806-1910	••	••	••	29
A.	DUTCH EAST INDIA COMPANY	••			4
	1. COUNCIL OF POLICY. 2. COURT OF JUSTI Justice, (ii) Circuit Court, (iii) Court of Aj 3. Orphan Cramber.				
B.	FIRST BRITISH OCCUPATION	••	••	••	23
C.	BATAVIAN REPUBLIC Council of Policy.	••	• •	••	26
D.	SECOND BRITISH OCCUPATION		••	••	29
•	1. COLONIAL OFFICE: (i) Administrative, (ii) (iii) Health Branch, (iv) Defence Branch, (v) M 2. PRIME MINISTEE'S DEFARTMENT. 3. TREAST General, (ii) Receiver-General, (iii) Papers of th 4. NATIVE AFFAIRS DEFARTMENT. 5. PUBLIC MENT: (i) Central Road Board, (ii) Chief Inspect (iii) Commissioner of Crown Lands and Public OULTURAL DEFARTMENT. 7. EXECUTIVE COUN MENT HOUSE RECORDS. 9. BRITISH BECHUAL GOVERNOE OF EASTERN PROVINCE. 11. BR 12. GRIQUALAND WEST. 13. ORANGE RIVI 14. AUDIT OFFICE. 15. IMPERIAL SECRETARN GENERAL. 17. MAGISTERIAL RECORDS. 18. V	fedical (JEY : (i) More Lomi Works. Works. NCIL. 6 NALAND. ITISH H ER Sov (. 16.	Commit Treasur bard Ba s DEPA blic Wol 6. Ac Gove 10. 1 KAFFRAF VEREIGN	tee. rer- nk. BT- rks, FRI- RN- LT UA. TY.	

PART II.

NATAL ARCHIVES.

						\mathbf{P}_{i}	AGE
A. Befor	E ANNEXATION IN	1845	••	••	• • •	••	55
B. NATAL	COLONY FROM 184	5	••	••	•	• • •	55
	E ANNEXATION IN BRAAD PAPERS.	1845	••	••	••	••	57
B. NATAL	COLONY FROM 184	5		• •			57

1. GOVERNMENT HOUSE RECORDS: (i) Secretary of State, (ii) Cape Government Correspondence, (iii) Governor's Miscellaneous Correspondence. 2. COLONIAL OFFICE: (i) Colonial Secretary's Office, (ii) Natal Health Records, (iii) Immigration Department, (iv) Civil Service Board. 3. EXECUTIVE COUNCIL. 4. PRIME MINISTER'S DEPARTMENT. 5. MINISTER OF LANDS AND WORKS. 6. TREASURY. 7. ATTORNEY-GENERAL'S RECORDS. 8. NATIVE AFFAIRS. 9. PUBLIC WORKS DEPARTMENT. 10. SURVEYOR-GENERAL'S DEPARTMENT. 11. ZULULAND GOVERNMENT RECORDS. 12. MACISTERIAL.

PART III.

TRANSVAAL ARCHIVES.

	SEPARATE REPUBLICS 65, SOUTH AFRICAN REPUBLIC	69 66
	SOUTH AFRICAN REPUBLIC	00
	GOVERNMENT	66
A.	SEPARATE REPUBLICS	73
	1. NATAL REPUBLIC. 2. SETTLEMENT OF ZOUTPANSBERG. 3. RE- PUBLIC LYDENBURG. 4. SETTLEMENT OF UTRECHT (BUFFEL RIVER). 5. REPUBLIC LAND GOOSEN. 6. REPUBLIC STELLALAND. 7. NIEUWE REPUBLIEK (VRYHEID). 8. KLEINVRYSTAAT. 9. PAPERS OF THE DRIEMANSCHAP OR BOERE-VOORMANNEN.	
В.	SOUTH AFRICAN REPUBLIC	73
	1. EERSTE VOLKSRAAD. 2. TWEEDE VOLKSRAAD. 3. EXECUTIVE COUNCIL. 4. STATE SECRETARY: (i) Interior, (ii) Foreign, (iii) Cabinet. 5. STATE ATTORNEY. 6. COMMANDANT-GENERAL. 7. SUPERINTENDENT NATIVE AFFAIRS. 8. POSTMASTER-GENERAL. 9. CHIEF INSPECTOR OF OFFICES. 10. INSPECTOR-GENERAL OF CUSTOMS. I1. RAILWAYS. 12. AUDITOR-GENERAL. 13. TREASURER GENERAL. 14. ORPHAN MASTER. 15. PRINTING OFFICE. 16. EDUCATION DEPARTMENT. 17. PUBLIC WORKS DEPARTMENT. 18. GOVERNMENT ASSAYER AND CONTROLLER. 19. LANDDROSTS: (i) Transvaal, (ii) Orange Free State. 20. ACCESSIONS.	
C.	MILITARY RULE, CROWN COLONY, RESPONSIBLE GOVERN- MENT	77
	1. LEGISLATIVE COUNCIL. 2. EXECUTIVE COUNCIL. 3. MILITARY GOVERNOR. 4. GOVERNOR, TRANSVAAL. 5. LTGOVERNOB. 6. SECRETARY, TRANSVAAL ADMINISTRATION, 7. PRIME MINISTER.	

