



# **RECORDS MANAGEMENT POLICY FOR THEEWATERSKLOOF MUNICIPALITY**

**Version 1 of 2008**

**COMPILED BY :**      **Mrs M Faul**  
**RECORDS MANAGER**

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## **1. Purpose**

- 1.1 Section 9(1) of the Provincial Archives and Records Service of the Western Cape Act, 2005 requires the Theewaterskloof Municipality to manage its records in a well-structured record keeping system, and to put the necessary policies and procedures in place to ensure that its record keeping and records management practices comply with the requirements of the Act.
- 1.2 Information is a resource of the same importance to good management as other standard resources like people, money and facilities. The information resources of Theewaterskloof Municipality must therefore be managed as a valuable asset. Appropriate records management is a vital aspect of maintaining and enhancing the value of this asset. Theewaterskloof Municipality considers its records to be a valuable asset to:
- enable Theewaterskloof Municipality to find the right information easily and comprehensively;
  - enable Theewaterskloof Municipality to perform its functions successfully and efficiently and in an accountable manner;
  - support the business, legal and accountability requirements of Theewaterskloof Municipality;
  - ensure the conduct of business in an orderly, efficient and accountable manner;
  - ensure the consistent delivery of services;
  - support and document policy formation and administrative decision-making;
  - provide continuity in the event of a disaster;
  - protect the interests of Theewaterskloof Municipality and the rights of employees, clients and present and future stakeholders;
  - support and document the Theewaterskloof Municipality's activities, development and achievements;
  - provide evidence of business in the context of cultural activity and contribute to the cultural identity and collective memory.
- 1.3 Records management, through the proper control of the content, storage and volume of records, reduces vulnerability to legal challenge or financial loss and promotes best value in terms of human and space resources through greater co-ordination of information and storage systems.

## **2. Policy statement**

- 2.1 All records created and received by Theewaterskloof Municipality shall be managed in accordance with the records management principles contained in section 9 of the Provincial Archives and Records Service of the Western Cape Act, 2005.
- 2.2 The following broad principles apply to the record keeping and records management practices of Theewaterskloof Municipality:
- The Theewaterskloof Municipality follows sound procedures for the creation, maintenance, retention and disposal of all records, including electronic records.
  - The records management procedures of Theewaterskloof Municipality comply with legal requirements, including those for the provision of evidence.
  - The Theewaterskloof Municipality follows sound procedures for the security, privacy and confidentiality of its records.
  - Electronic records in the Theewaterskloof Municipality are managed according to the principles promoted by the Provincial Archives and Records Service.
  - The Theewaterskloof Municipality has performance measures for all records management functions and reviews compliance with these measures.

### **3. Relationship with other policies**

- 3.1 The Theewaterskloof Municipality's Records Management Policy consist of this policy as well as additional parts that cover the unique nature of the broad spectrum of records generated by Theewaterskloof Municipality. These policies are managed by the records manager.
- 3.2 Other policies that are closely related to the Records Management Policy are
- the Internet Usage Policy which is managed by the IT Manager; and the
  - Promotion of Access to Information Policy which is managed by the Municipal Manager.

### **4. Scope and intended audience**

- 4.1 This policy impacts upon Theewaterskloof Municipality's work practices for all those who:
- create records including electronic records;
  - have access to records;
  - have any other responsibilities for records, for example storage and maintenance responsibilities;
  - have management responsibility for staff engaged in any these activities; or manage, or have design input into, information technology infrastructure.
- 4.2 The policy therefore applies to all staff members of the Theewaterskloof Municipality and covers all records regardless of format, medium or age.

### **5. Regulatory framework**

- 5.1 By managing its paper-based records effectively and efficiently Theewaterskloof Municipality strives to give effect to the accountability, transparency and service delivery values contained in the legal framework established by the :

- **Constitution, 1996;**

Section 195 of the Constitution provides amongst others for the :

- Effective, economical and efficient use of resources;
- Provision of timely, accessible and accurate information; and requires that
- The public administration must be accountable.

