



Dutch Reformed Church in South Africa: Archives

<http://kerkargief.co.za>

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Genealogical Research

MISSION OF THE ARCHIVES

The Archives' mission is to collect, preserve and make the archival and museum material of the Dutch Reformed Church available as evidence of the actions of the Triune God in and through His church in South Africa and Africa. The Archives acts as the memory builder of the church and assists the church to continue performing its functions in a logical, responsible and consistent manner. The Archives contains the written and other testimonies that protect the church against unjustified and costly claims. This service is rendered at a specific rate to different churches and synods.

GENEALOGY

The Archives is not a genealogical association or institution. No researcher can handle the original records at the Archives. All baptism and membership registers in the Archives are on microfilm and are available for research in Stellenbosch at GISA (the Genealogical Institute of SA). Genealogists are therefore referred to GISA for any queries from these registers.

Genealogical Institute of South Africa (GISA)

Postal Address:	PO Box 3033, Matieland, 7602
Physical address:	Banghoek Road 115, Stellenbosch
Telephone:	021-887-5070
Fax:	021 887 5031
E-mail:	info@gisa.org.za
Web:	www.gisa.org.za

In the *exceptional* case where GISA does not have the necessary information, or where the information is illegible, genealogists may request the Archives for assistance. This service is not part of the service congregations, synods and churches buy from the Archives. All genealogists (including clergymen that are busy with genealogy), therefore must pay for the genealogical research and information.

FEES

The Archives' fees will be determined by the expertise of the staff, the time spent and extent or scope of the research. The genealogist will be provided with a quote for each request. The following guidelines are used:

1. Genealogical work is calculated per half hour or part thereof. The minimum fee charged is for a half-hour.
2. The research request must be in writing (e-mail or letter). The genealogist indicates exactly what information he/she already has and what information is required. An Archivist might correspond with the genealogist to make very sure that the request is understood correctly.

3. The Archivist will do a very preliminary assessment to indicate whether they are in possession of the necessary information. Based on this information, a quote will be submitted. For example, the Archives will determine that the archivist should be able to do the research within a half-hour. The quote will be R60,00. If the genealogist agrees, the staff member conducts the research and confirms that the information was either found or not. Once the Archives receives the genealogist's payment, the genealogist will be provided with the information by e-mail or letter, as requested.
4. Where the genealogist's information is very vague and should require research in various registers or where the genealogist for example, asks for information about someone in a certain town with a specific surname, the Archivist estimates the time needed to conduct the research. The Archivist will require an agreement to be signed by the genealogist, undertaking to pay the bill. The Archives will keep the genealogist informed, should it appears the investigation will take longer than budgeted for. The genealogist must indicate whether the investigation is to be continued. On receipt of proof of payment of the final account, the information will be provided to the genealogist.
5. Note: The fee that is charged is not for the information, but for the time spent in conducting the research. For example, should the Archivist spend two hours in search of the information - just to confirm that the Archives does not have the information, the genealogist will still have to pay for the research that was conducted. The Archives will always work as close as possible with the genealogist. Each request will be treated as unique. Complaints about the fee may be directed to the Manager of the Church Archives or the Administrator of the Dutch Reformed Church in South Africa.
6. The Archives also retains the right to refuse a genealogical research or agrees to do the research at a later stage, especially when under pressure regarding the Archives' primary tasks.
7. The basic fee from 1 March 2018 to 28 February 2019 is **R120,00** per hour.