



# Dutch Reformed Church in South Africa: Archives

<http://kerkargief.co.za>

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## Genealogical Research

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### 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 at the Library of the Wellington campus of CPUT. Genealogists are therefore referred to CPUT for any queries from these registers. Their details are:

**Address:** University Library, Cape Peninsula University of Technology (CPUT), Pentzstraat, WELLINGTON.

**Contact details:** E-mail: [ArendseJ@cput.ac.za](mailto:ArendseJ@cput.ac.za) - Telephone: 021 864 5261

**Hours during semester:** Monday to Thursday: 7:30 - 22:00; Friday: 7:30 - 16:00 and Saturday: 8:00 - 13:00

**Hours during holidays:** Monday to Thursday: 8:00 - 16:30; Friday: 8:00 - 16:00

**Freelance researchers:** You can contact a freelance researcher to help you at a fee. You are welcome to contact Lorna Olivier at [tlorna.olivier@gmail.com](mailto:tlorna.olivier@gmail.com) or 072 778 8052.

In the *exceptional* case where CPUT 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.

You can also contact the Genealogical Society of South Africa. The webpage gives each region's contact details. The electronic branch (eGGSA) website also gives access to photos of South African tombstones, registers in family Bibles and other genealogical sources.

The websites of the GGSA (Genealogical Society of South Africa) are as follows:

**GSSA** website: [www.genza.org.za](http://www.genza.org.za)

**eGGSA** (electronic branch) website: [www.eggasa.org](http://www.eggasa.org)

The GSU contains a wealth of links and information to assist genealogists.

**GSU** (Genealogical Society of Utah)

Website: [www.familysearch.org](http://www.familysearch.org)

The Archives in Stellenbosch currently only handles the archives of the URC and the DRC's three Cape Synods (Western and Southern Cape, the Eastern Cape and the Northern Cape) and three of the four Transvaal Synods (Goudland / Western Transvaal, Northern Synod and Synod Highveld).

For the other provinces (synods), you should directly contact their respective archives:

**Free State:** Mrs Christa Botes. E-mail: inlig@ngkvs.co.za

Telephone: 051-406-6724

**KwaZulu-Natal:** Mrs Elize de Villiers. E-mail: argief@ngkzn.org.za

Telephone: 033-345-2279

**Eastern Synod:** Mrs Elna de Bruyn. E-mail: aanbid@sinoos.co.za

Telephone: 012-804-9543

**Namibia:** Rev. Clem Marais. E-mail: clem@ngkn.com.na

Telephone: (+264) 61-37-4350

## 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 R100,00. 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 appear 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 2019 to 29 February 2020 is **R200,00** per hour.