- **National Archives and Records Service of South Africa Act (Act No 43 of 1996 as amended);**

Section 13 of the Act contains specific provisions for efficient records management in governmental bodies. It provides for the National Archivist –

- To determine which recordkeeping systems should be used by governmental bodies;
- To authorize the disposal of public records or their transfer into archival custody;
- To determine the conditions according to which records may be microfilmed or electronically produced and the conditions according to which electronic records systems should be managed.

- **National Archives and Records Service of South Africa Regulations (R158 of 20 November 2002);**

Part V : Management of Records contains the specific parameters within which the governmental bodies should operate regarding the management of their records.

- **Public Finance Management Act (Act No 1 of 1999) and Municipal Finance Management Act (Act 56 of 2003);**

The purpose of these Acts are to regulate financial management in the public service and to prevent corruption, by ensuring that all governmental bodies manage their financial and other resources properly.

- **Promotion of Access to Information Act (Act No 2 of 2000);**

The purpose of the Act is to promote transparency, accountability and effective governance by empowering and educating the public :

- To understand and exercise their rights;
- To understand the functions and operation of public bodies; and
- To effectively scrutinize, and participate in, decision-making by public bodies that affects their rights.

- **Promotion of Administrative Justice Act (Act No 3 of 2000);**

The purpose of the Act is to ensure that administrative action is lawful, reasonable and fair and properly documented.

- **Electronic Communications and Transactions Act (Act No 25 of 2002).**

The purpose of the Act is to legalize electronic communications and transactions

## **6. Roles and responsibilities**

### **6.1 *Head of Theewaterskloof Municipality***

- 6.1.1 The Municipal Manager is ultimately accountable for the record keeping and records management practices of Theewaterskloof Municipality.
- 6.1.2 The Municipal Manager is committed to enhance accountability, transparency and improvement of service delivery by ensuring that sound records management practices are implemented and maintained.
- 6.1.3 The Municipal Manager supports the implementation of this policy and requires each staff member to support the values underlying in this policy.
- 6.1.4 The Municipal Manager shall designate a senior manager to be the records manager of the Theewaterskloof Municipality and shall mandate the records manager to perform such duties as are necessary to enhance the record keeping and records management practices of Theewaterskloof Municipality to enable compliance with legislative and regulatory requirements.

**6.2 Senior managers**

- 6.2.1 Senior managers are responsible for the implementation of this policy in their respective units.
- 6.2.2 Senior managers shall lead by example and shall themselves maintain good record keeping and records management practices.
- 6.2.3 Senior management shall ensure that all staff is made aware of their record keeping and records management responsibilities and obligations.
- 6.2.4 Senior managers shall ensure that the management of records including e-mail is a key responsibility in the performance agreements of all the staff in their units.

**6.3 Records manager**

- 6.3.1 The records manager is responsible for:
  - the implementation of this policy;
  - staff awareness regarding this policy;
  - the management of all records according to the records management principles contained in the National Archives and Records Service Act, 1996.
  - The determination of retention periods in consultation with the users and taking into account the functional, legal and historical need of the body to maintain records of transactions.
- 6.3.2 The specific duties of the records manager are contained in the Records Manager's job description.
- 6.3.3 The records manager is mandated to make such training and other interventions as are necessary to ensure that the Theewaterskloof Municipality's record keeping and records management practices comply with the records management principles contained in the National Archives and Records Service Act.
- 6.3.4 The records manager may from time to time issue circulars and instructions regarding the record keeping and records management practices of Theewaterskloof Municipality.
- 6.3.5 The records manager shall ensure that all records created and received by Theewaterskloof Municipality are classified according to the approved file plan and that a written disposal authority is obtained for them from the Provincial Archives and Records Service.
- 6.3.6 The Manager : Administration is the records manager for the whole Theewaterskloof Municipality.

