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GOVERNMENT OF ESWATINI MINISTRY OF ECONOMIC PLANNING & DEVELOPMENT

**TECHNICAL ASSISTANCE SUPPORT TO THE
GOVERNMENT OF ESWATINI IN
SUSTAINABLE LAND ADMINISTRATION AND
MANAGEMENT**

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**LAND RECORDS
MAINTENANCE
GUIDELINES**

FINAL

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1 Introduction

These guidelines (and training guide) on landholding records maintenance is one of numerous technical and training guides and materials prepared during the Sustainable Land Administration and Management (SLAM) project¹.

1.1 Learning outcomes

These guidelines have been produced to support day-to-day land records management and the training of local land administrators whose duty it is to keep land records.

This guide will highlight the objectives of record keeping in relation to the everyday activities done by traditional authorities, or more specifically by a chiefdom's inner council or *umphakatsi's bandlancane* for the maintenance of landholding records in their community.

The guide will cover the following topics:

- > Definition of record keeping;
- > Records versus information;
- > The importance of record keeping;
- > Characteristics of good records;
- > The types of records;
- > The principles of record keeping;
- > Land records management.

1.2 Definitions

Chiefdom	A community headed by a chiefdom. Also refers to the collective term for a community traditional authority – the chief and chief's inner council.
Homestead	One or more buildings used as household residences for a family group.
Landholding	One or more pieces of land, including the piece on which the homestead is built, that is allocated by the traditional authorities or recognised by traditional authorities as being used exclusively by a family group for residential, agricultural other permitted purposes.

¹ The SLAM project operated between 2016 and 2019 implemented by the Ministries of Natural Resources and Energy, Agriculture, and Tinkhundla Development and Administration, with the support of the Land Management Board and funding by the European Union and Government of the Kingdom of Eswatini.

Record keeping	Record keeping can be defined as the documentation of experience, information or knowledge as a means of preserving it for use and reproduction when needed. As a noun, a record is an account of information or facts, set down especially in writing as a means of preserving knowledge. A record is also information or data on a subject, collected and preserved. As a verb, to record is to set down for preservation in writing or other permanent form or to register or render sound or images into permanent form for reproduction by mechanical or digital means, or to record the words, sound, appearance or performance of someone or something. The key things to note are that records are collected, they are preserved, and they should present facts and should be visible (written, mechanical or digital means). The main purpose is to preserve knowledge for use and reproduction as and when needed.
SNL	<i>eSwatini</i> or Swazi Nation Land, which is land held in trust for the <i>eSwatini</i> nation by the <i>iNgwenyama</i> . This land tenure, often known as 'customary tenure' is distinct from other forms of tenure such as a 'title deed land' or Crown or government land.

1.3 Records and information

Records are evidence of facts about various actions or transactions within a particular jurisdiction, administrative areas or community. The evidence is usually in writing, or in digital form, but it may be verbal or pictorial. Records that are kept digitally may be referred to as 'data'.

Types of record may include facts about the following:

- > Births, deaths and marriages
- > Business registration and trading licenses
- > Vehicle registration
- > Land use

Records are kept by a person who is authorised to do so. This authorisation may be legal (specified in law) or not. In either case, the role and responsibilities of the person or 'record keeper' and the authenticity of the records must be recognised as legitimate by the community.

Records may either be public or private. A public record is open for all – the public – to access, inspect and sometimes copy. A private record is restricted to those persons or organisations that are authorised to access, inspect and copy the records. Sometimes, public records have parts that are private – for example personal data that protects the rights to privacy – and private records that may be made public – for example, by order of the court. **Records about land are always a public record.**

Records should be reliable, accurate and up-to-date. Reality often means this may not be the case because compiling and keeping records requires sufficient resources (time, money, people). Data about the records is necessary to inform people about the quality of the records. This is called “metadata”. This metadata should indicate the, for instance, when the record was made, by who, and what limitations if any such as its completeness. Records do not have to be 100% complete and accurate, but ideally should be accurate and reliable enough for day-to-day use; they should be “fit for purpose”.

