



Project Initiation Report

1. Project Details

Project Name	Provincial Archives Project
Location	City of Cape Town
Sector	Social
Department	Department of Cultural Affairs and Sport
Project Owner	Lyndon Bouah
Project Manager	Lyndon Bouah

1.1 Background & Justification

The Provincial Archives Project is a construction-ready, legally mandated infrastructure investment designed to address an urgent storage capacity shortfall at the Western Cape Archives and Records Service (WCARS). With an estimated 57,000 linear meters of unaccommodated records, the current capacity situation compromises legal compliance, undermines governance, and limits public access to essential documentation.

The full project is structured across six phases, with a total estimated value of R1.22 billion. The Phase 1 of the project which is fully scoped, costs R328.7 million and is ready for implementation. This phase includes the demolition of outdated infrastructure and the construction of a five-storey archival facility which has advanced mobile shelving, cold storage, scanning services, and digital transformation infrastructure.

Aligned with the Western Cape Infrastructure Framework (WCIF) 2050, Western Cape Infrastructure Strategy (WCIS) 2050, and the Panoptic Evaluation Framework, the project contributes to spatial justice, transversal governance, and long-term sustainability. It also strengthens public trust by enhancing access to records required for estate resolution, legal matters, and public history.

The Provincial Archives Project now seeks investment and approval for execution, positioning itself as a cornerstone of institutional memory, transparency, and citizen rights in the Western Cape.

1.2 Project Scope

The **scope of the Provincial Archives Project** involves the phased expansion and modernisation of the **Western Cape Archives and Records Service (WCARS)** to address critical storage shortages and support long-term governance needs.

The project comprises a **six-phase masterplan** focused on increasing compliant archival storage capacity, modernising facilities, and enabling digital records management. **Phase 1**, which is fully designed and construction-ready, includes the demolition of outdated infrastructure at the Roeland Street site and the construction of a **new five-storey archival stack building with two basement levels**. This facility will provide high-density mobile shelving, cold storage for sensitive materials, scanning facilities, and digital records infrastructure.

Subsequent phases provide for the **refurbishment of existing stack areas**, expansion of administrative and staff accommodation, additional archival storage to meet future demand, and the development of public-facing facilities such as a conference centre and enhanced reading rooms. The project also includes supporting infrastructure to ensure environmental control, security, and operational efficiency.

Overall, the project delivers a **centralised, purpose-built archival facility** that ensures legal compliance, improves access to public records, supports digital transformation, and preserves the Western Cape's documentary heritage over the long term.

2. Objectives & Key Focus Areas

Objective	Key Focus Area
Address the Archival Storage Capacity Shortfall	- Strengthening Municipal Infrastructure - Innovation & Futures Planning
Strengthen Governance, Accountability, and Oversight	Innovation & Futures Planning
Support Digital Transformation of Records Management	Innovation & Futures Planning
Preserve Cultural Heritage and Institutional Memory	Prioritising Infrastructure for Maximum Impact

3. Project Timeline & Cost

Estimated Duration	30 Year(s) & 0 Month(s)
Estimated Start Date	01 Jan 2026
Estimated Amt	R 1.225B

4. Submission & Approval

Self Approved By: **Lyndon Bouah**
Self Approved On: **29 Dec 2025 09:48:43 AM**

Submitted By	
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Approved On	