**6.4 Chief Information Officer**

- 6.4.1 The Chief Information Officer is responsible for approval of requests for information in terms of the Promotion of Access to Information Act.
- 6.4.2 The Chief Information Officer shall inform the records manager if a request for information necessitates a disposal hold to be placed on records that are due for disposal.

## **6.5 IT Manager**

- 6.5.1 The IT manager is responsible for the day-to-day maintenance of electronic systems that stores records.
- 6.5.2 The IT manager shall work in conjunction with the records manager to ensure that public records are properly managed, protected and appropriately preserved for as long as they are required for business, legal and long-term preservation purposes.
- 6.5.3 The IT manager shall ensure that appropriate *systems technical manuals* and *systems procedures manuals* are designed for each electronic system that manages and stores records.
- 6.5.4 The IT manager shall ensure that all electronic systems capture appropriate systems generated metadata and audit trail data for all electronic records to ensure that authentic and reliable records are created.
- 6.5.5 The IT manager shall ensure that electronic records in all electronic systems remains accessible by migrating them to new hardware and software platforms when there is a danger of technology obsolescence including media and format obsolescence.
- 6.5.6 The IT manager shall ensure that all data, metadata, audit trail data, operating systems and application software are backed up on a daily, weekly and monthly basis to enable the recovery of authentic, reliable and accessible records should a disaster occur.
- 6.5.7 The IT manager shall ensure that back-ups are stored in a secure off-site environment.
- 6.5.8 The IT manager shall ensure that systems that manage and store records are virus free.
- 6.5.9 Comprehensive details regarding specific responsibilities of the IT Manager are contained in:
- the Electronic Records Management Policy;
  - the E-mail policy;
  - the Web content management policy;
  - document imaging policy; and the
  - Information security policy.

## **6.6 Legal services manager**

- 6.6.1 The legal services manager is responsible for keeping the Records Manager updated about developments in the legal and statutory environment that may impact on the record keeping and records management practices of Theewaterskloof Municipality.

## **6.7 Registry staff**

- 6.7.1 The registry staff are responsible for the physical management of the records in their care.
- 6.7.2 Detailed responsibilities regarding the day-to-day management of the records in the registry are contained in the *Registry Procedure Manual*.

## **6.8 Staff**

- 6.8.1 Every staff member shall create records of transactions while conducting official business.
- 6.8.2 Every staff member shall manage those records efficiently and effectively by:
- allocating reference numbers and subjects to paper-based and electronic records according to the file plan;
  - sending paper-based records to the registry for filing;
  - ensuring that records are destroyed/deleted only in accordance with the written disposal authority issued by the Provincial Archivist and as indicated by the Records Manager.
- 6.8.3 Records management responsibilities shall be written into the performance agreements of all staff members to ensure that staff are evaluated on their records management responsibilities.

## **7. Records classification systems and related storage areas**

The Theewaterskloof Municipality has the following systems that organize and store records:

### **7.1 Correspondence systems**

#### **7.1.1 File plan**

- 7.1.1.1 Only the file plan approved on the 19<sup>th</sup> of June 2002 (reference number : X10/3/4/2/14T) and implemented on 01 July 2002, shall be used for the classification of correspondence records. The file plan shall be used for the classification of paper-based and electronic (including e-mail) records.
- 7.1.1.2 Specific procedures for the allocation of file subjects and reference numbers to electronic or paper-based records as well as email, are contained in the approved file plan of Theewaterskloof Municipality. A copy of the file plan is available at the Records Manager. An electronic copy of the file plan will be available on the Electronic Records Management Systems [Collaborator], when implemented.
- 7.1.1.3 Each staff member shall allocate file reference numbers to all correspondence (paper, electronic, e-mail) according to the approved subjects in the file plan.
- 7.1.1.4 When correspondence is created/received for which no subject exists in the file plan, the records manager should be contacted to assist with additions to the file plan. Under no circumstances may subjects be added to the file plan if they have not been approved by the records manager.