Depending upon the type and purpose of the record, it provides accountability to a responsibility or function. Being accountable means being answerable.

Records comprise data that is generated by, or linked to, a process whether physical or financial. An example would be the land acquisition process (*kukhonta*), a record with the details of the person acquiring land, mapping of the area allocated, details of family members, etc. This will provide evidence that land has been acquired through the correct process. This record should include evidence that the relevant traditional authorities have approved the process (e.g. signature of chief and date).

Records are the same as data, but not the same as information. A record or item of data becomes information when it is contextualised; records or data becomes information when they are processed, organised or structured. Records held in a properly organised register with supporting indexes therefore becomes information.

1.4 Benefits of records

In the modern world, records are ubiquitous. They are used in governments, businesses, community organisations and people’s homes for a multitude of purposes. With respect to land, records have the benefit of:

- Documenting past events to create a history and knowledge of events.
- To reduce and resolve disputes and conflicts about land between communities and individuals, because records prevent misunderstanding through documenting past facts.
- Support transparency and accountability, reducing corruption.
- They are a basis for analysis and planning.

1.5 Characteristics of good records

Records must be simple and easy to understand for all who are entitled to access them. This includes in a suitable format for the user. Where users do not have access to computers and the Internet then records must be kept and made available in hardcopy form.

A well-designed records system does not need constant changing. This consistency enables comparison over time or records from different locations. This is an example of how information can be derived from data records.

1.6 Record keeping principles

There are seven principles of good record keeping, which form the basis upon which every effective records programme is built. They are:

1 Principle of accountability

While different members are responsible for certain records in an organisation, there is usually one person – the secretary – who is assigned to oversee the record keeping programme and accountable for their integrity.

2 Principle of integrity

A record keeping programme must be maintained and managed with a reasonable and suitable guarantee of authenticity and reliability.

3 Principle of protection

Records that contain personal or financial data may, in terms of the law, be deemed confidential and therefore a reasonable level of protection must be provided to ensure that such information is not shared without proper authority or abused.

4 Principle of compliance

A record keeping programme shall be constructed to comply with all applicable laws, such as a data protection law.

5 Principle of availability

Records, to be useful, must be readily available without unreasonable constraints, such as cost, bureaucracy or unnecessary delay.

6 Principle of retention

All records must be retained in accordance with any law or rule about their safe long-term storage or archival.

7 Principle of transparency

The processes of record collection, maintenance, distribution, provision and destruction must be documented and made available to users.

2 Land Records

Data about land when organised becomes 'land information'. The 'management' of land information, that is, the collection, organisation, preservation,

maintenance and dissemination of land information, is also known as 'land administration'. Land administration is not the same as land management. Land management is a process that uses land information to make decisions about the land, such as its use, transfer, exploitation, etc.

In an increasingly complex society with rising pressure on land availability and use and contestations over land rights, it is becoming increasingly important to keep complete, accurate and legitimate land records.

- > Complete – ideally, all land in any area should be accounted for, identified and recorded. This will reveal the land that is free for allocation and use, so avoiding duplicate or overlapping allocations and possible disputes.
- > Accurate – in the sense that the records are reliable and fit for purpose. They do not have to be perfect or precise, especially in the definition of the landholding boundaries.
- > Legitimate – the records must be trustworthy and kept for the common good by a responsible authority. In the case of SNL, the proper authority is the chief and the chief's council on behalf of the *Ngwenyama*.
- > Transparent – records of community lands must be accessible to the community and not withheld indiscriminately. Records that are not transparent are usually not legitimate and may be misused.

These land records principles do not substitute or suppress SNL custom and practice; they are complementary to custom. A customary right will continue to exist even if it not recorded in a chiefdom land register. For example, community members will still have the right to graze livestock on community lands and on other lands after harvest.