8. COMMISSIONS OF ENQUIRY.

PART IV.

ORANGE FREE STATE ARCHIVES.

				P	AGE
A. OBANGE RIVEB SOVEBEIGNTY	••		••	••	81
B. OBANGE FREE STATE REPUBLIC		••			82
C. MILITABY RULE AND CROWN CON	LONY	••	••	••	83
A. ORANGE RIVER SOVEREIGNTY LEGISLATIVE COUNCIL.	••	••	••	. ••	83
B. ORANGE FREE STATE REPUBLIC	••	••			84
1. Volksbaad. 2. Executive Count taby. 4. State Attobney. 5. Tebas Genebal. 7. Administrator of F	UBER-GE				
C. MILITARY RULE AND CROWN COL	ONY	••	••	•••	87
1. MILITABY RULE. 2. CROWN COLO (ii) Colonial Secretary.)N¥: (i)	Legislat	ive Co	ouncil,	
APPENDIX :					
1. Public Archives Act (Act N	o. 9 o	f 1922)	••.		89
2. Rules and Regulations respect Archives in the Union of Sout			use o	of the	91
2a. Form to be filled in in terms rules	of para	agraph	4 of a	above	95
3. Scale of fees for searches and the Archives of the Union, 1573 of 27th November, 1918					96
4. Regulations regarding the disp and the transfer of Public Arcl	osal of hives to	valuele Archi	ess rec ves D	ords, epôts	96
5. List of Publications relating t Archives				-	99
6. Transcripts of documents in Archives	n Euro	pe in	the 	Саре	102
Index			•••		104

٩

APPENDIX.

ACT

To make provision for the custody and control of the public archives of the Union.

BE IT ENACTED by the King's Most Excellent Majesty, the Senate and the House of Assembly of the Union of South Africa. as follows : ----

1. The chief archivist, under the direction of the Minister, Chief shall have the care, custody and control of the public archives Archivist. in every archives depôt, and shall advise any Government department with reference to care, custody and control of the public archives remaining in the custody of such department.

2. The chief archivist, with the approval of the Minister, Chief may acquire all such original records, documents and other Archivist may acquire things as he may deem necessary or desirable to secure for the documents, public archives, or he may acquire copies or replicas thereof, etc. and he may pay for the same, or for the transcribing, binding and repairing thereof, out of such moneys as are voted by Parliament for the purposes of the public archives.

3. The public archives which are no longer required by the Creation of various Government departments for administrative purposes archives shall be transferred periodically to archive depôts. For the Union public archives the depôt shall be at the seat of government of the Union, and for the provincial public archives of any province the depôt shall be at the seat of the provincial administration.

4. Public archives shall, subject to regulations, be made Public accessible to the public: Provided that the chief archivist available for may, in his discretion, withhold access to any particular public use. document or a document relating to any particular event, subject always to the right of the person desiring access to such document to appeal to the Minister, whose decision shall . be final.

depôts.

THE PUBLIC ARCHIVES OF SOUTH AFRICA.

Archives commission.

5. An archives commission may be appointed by the Minister, the functions of which shall be—

- (a) to recommend to the Minister the steps necessary for the custody and improvement of the collection of public archives in the Union;
- (b) to recommend to the Minister from time to time what steps are considered desirable in connection with the collection, preservation and distribution of all written matter, public or private, bearing on the history and records of South Africa;
- (c) to recommend to the Minister what steps are considered desirable for the encouragement of historic record;
- (d) to supervise the publication of any portion of the public archives, authorized by the Minister to be published; and
- (e) to report from time to time, but at least once a year, the proceedings of the commission.
- Regulations. 6. The Governor-General may make regulations, not inconsistent with this Act, prescribing—
 - (a) the admission of the public to archives depôts, and the inspection by the public of the public archives;
 - (b) the steps to be taken for the examination and disposal of valueless records;
 - (c) the transfer of any public archives from the custody of any Government department having control thereof to an archive depôt;
 - (d) the procedure to be followed at or in connection with the meetings of the archives commission,

and generally for the better carrying out of the objects and purposes of this Act.

Interpretation of terms.

- 7. In this Act, unless inconsistent with the context-
 - " archives depôt " means any place in which at the commencement of this Act any public archives are kept, or any place to which any public archives may thereafter, with the approval of the Minister, be transferred;
 - "Minister" means the Minister of the Interior or any other Minister to whom the Governor-General may assign the administration of this Act;

- "the public archives" means all such public records, documents and other historical material of every kind, nature and description as are in the custody of any of the public departments, whether of the Union Government or of any provincial administration, or as have already been transferred to an archive depôt; but the expression "the public archives" does not include any document which, under the provisions of any other law, is to be kept in the custody of any particular officer;
- "the Union public archives " means public archives formed by the various departments of the Union Government since the date of the establishment of Union;
- "the provincial public archives " means public archives formed by any provincial administration since the date of the establishment of Union, and includes the public archives prior to such establishment, of the Governments of the colonies which now constitute the provinces of the Union.

8. This Act may be cited for all purposes as the Public Short title. Archives Act, 1922, and shall commence and come into operation on the first day of July, 1922.

APPENDIX 2.

* No. 1195.]

[23rd July, 1923.