#### **7.1.2 Storage areas**

##### **7.1.2.1 Paper-based correspondence files are kept in the custody of-**

###### **7.1.2.1.1 The central registry**

- 7.1.2.1.1.1 All paper-based correspondence system records that are not HR related are housed in the central registry.

- 7.1.2.1.1.2 All these records are under the management of the records manager who is mandated to ensure that they are managed properly.
- 7.1.2.1.1.3 The registry is a secure storage area and only registry staff are allowed in the records storage area.
- 7.1.2.1.1.4 Staff members that need access to files in the registry shall place a request for the files at the counter.
- 7.1.2.1.1.5 The registry shall be locked when registry is not in operation.

#### **7.1.2.1.2 The Human Resources registry**

- 7.1.2.1.2.1 All Human Resources related records are housed in the HR Registry.
- 7.1.2.1.2.2 The general HR subject files as well as HR case files are under the management of the records manager who is mandated to ensure that they are managed properly.
- 7.1.2.1.2.3 Theewaterskloof Municipality maintains a set of paper-based case files for each staff member. These files are confidential in nature and are housed in a secure storage area in the HR registry.
- 7.1.2.1.2.4 The case files are managed as part of the List of Series of Separate Case Files that is maintained and managed by the records manager.

#### **7.1.2.1.3 Town Planning registry**

- 7.1.2.1.3.1 All Town Planning related records, including building plans, are housed in the Town Planning Registry.
- 7.1.2.1.3.2 The general Town Planning subject files as well as building plans are under the management of the records manager who is mandated to ensure that they are managed properly.
- 7.1.2.1.3.3 The case files are managed as part of the List of Series of Separate Case Files that is maintained and managed by the records manager.

#### **7.1.2.2 Electronic correspondence records are stored in an electronic repository** that is maintained by the IT section and Records Manager.

- 7.1.2.2.1 Access to storage areas where electronic records are stored is limited to the Information Technology staff and the Records Manager, who have specific duties regarding the maintenance of the hardware, software and media.

## **7.2 Records other than correspondence systems**

### **7.2.1 Schedule for records other than correspondence systems**

- 7.2.1.1 The records manager maintains a schedule of all records other than the correspondence system. The schedule contains a description of each set of records other than the correspondence system and indicates the storage location and retention periods of these records regardless of format.

- 7.2.1.2 Should records be created/received that are not listed in the schedule, the records manager should be contacted to add the records to the schedule.

## **7.2.2 Storage areas**

### **7.2.2.1 Paper-based**

- 7.2.2.1.1 Theewaterskloof Municipality has the following sets of paper-based records other than the correspondence systems that are in the custody of the various officials that use them on a daily basis.

- Agenda's of Meetings
- Minutes of Meetings
- Building plans
- Financial documentation
- Traffic related documentation
- Documentation at the Libraries

- 7.2.2.1.2 These records are under the control of the records manager who is mandated to ensure that they are managed properly.

### **7.2.2.4 Electronic systems other than the correspondence systems**

- 7.2.2.4.1 Theewaterskloof Municipality has a number of electronic records systems in operation which is not part of the correspondence system and that generate and store public records.

- Papyris – Town Planning System
- Abacus – Financial System

- 7.2.2.4.2 The records maintained in these systems are under the control of the records manager who is mandated to ensure that they are managed properly.

- 7.2.2.4.3 Detailed guidance regarding the management of these systems is contained in the electronic records management policy.

## **8. Disposal of records**

- 8.1 No public records (including e-mail) shall be destroyed, erased or otherwise disposed of without prior written authorization from the Provincial Archivist.