Although the records should be as complete and accurate for the purposes of day-to day administration and management of land, they cannot be so accurate and complete to deprive someone of a legitimate right. The records can never be perfect, and they can be corrected when better information becomes known.

2.1 Chiefdom land records

The basis for recording chiefdom land is the homestead. The homestead is the residential site of a family group. It consists of one or more households (of related family members). The homestead is headed by a *umnumzana* (homestead head), who represents the family before the chief and *bandlancane*.

When a chiefdom allocates residential together with agricultural land it is traditionally and still today usually allocated to a family. It is not usually allocated to an individual; usually the individual represents or 'heads' a family. The family house(s) becomes the 'homestead', which is the 'basic unit' for chiefdom land administration.

Although the chiefdom establishes many homesteads by allocation of land, many others are established by subdivision of an existing homestead. A family head may allocate land specifically for family members. These family allocations may become separate homesteads where:

- 1 The residences are physically separate from the main family homestead group, and
- 2 The chiefdom has been informed that homestead lands have been divided and a new homestead created.

Where a family's fields have been allocated to individual family members, but those members reside in the main homestead group, these fields may be documented but they are not recorded as separate homesteads or landholdings. The fields remain part of the larger family homestead landholdings.

Chiefdom landholding records comprise four main components:

- 1 Homestead landholding map or maps
- 2 Homestead register
- 3 Indexes or lists
- 4 Homestead files

When records are created there are only maps, lists and registers. Homestead files are created in the process of maintaining the chiefdom land records.

2.2 Landholding maps

An example of a landholding map is shown in Figure 1.

The green dot represents the homestead location and the number provides a unique identification for the homestead's landholding.

The green/white lines form closed polygons or parcels that represent each homestead's landholdings. A homestead may have one or more separate polygons, parcels or fields, and each parcel is identified with the homestead landholding number (therefore there will be some instances where two parcels will have the same number, which reveals that both parcels belong to the same homestead landholding).

Larger chiefdoms will have two or more maps to show all homestead landholdings clearly. The scale of the map is usually between 1/2000 and 1/4000².

² This is a ratio where 1 unit on the map represents 2000 or 4000 units on the ground. For example, 1mm on a 1/2000 scale map represents 2 metres on the ground.

Where there are many landholding maps covering a chiefdom, there will be an index map that shows the location and area covered by each individual sheet.

Each map shows a parcel or polygon that represents the land allocated to and used by a homestead. The map also shows land that is loaned out or borrowed from others. The maps may also show cases where landholdings overlap; these may represent disputes or other problems that need resolving.

It is important to understand that the polygons represent landholdings, and the lines of each polygon do not represent the boundaries of the landholding. The lines are not the result of a cadastral survey; they are not accurate, and boundaries have not been 'beaconed' on the ground. The map provides only a generalised indication of where a landholding's boundaries may lie. If the boundaries of a landholding need to be known, a visit must be made to the land and the boundaries identified with the heads of all adjoining homesteads.

The homestead landholding number appears in the centre of each parcel polygon. This is a unique number for each homestead allocated land by a chiefdom. The number is sequential, starting at '1' in each chiefdom.

The homestead number provides a link to the landholding register.