His Royal Highness the Governor-General has been pleased, under the provisions of section six (a) of the Public Archives Act, 1922 (Act No. 9 of 1922), to approve of the following regulations governing the admission of the public to archives depôts and the inspection by the public of the public archives.

RULES AND REGULATIONS RESPECTING THE PUBLIC USE OF THE ARCHIVES IN THE UNION OF SOUTH AFRICA.

1. Public Archives of the Union of South Africa, up to and including the year 1885, shall be made available to the public as from the 1st July, 1922, the date of promulgation of the Public Archives Act, 1922, and every year after that date the public archives for a further complete period of one year shall be made so available.

A searcher desiring access to documents of later date, may, however, make application, through the officer in charge of the archives, to the Minister concerned for permission to inspect them.

2. Archives depôts will be open between the hours of 9.15 a.m. and 1 p.m., and 2 p.m. and 4.30 p.m. on weekdays, and 9.15 a.m. and 12 noon on Saturdays, on all days when the public offices are open for business. No document shall be fetched from the repository after 4 p.m. on weekdays and 11.30 a.m. on Saturdays.

3. Every person making use of the records for research purposes shall write his or her name, occupation, and full address, daily, in a book to be kept for the purpose.

4. Every person desiring to inspect or search any record or document shall give a separate ticket, clearly written and signed, for each document or record required, and such ticket shall be given to the officer in charge of the room before any record or document can be produced to the applicant. A fresh ticket daily, or a ticket bearing the words "Kept out," shall be required for every record and document retained in the search-room from one day to another for the convenience of any searcher.

5. Records and documents, when no longer required by the person to whom they have been produced, shall forthwith be returned to the officer in charge of the room, or to an attendant, who shall give in exchange the tickets referring to them, and every person shall be held responsible for the records or documents issued to him as long as his ticket shall remain in the possession of an official of the Archives.

6. No person shall be allowed more than three records or documents simultaneously at any time except by special permission of the official in charge.

7. Records or documents of exceptional value and those in fragile condition shall be produced singly, or may be withheld, or produced subject to such conditions as the official in charge shall, in the particular case, think necessary for their safety and integrity.

92

8. The greatest care must be exercised in handling all books and documents. No person shall lean upon any records, documents, or books belonging to the Archives, or place upon them the paper on which he or she is writing. In case a reader desires to follow with his finger the passage he is copying, he must put a slip of paper under his hand; his uncovered hand must not rest on the manuscript. No person shall touch the manuscript or page he is copying with the hand in which he holds his pen, nor shall he put the manuscript or volume between the inkstand and paper on which he is working. As a general rule, the books, while in use, shall be placed upon book-rests.

9. Should any person using the records stain any manuscript, he shall report the matter at once to the officer in charge, and should he see a stain of recent date he should likewise report it, in order to clear himself of the responsibility. It is requested that any defect in, or damage to, a manuscript or volume be pointed out to the officer in charge.

10. No person shall make any mark in pencil or otherwise upon any record, document, or book belonging to the Archives.

11. Tracings or photographs of records or documents shall not be made by any person without specific permission from the Keeper of the Archives or his deputy, and then only in a manner approved by him, and under his supervision.

12. Records, documents, or printed books belonging to the Archives shall not be removed from the shelves except by one of the officials in charge; and no person shall be permitted, under any circumstances, to enter the repository except he be accompanied by an official of the Archives department.

13. No person using the Archives shall remove any record or document from one room to another without specific permission of the officer in charge. Subject to the provisions of regulation No. 15, no record or document shall be taken outside the archives depôt without authority, such authority being a competent Court of Law or the Minister of the State department entrusted with the charge of the Archives.

14. The fees payable for searches and copies of documents shall be such as are set forth in Government Notice No. 1573 94 THE PUBLIC ARCHIVES OF SOUTH AFRICA.

of 27th November, 1918. Students shall be permitted to make researches and copies free of charge for literary or scientific purposes, upon their stating clearly the scope of their studies.

15. Documents may be temporarily transferred from one archive depôt to another for purposes of historical research in cases where the keeper is satisfied that the document is not otherwise available, and that the searcher cannot go to the depôt in which the document is permanently housed. The expenses involved in such transfer shall be payable by the searcher, and a deposit to cover such expenses shall be obtained from him before the transfer is made.

16. Every person who makes use of the Archives shall forward for the use of the archive depôt in which search was made one or more copies, at the discretion of the keeper, of every work published from material supplied by documents produced to him in that depôt.

17. No umbrellas, sticks, or bags shall be taken into the search-room, and no parcels shall be placed upon the tables.

18. Silence shall be maintained in the search-room.

19. Smoking and the lighting of matches shall be prohibited in any place where documents are stored or handled.

20. The official in charge of the search-room shall be empowered to exclude any persons for any of the following reasons: ----

Wilful breach of any of the foregoing rules and regulations; persistent disregard of the authority of an Archives official; damage of any sort to any record or article belonging to the Archives; conduct, language, habits, unseemly dress, or any other matter offensive or likely to be reasonably offensive to others using the Archives; provided always that the exclusion of any person and the cause thereof shall be notified in writing by the official concerned to the keeper, who shall inquire into the circumstances, and whose order, unless reversed by the Minister, shall be final.

21. Any infringement of these regulations may entail the suspension or withdrawal of permission to work in the Archives.

APPENDIX 2(a).