- 8.2 The National Archivist has issued Standing Disposal Authority Number (Caledon : PSC3KW; Greyton : PSG3KW; Genadendal : PBG10KW; Villiersdorp : PBV11KW en Riviersonderend : PBR5KW) for the disposal of records classified against the file plan. Standing Disposal Authority for Theewaterskloof Municipality must still be obtained for the records classified against the file plan. The records manager manages the disposal schedule.

- 8.3 The National Archivist issued Standing Disposal Authority Number (Caledon : PSC4KW en Greyton : RBS PSG2KW) on the schedule of records other than correspondence systems. Standing Disposal Authority for Theewaterskloof Municipality must still be obtained for the schedule of records other than correspondence systems. The records manager manages the disposal schedule.

- 8.4 Retention periods indicated on the file plan and schedule were determined by taking Theewaterskloof Municipality's legal obligations and functional needs into account. Should a staff member disagree with the allocated retention periods, the records manager should be contacted to discuss a more appropriate retention period.
- 8.5 Disposal in terms of these disposal authorities will be executed annually in July/August.
- 8.6 All disposal actions should be authorized by the records manager prior to their execution to ensure that archival records are not destroyed inadvertently.
- 8.7 Non-archival records that are needed for litigation, Promotion of Access to Information requests or Promotion of Administrative Justice actions may not be destroyed until such time that the Manager: Legal Services has indicated that the destruction hold can be lifted.
- 8.8 Paper-based archival records shall be safely kept in Head and Town Offices of Theewaterskloof Municipality until they are due to transfer to the Provincial Archives Repository. Transfer procedures shall be as prescribed by the National Archives in the *Records Management Policy Manual*.
- 8.9 Specific guidelines regarding the procedure to dispose of electronic records are contained in the electronic records management policy.

## **9. Storage and custody**

- 9.1 See par. 7 for an identification of all record keeping systems and their storage locations.
- 9.2 All records shall be kept in storage areas that are appropriate for the type of medium. The National Archives and Records Services' guidelines contained in the *Records Management Policy Manual* shall be applied.
- 9.3 Specific policies for the management of electronic storage media are contained in the electronic records management policy.

## **10. Access and security**

- 10.1 Records shall at all times be protected against unauthorized access and tampering to protect their authenticity and reliability as evidence of the business of Theewaterskloof Municipality.
- 10.2 No staff member shall remove records that are not available in the public domain from the premises of Theewaterskloof Municipality without the explicit permission of the records manager in consultation with the information security manager.
- 10.3 No staff member shall provide information and records that are not in the public domain to the public without consulting the Chief Information Officer. Specific guidelines regarding requests for information are contained in the Promotion of Access to Information Policy which is maintained by the Chief Information Officer.
- 10.4 Personal information shall be managed in terms of the Promotion of Access to Information Act until such time that specific protection of privacy legislation is enacted.

- 10.5 No staff member shall disclose personal information of any member of staff or client of Theewaterskloof Municipality to any member of the public without consulting the Chief Information Officer first.
- 10.6 An audit trail shall be logged of all attempts to alter/edit electronic records and their metadata.
- 10.7 Records storage areas shall at all times be protected against unauthorized access. The following shall apply:
- 10.7.1 Registry and other records storage areas shall be locked when not in use.
- 10.7.2 Access to server rooms and storage areas for electronic records media shall be managed by the IT Manager.

## **11. Legal admissibility and evidential weight**

- 11.1 The records of Theewaterskloof Municipality shall at all times contain reliable evidence of business operations. The following shall apply:

### **11.1.1 Paper-based records**

- 11.1.1.1 No records shall be removed from paper-based files without the explicit permission of the records manager.
- 11.1.1.2 Records that were placed on files shall not be altered in any way.
- 11.1.1.3 No alterations of any kind shall be made to records other than correspondence files without the explicit permission of the records manager.
- 11.1.1.4 Should evidence be obtained of tampering with records, the staff member involved shall be subject to disciplinary action.