APPENDIX 2 (a).

Form required to be filled in in terms of paragraph 4 of Rules and Regulations respecting the public use of Archives.

UNION ARCHIVES.

1. Permission to use the Search-room will be withdrawn from any person who shall write or make any marks on any part of a printed book, manuscript, document, or map belonging to the Archives.

2. Searchers are responsible for the books, etc., so long as the tickets remain unclaimed.

Collection.	No. in List or Inventory.	Document.	For official use only.
	· · · · · · · · · · · · · · · · · · ·		
		<i>.</i>	

For historical, genealogical, general, or private research

Signature...... Date.....

Please read the instructions on the back of this ticket.

SEARCHERS ARE PARTICULARLY REQUIRED:

1. To replace on the shelves of the Search-room, as soon as done with, such books of reference as they may have had occasion to remove for the purpose of consultation.

2. To give a separate ticket, clearly written and signed, for each document or record required.

3. Before leaving the room, to return the books for which they have given tickets of application to the officer in charge and reclaim the tickets.

APPENDIX 3.

No. 1573.]

[27th November, 1918.

His Excellency the Governor-General-in-Council has been pleased, under the provisions of section *thirty-four* of the Stamp Duties and Fees Act, 1911 (No. 30 of 1911), to approve of the imposition of the following scale of fees for searches and copies of documents in the Archives of the Union, in lieu of the existing charges in the respective Provinces:—

- 1. For a search, whether successful or not, 1s. for each year searched, which fee includes extracts or copies if made by the applicant personally.
- 2. For extracts or copies made by Department, 1s. per folio of seventy-two words, with a minimum of 5s., excluding search fee payable.
- 3. For extracts of copies certified as correct, 2s. 6d. per document, in addition to charges under items 1 and 2.

Fees under No. 1 to be denoted by revenue stamps affixed to a fee book and cancelled, and particulars entered therein by Keeper of Archives.

Fees under Nos. 2 and 3 to be denoted by revenue stamps affixed to documents, cancelled, and particulars entered in fee book by Keeper of Archives.

No fees to be charged under No. 1 when searches or copies are made by applicant for historical purposes.

APPENDIX 4.

*No. 2279.]

[17th December, 1926.

His Excellency the Governor-General has been pleased, in terms of section *six* of the Public Archives Act, 1922 (Act No. 9 of 1922), to approve of the following regulations in connexion with the examination and disposal of valueless records, • and the transfer of public archives from the custody of government departments or provincial administrations to archives depots.

APPENDIX 4.

REGULATIONS REGARDING THE DISPOSAL OF VALUELESS RECORDS, AND THE TRANSFER OF PUBLIC ARCHIVES TO ARCHIVES DEPOTS.

1. A committee shall be appointed to inquire into and report upon the disposal of valueless records. The committee shall consist of three members, and shall be constituted as follows:—

- (1) The Chief Archivist or his deputy, who shall act as chairman and convener.
- (2) A member approved by the Minister on the recommendation of the Archives Commission. Such member to be appointed to act either specially for a specified investigation, or generally for a specified time, as the Minister may determine.
- (3) (a) When documents of any government department or provincial administration not in an archives depôt are under consideration, an officer nominated by the head of that department or provincial administration as being specially conversant with the records.
 - (b) When documents in an archives depôt are concerned, a person appointed by the Minister after consultation with the Chief Archivist.

2. For presentation to this committee there shall be prepared departmentally, with such particularity as may be reasonably feasible, a schedule of the documents or classes of documents proposed to be disposed of, which shall contain such particulars regarding the character and contents thereof as will facilitate a decision as to the desirability or otherwise of disposing of them.

3. The committee shall take every precaution to guard against the inclusion in the schedules of any document which can reasonably be considered as of historical, genealogical, or antiquarian use or interest, or which gives any important information not to be obtained elsewhere, and may amend the schedule for that purpose. 4. The schedule of documents and records to be disposed of, together with a report of the grounds on which disposal is recommended, shall, when such schedule refers to public archives already in an archives depôt, be submitted to the Minister for approval, and when such schedule refers to documents of any government department or provincial administration not in an archives depôt, to the Minister of the Department or the Administrator of the Province concerned for approval.

5. When such approval has been signified, a notice shall be inserted in the *Gazette* under the signature of the permanent head of the Department of the Interior setting forth an intimation that it is proposed to destroy the documents set forth in the schedule, copies of which shall lie for inspection for sixty days at each archives depôt.

6. After the lapse of sixty days from the issue of such notice, if no objection has been raised, the necessary steps shall be taken by the department or the provincial administration for the effective destruction of the records referred to in the schedule. In the event of an objection being lodged, the Minister will decide on the matter.

7. Notwithstanding the above provisions, the Archives Commission may approve of schedules of documents of an ephemeral nature which may be destroyed by the department or provincial administration concerned without reference to the committee.

8. Public archives of an age of thirty years or more shall be transferred to an archives depôt upon an order signed by the Minister of the Department or the Administrator of the Province concerned.

9. Such archives shall be accompanied by an inventory in duplicate setting forth particulars of the documents so transferred, one copy to be retained in the archives depôt and the other in the depositing department.

10. It shall be the duty of the officer in charge of departmental records to see that the public archives are transferred to an archives depôt periodically in manner provided for in these regulations.

98

APPENDIX 5.

LIST OF PUBLICATIONS RELATING TO DOCUMENTS IN THE CAPE ARCHIVES.

D. MOODIE.

The record of a series of official papers relative to the conditions and treatment of the Natives of South Africa. Published 1838.

• Part I., 1649-1720.

,, II., **1769-1795.**

,, III., **1808-1819.**

List of documents relating to Kafirs, 1737-1812, published 1836.

List of documents relating to Bushmen, 1769-1812, 1836.

G. MCCALL THEAL, LL.D., LITT.D.

Catalogue of Documents from 16th September, 1795, to 21st February, 1803, in the Collection of Colonial Archives at Cape Town, 1880.

Abstract of the Debates and Resolutions of the Council of Policy at the Cape, from 1651 to 1687, 1881.

Belangryke Historische Dokumenten verzameld in de Kaap Kolonie en elders. 1896.

Volume I. Instructie van den Commissaris-Hendrik Adriaan van Reede, 1685. Verscheidene dokumenten betrekking hebbende tot den oproermaker Estienne Barbier, 1739. Reis van den Gouverneur Joachim van Plettenberg, 1778.

Volume 2. The Antiquity of Man in South Africa. Bushman Paintings. Reis naar Delagoa Baai in 1688. Reisen naar Inhambane in 1732 en 1733. Reis van den Vaandrig Beutler, 1752. Reis naar Inhambane, 1770.

Volume 3. Published 1911. This volume contains copies of documents in Europe. The following is in the Archives: Dagverhaal der Reis en Verrichtingen van leden uit de Commissie van Veeteelt en Landbouw in de beide Roggeveld, den Hantam, enz.

Records of Cape Colony, 1793 to 1827, in 35 volumes. Volumes 1 to 5 contain the period 1793 to 1806. THE PUBLIC ARCHIVES OF SOUTH AFRICA.

REV. H. C. V. LEIBBRANDT.

Precis of the Archives " Series.¹

The Defence of Willem Adriaan van der Stel, 1897.

Resolutiën van den Commandeur en Raden van het Fort de Goede Hoop, **1652-1662.** 1898.

Journal, 1651-1662, 3 volumes.	1897.	
Journal, 1662-1670.	1901.	
Journal, 1671-1674 and 1676.	1902.	
Journal, 1669-1732.	1896.	
Letters Received, 1649-1662.	1898.	
Letters Received, 1649-1662.	1899.	•

The last two volumes contain a transcript of the original Dutch with an English translation. Volume 2 also contains the following: Instructions left by the Hon. Ryckloff van Goens, Sr., 1657; Memorandum by Joan Cuneus for the Hon. Commander Johan van Riebeeck, by which he shall regulate himself for the future, 18th March, 1658; Memorandum by Pieter Sterthemius for the same, to serve for his guidance until further orders from Home, 12th March, 1660; Report of Commissioner Ryckloff van Goens, 16th April 1657; Report of Commissioner Ryckloff van Goens, 27th March, 1657; Report of Commissioner Andries Frisius, 4th July, 1661; Proclamations issued by Commander Johan van Riebeeck and Council, 9th April, 1652, to 18th December, 1661.

Letters Received, 1695-1708. 1896.

Letters Despatched, 1652-1662. 3 Volumes, Dutch and English. 1900.

Volume 3 also contains the following: Van Riebeeck's Instruction for Commander Z. Wagenaer; Memorandum of conditions made with the Freemen, 1657; Letters of Freedom, 1657-1662; List of Freemen, 1660-1662; Muster Roll of the officers, soldiers and sailors at the Fort the Good Hope, 1656-1662; List of persons who died in the Fort Good Hope, 1655-1662; Title Deeds issued, 1657-1662; Journal to Tristan da Cunha, 1655-1656; Attestations, Declarations and Affidavits, 1652-1665.

100

¹ The Revd. Mr. Leibbrandt had prepared a precis of the archives of later dates than those printed. These are now in manuscript in the Cape Archives.

Letters Despatched, 1696-1708. 1896.

Requesten or Memorials, A-E, 1715-1806. 1905.

Requesten or Memorials, F-O, 1715-1806.¹ 1906. In Volume 1 of this series it is stated that some of the years are missing. From 1792 all Requesten or Petitions were bound with "Bylagen" or Annexures, which fact had probably been overlooked.

A. VAN PALLANDT.

General remarks on the Cape of Good Hope, 1803. Translated from the French and printed for the Trustees, S.A. Public Library, 1917.

THE VAN RIEBEECK SOCIETY.

The following documents in the "Cape Archives" have been printed by the above Society:---

The reports of Chavonnes and his Council, and of van Imhoff on the Cape. V.R.S. Publication Vol. 1, 1918. (original and translation.)

The memorandum of Commissary, J. A. de Mist, 1802. V.R.S. Publication Vol. 3, 1920. (original and translation.)

In Volume 5, published 1924 are to be found:

Instructiën door Gouverneur Simon van der Stel, 30th March, 1699.

Instructiën door Commissaris Cornelis Joan Simons, 19th April, 1708.

С. Сканам Вотна.