### **11.1.2 Electronic records**

- 11.1.2.1 The Theewaterskloof Municipality shall use systems which ensure that its electronic records are:
- authentic;
  - not altered or tampered with;
  - auditable; and
  - produced in systems which utilize security measures to ensure their integrity.
- 11.1.2.2 The Electronic Records Management Policy contains specific information regarding the metadata and audit trail information that should be captured to ensure that records are authentic.

## **12. Training**

- 12.1 The records manager shall successfully complete the National / Provincial Archives and Records Service's Records Management Course, as well as any other records management training that would equip him/her for his/her duties.

- 12.2 The records manager shall identify such training courses that are relevant to the duties of the registry staff and shall ensure that the registry staff is trained appropriately.
- 12.3 The records manager shall ensure that all staff members are aware of the records management policies and shall conduct or arrange such training as is necessary for the staff to equip them for their records management duties.

### **13. Monitor and review**

- 13.1 The records manager shall review the record keeping and records management practices of Theewaterskloof Municipality on a regular basis and shall adapt them appropriately to ensure that they meet the business and service delivery requirements of Theewaterskloof Municipality.
- 13.2 This policy shall be reviewed on a regular basis and shall be adapted appropriately to ensure that it meets the business and service delivery requirements of Theewaterskloof Municipality.

### **14. Definitions**

#### ***Correspondence system:***

A set of paper-based and electronic communications and associated documents, sent, received, generated, processed and stored during the conduct of business.

#### ***Disposal:***

The action of either destroying/deleting a record or transferring it into archival custody.

#### ***Disposal authority:***

A written authority issued by the National Archivist specifying which records should be transferred into archival custody or specifying which records should be destroyed/deleted or otherwise disposed of.

#### ***Disposal authority number:***

A unique number identifying each disposal authority issued to a specific office.

#### ***Electronic records:***

Information which is generated electronically and stored by means of computer technology. Electronic records can consist of an electronic correspondence system and electronic record systems other than the correspondence system.

#### ***Electronic records system:***

This is the collective noun for all components of an electronic information system, namely: electronic media as well as all connected items such as source documents, output information, software applications, programmes and meta data (background and technical information i.r.o. the information stored electronically) and in hard copy. All these components are defined as records by the Act. They must therefore be dealt with in accordance with the Act's provisions.

***File plan:***

A pre-determined classification plan by which records are filed and/or electronically indexed to facilitate efficient retrieval and disposal of records.

***Filing system:***

The collective noun for a storage system (like files, boxes, shelves or electronic applications and storage systems) in which records are stored in a systematic manner according to a file plan.

***Public record:***

A record created or received by a governmental body in pursuance of its activities, regardless of form or medium.

***Records other than correspondence systems:***

Records that do not form part of a correspondence file, or a case file e.g. registers, maps, plans, electronic records, audio-visual records, etc.

***Record:***

- 1) Recorded information regardless of form or medium.
- 2) Evidence of a transaction, preserved for the evidential information it contains.

***Records classification system:***

A plan for the systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods and procedural rules represented in the classification system.

***Record keeping:***

Making and maintaining complete, accurate and reliable evidence of official business in the form of recorded information.

***Records management***

Records management is a process of ensuring the proper creation, maintenance, use and disposal of records throughout their life cycle to achieve efficient, transparent and accountable governance.

***Retention period:***

The length of time that records should be retained in offices before they are either transferred into archival custody or destroyed/deleted.

***Schedule for records other than correspondence systems:***

A control mechanism for records other than correspondence files (other records), which contains a description and the disposal instructions and retention periods of all other records. It consists of the following parts:

- Schedule for paper-based records other than correspondence files;
- Schedule for electronic records systems other than the electronic correspondence system.

**15. References**

National Archives and Records Service: *Records Management Policy Manual*, April 2006.

**16. Authorization**

This policy was approved by the Municipal Manager of Theewaterskloof Municipality.

.....  
Mr HSD Wallace  
**MUNICIPAL MANAGER**

**DATE:** .....