A Brief Guide to the various classes of documents in the Cape Archives, 1652-1806, Cape Town, 1918.

DR. G. W. EYBERS, M.A.

Bepalingen en Instructiën voor het Bestuur van de Buiten-districten van Kaap De Goede Hoop, **1805.**

Uitgegeven door het Historisch Genootschap, Utrecht, 1922.

Kaapse Archiefstukken, 1778. Uitgegeven onder toezicht van de Kommissie van Uniearchieven, 1926.

¹ The manuscript of letters **P-Z** is in the Archives.

APPENDIX 6.

TRANSCRIPTS OF DOCUMENTS IN EUROPE IN THE CAPE ACHIVES.

From the British Museum, India Office and Public Record Office, London.

Extracts from letters concerning the call of ships of the English East India Company and dealings at the Cape, **1608-1632.**

Letter from J. Maxwell to Rev. Dr. Harris giving an account of the Cape, 1706.

Memorial concerning the Cape Colony by A. E. van Braam Houckgeest, **1789.**

Correspondence from John Pringle to Directors of English East India Company, **1795-1803.**

Account of the conquest of the Cape, Lt.-Colonel Wilson, 1806.

Description of the Cape by Lt.-Colonel Wilson, 1806.

In Holland.

Extracts from the resolutions of the States General, 1688.

Extracts from the resolutions of the Chamber of Seventeen, **1616-1690.** Several of these between **1685** and **1688** refer to the sending out of the French Refugees to the Cape.

Journaal van Hendrik Adriaan van Reede, 1685.

Verhaal van de overgave van de Kaap de Goede Hoop aan de Engelschen, 1795.

Memorie en byzonderheden wegens overgave der Kaap de Goede Hoop, 1795.

Overgave van de Kaap de Goede Hoop, 1806.

I had photostat copies made of the following documents relating to the Cape in the Algemeen Ryksarchief, The Hague, and the State Library, Berlin.

In the Algemeen Ryksarchief, The Hague.

Annotatiën en Remarques op het Caabse Gouvernement, J. W. Cloppenburg, 1767. Journaal van myn reys van 23 September tot 16 November, 1768. J. W. Cloppenburg.

Memorie over de Kaap de Goede Hoop, 1805, W. S. Ryneveld.

Brief van R. G. van Polanen over de Kaap, 1804.

Plan ter verbetering van het inwendig bestier van de Colonie, 1801.

Gedagten en consideratiën omtrent eenige vraag poincten betrekkelyk De Cabo de Goede Hoop, 1789.

Nachrichten der Ostlichen Kaffern, F.V.W., 1789.

Journaal Landtogt door Hk. Swellengrebel, 1776, Pr. Cloete.

Specificatie van alle provisiën, enz., aan de France vlugtelingen verstreckt, 1690.

In the State Library, Berlin.

Een generale beschryving van de Colonie de Kaap de Goede Hoop. (unsigned and undated.)

Aanmerkingen omtrent het gouvernement van Cabo de Goede Hoop, A. Muller, 1801.

Journaal Land Reyse Gouverneur-Generaal, J. W. Janssens, 1803.

Tekeningen en Beschryvinge van de gewassen die d' Hr. Simon van der Stell, Goeverneur aan de Caap de Bona Esperance heeft gevonden op zyn groote lant reyse, 1685.

Note.—Names in italics refer to Magisterial Records at present in the various Archives Depôts. The letters N., T., O. refer to records of Natal, Transvaal and Orange Free State, all others to Cape, except the Magisterial Records which have no distinguishing letter as to which Province. they belong.

Accessions, 51, T. 77. Accounts in deceased estates, 21. Administrator of Funds, O. 87. Agreements with natives, 49. Agricultural Department, 24, 39. Albany, 47. Aliwal North, 47. Annexures, Council of Policy, 6, 27. Appeal Court, 13, 18. Archives, Act 9 of 1922, 89; rules for use, 91; transfer of, 96; see also Cape, Natal, Transvaal, Orange Free State and Public Archives. Artikel Brief, 8. Attorney, see State Attorney Attorney-General, 14; British Kaffraria, 44, N.59; see Fiscal. Audit Office, 42, N. 57, T. 75. Babanango, 61. Barberton, 76. Barkly West, 47. Basutoland Papers, 49. Batavia, 5. Batavian Republic Records, 26. Beaufort West, 47. Bechuanaland, 40. Bedford, 47. Bergville, 61. Berlin, transcripts from, 103. Betkal, 76. Bethulie, 76, 84. Bewysen, 22. Bloemfontein, 76. Bloemhof, 76. Bluebooks, 51. "Boere Voormannen," T. 72. Boksburg, 76. Boshof, 76, 84. Botha, C. Graham, publications and articles by, iii, 3, 11, 14, 16. British Bechuanaland, 40. British Kaffraria, 40 ; Attorney-General. 44. British Occupation of Cape of Good Hope, see Cape Colony. Bultfontein, 77. Bulwer, 61. Burgher Council 9, 14. Burghers, 9.

Caledon River, 84. Camperdown, 61. Cape Archives, Records in, 3; publications relating to, 99; transcripts, 102. Cape Colonial Forces, 49. Cape Colony, Records of, 3-32 ; Departments of State, 32. Carolina, 76. Central Road Board, 38. Ceylon, 5. Charts, see Maps. Chief Inspector of Offices, T. 74. Chief Inspector Public Works, 39. Circuit Court, 18. Civil Cases, 15. Civil Commissioner, 46. Civil Service Board, N. 58. Clerk of the Peace, 43. Colesberg, 47. Collector of Customs, 24. Colonial Civil Engineer, 38. Colonial Office, 32, N. 57, O. 87. Colonial Medical Inspector, 35. Colonial Medical Committee, 35. Commandant-General, T. 74. Commissioner-General, 40. Commissioners : Court of Justice, 14; of Enquiry, 30; of Crown Land, 39; of Petty Cases, 48. Commissions : and Instructions, 7. 49, T. 77; Royal, O. 87. Company, see Dutch East India. Controller and Auditor-General, see Audit Office. Convict Branch, 34. Council of Advice, 39. Council of Policy, 4, 26; Secretary of, 5, 6, 10, 17. Court of Appeal, 18. Court of Justice, 12-18. Cradock, 47. Criminal Cases, 16. Crown Lands and Public Works, 38. Customs : Department, 36 ; Inspector-General, T. 74. Day Book, 25.

- Death Registers, 22.
- Deeds Office, 11, /n 30, N. 57, T. 67.

Defence Branch, 34, 49; see also Cape Colonial Forces. Diary, see Journal. District Records, 11 ; see under various Magisterial districts. Dordrecht, 47. "Driemanschap," T. 72. Durban, 61. Dundee, 61. Dutch East India Company : Government of, 4 ; servants of, 8 ; effects taken over in 1795, 23. Eastern Districts Court, 42. Eastern Province Lt. Governor, 40. Education Department, T. 75 . Empangeni, 61. Eshowe, 61. Estates, Deceased, 22. Estcourt, 61. Eybers, Dr. G. W., publication of, 101. Executive Council, 39, N. 58, T. 74, 77, O. 84. Fauresmith, 76. Fees, 96. Ficksburg, 76. Field Cornet, 45. Financial Papers, up to 1795, 10. Fiscal, 14, 18, 32. Fort Beaufort, 47. Fouriesburg, 77. Fraserburg, 47. Frykenius, see Nederburgh. Gazettes, Government, 51. George, 47. Germiston, 76. Glen Grey, 47. Goldman, P. L. A., Note on book by, 69. Goosen Land, T. 73. Government Assayer and Controller, T. 75. Government House Records, 39, N. 59. Governor, Records of : See previous ; Military, T. 77 ; see Lt. Governor. Graaff-Reinet, 47. Griqualand East, 50. Griqualand West, 41. Hanover, 47. Harrismith, 77. Hay, 47. Health Branch, 34; Board, N. 58. Heemraden, see Landdrosts. Heidelberg, 76. Heilbron, 77. Helpmekaar, 61. High Commissioner, 42.

Himeville, 61. Hlabisa, 61. Holland, 5, 6; transcripts from, 102. Hoopstad, 77. Hopetown, 47. Howick, 61. Immigration Department, N. 58. Impendhle, 61. Imperial Secretary, 42. Impofana, 61. Inanda 61. Ingwavuma 61. Inspector-General of Customs T. 74. Inspector of Lands and Buildings, 21, 31. Instructions, 25, 27, 49, O. 87. Inventories of Orphan Chamber, 21. Jacobsdal, 77, 84. Jagersfontein, 76. Johannesburg, 76. Journal, 6, 25. Jury System, 31. Justice, Administration of : changes, 31; in country districts, 44; see also text under Court of Justice, 12. Kimberley, 47. Kleinvrystaat, T. 73. Klerksdorp, 76. Klipdam, 47. Kokstad, 47, 50. Krantzkop, 61. Kroonstad, 77, 84. Krugersdorp, 76. Kusting Brieven, 22. Ladybrand, 77. Lady Frere, 47. Ladysmith, 61. Land Commission, N. 60, O. 86. Land : Deeds and mortgages of, see footnote, 30; Method of trans-ferring, 13; Commissioner of Crown and Public Works, 39. Land Board, N. 60. Landdrosts, T. 75, O. 87. Landdrost and Heemraden, 44, 48. Land and Immigration Board, N. 58. Land Papers, 11. Land Revenue, Receiver of, 24. Lands and Works, N. 58. Legislative Council, T. 77, O. 83, 87. Leibbrandt, Rev. H. C. V., publica-tions of, 100. Letters Despatched; see records of various departments in text. Letters Received, see note above.

106

Letters Patent : Royal Warrants, Instructions, Agreements with Natives, etc., 49, O. 87. Lichtenburg, 76. Lt. Governor, Eastern Province, 40. Lt. Governor, T. 77. Lindley, 77. Lombard Bank, 11, 37. London, transcripts from, 102. Madagascar, slave trade, 8. Magisterial Records, 44, N. 61, T. 75, O. 75. Magistrates, 46. Mahlabatini, 61. Malmesbury, 47. Maps, plans, charts, etc., 49. Marico, 76. Master, Supreme Court, 20. Matrimonial Court, 48. Medical Committee, 34. Medical Council, N. 58. Melmoth, 61. Memorials, 6, 25. Middelburg, 76. Militia, Burgher, 9. Moodie, D, publications of, 99. Mossel Bay, 47. Mtunzini, 61.

Natal Archives, 55. Natal Colony: Early history of, 55; departments Government at Union, 56; Records before Annexation in 1845, 57. Natal Republic, T. 69, 73. Native Affairs, 37, N. 58, 59, T. 74.

- Natives, agreements with, 49.
- Nederburgh and Frykenius, 6.
- Ndwedwe, 61.
- Newcastle, 61. Ngotsche, 61.
- Ngutu, 61. Nieuwe Republiek; T. 73.
- Nkandhla, 61.
- Nongoma (Umbombo), 61.
- Notarial Acts, 17.
- Oaths, 25, O. 87.
- Orange Free State Archives, 81.
- Orange Free State Republic : Early history of 81; Government de-partments of, 83; Military Rule and Crown Colony, 87.
- Orange River Sovereignty, 41, O. 83. Ordonnantie Boek, 11.
- Orphan Chamber, records and functions of, 18.
- Orphan Master, T. 67, 75, O. 83.
- Oudtshoorn, 47.

Paarl, 47. Parliamentary Blue Books, 51. Parys, 77. Paulpietersburg, 61. Permanent Sitting Commissioner, 48. Petitions to Court of Justice, 17. Phillipolis, 77. Picquetberg, 47. Pietermaritzburg, 61. Piet Retief, 76. Pinetown, 61. Plans, see Maps. Port Office, 50. Port Shepstone, 61. Postmaster-General, T. 74. Potchefstroom, 76. Preller, Gustav S., publication by, 73. Pretoria, 76. Prieska, 47. Prime Minister, records of, 35, N. 58, T. 77. Printing Office, T. 75. Prisoners' documents, etc., 17. Public Archives : Act No. 9 of 1922, 89; regulations, 91; fees, 96; valueless and transfer of, 97. Publications, 99. Public Works Department, 37, N. 59, T. 68, 75.

Qumbu, 47.

- Railways, N. 60, T. 75.
- Receiver-General, 25; Records of, 37. Records, disposal of valueless and
- transfer of to Archives, 96.
- Registrar of Deeds, see Deeds Office.
- Reitz, 76. Reports, 7.
- Republics, see Transvaal.
- Resident Magistrates, see Magistrates.
- Resolutions, Council of Policy, 5, 18, 27.
- Richmond, 61.
- Riversdale, 47. Rouxville, 77, 85.
- **Royal Commissions and Instructions,** O. 87.
- Royal Warrants, 49.
- Rules and regulations respecting public use of Archives, 91.
- Rustenburg, 76.
- Sale, conditions of 22.
- Search Fees, 96.
- Secretary, see Council of Policy, Court of Justice, Colonial, State, and Government.
- Secretary of State, 34, 39, 57,

- Secretary to Government, 23.
- Secretary, Transvaal Administration, 77.
- Ships, arrivals and departures, 25, 28, 50.
- Simonstown, 47.
- Slaves, Office for Enregisterment of, 51.
- Slave Trade, 8.
- Smithfield, 77.
- Solicitor-General, 42.
- Somerset East, 47.
- South African Republic, see Transvaal. Standerton, 76.
- Stanger, 61.
- State Attorney, T. 74, O. 86. State Secretary, T. 67, 74. Statutes, 10, 25, 28, N. 58. Statutes of Batavia, 10.

- Stellaland Records, 49.
- Stellenbosch, 47.
- Steynsburg, 47. Supreme Court, 31, N. 57.
- Supreme Medical Committee, 34.
- Surveyor-General, 11, 31, N. 60.
- Swellendam, 47.
- Thaba 'Nchu, 77.
- Theal, Dr. Geo. McC., publications of, 24, 99.
- Transvaal Archives, 65.
- Transvaal : Correspondence with High Commissioner, 42; Early history, 65; Principal departments of, 66; Military rule, Crown Colony and Responsible Government, 77; Re-publics in, 68; Official depart-ments of, 66; Republics established in, 86.

Treasurer-General, 37, O. 86, T. 67, 75. Treasury, 28, 37.

Treasury, records of, 36, N. 59, T. 75. Treaties, with Natives, 49, O. 86. Tsolo, 47. Tulbagh, 47. Uitenhage, 47. Umvoti, 61. Utrecht, N. 61, 76. Utrecht, Settlement of, T. 73. Van der Parra Code, 10. Van Riebeeck Society, publications of, 101. Varia, 48. Veldwagter-Veldwagtmeester, 45. Vendu rolls, Orphan Chamber, 21. Volksraad, N. 57, T. 73, O. 84. Voortrekkerse: Land Papers, N. 60; Republics established by, T. 69. Vrede, 77. Vredefort, 77. Vryheid, 61, 76. Wakkerstroom, 76. Warden, Major, 42. Warrants, Royal, 49. Waterberg, 76. Weenen, 61.

Wepener, 77. Wills, 17; Orphan Chamber, 18.

- Winburg, 77.
- Wine Taster, 24.
- Wolmaransstad, 76.
- Worcester, 47.
- Wynberg, 47.

Zeerust, T. 76. Zoutpansberg, T. 76. Zululand Government, N. 60,

108

Printed by CAPE TIMES LIMITED, Cape Town.-B.4655.