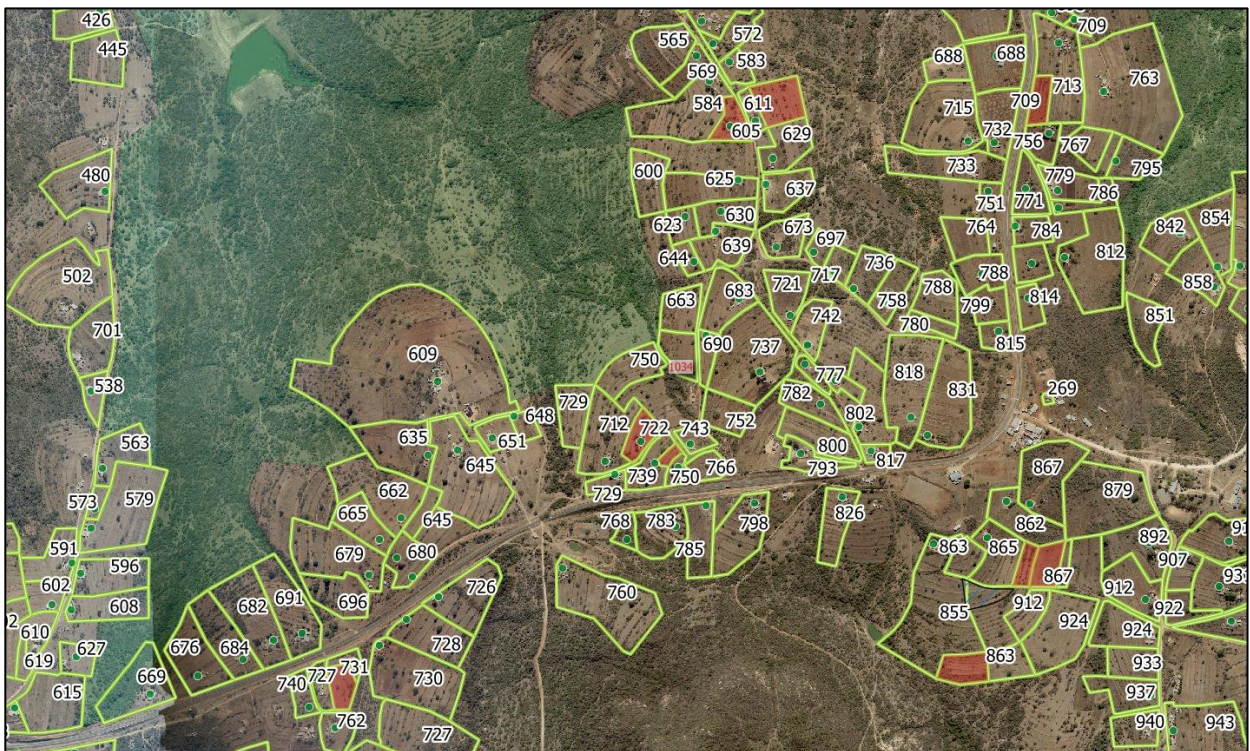



Figure 1: Homestead landholding map (extract)

2.3 Landholding register

The second component of the land record is the register of homestead landholdings. Each page in the register contains important facts about one homestead landholding.

The register is divided into three parts that records details about the land, the person(s) who have rights to use the land, and details about other information and rights that affect the land, and any land lent out or borrowed in. A blank register page is shown below.

 CHIEFDOM LANDHOLDING REGISTER				
Region:		Year of allocation:		
Inkhundla:		Area:		
Umphakatsi:		Number of parcels:		
Landholdings nr:		Landuse:		
		Date of capture:		
#	Name of homestead head:	Gender:	ID no:	Date:
Name(s) of homestead head's spouse(s)		Date:		
#	Notes (additional info., e.g, household allocations):			Date:
#	Land lent out (name, terms & conditions):			Date:
#	Land borrowed from (name, terms & conditions):			Date:

(edit number: 34)

Figure 2: Landholding register page

The land

The land is identified and described by the map and the unique homestead landholding number shown on the map. The top section describes the land with some additional information:

- > **Region, inkhundla and chiefdom names and landholding number.** The number is unique for each chiefdom, and when combined with the region, *inkhundla* and *umphakatsi*, unique for the Nation. The number is assigned when the records were first created and usually the lowest numbers are located in the north-western most part of the chiefdom and increase in a generally clockwise direction. However, the creation of new homesteads by later allocations or subdivisions means that this general trend is not maintained. Over time, high numbered homesteads may be next to low numbered homesteads, and the logical sequence to the distribution of identifications numbers may disappear.
- > The **year of allocation** is the year when the land was allocated by the chiefdom or the land was first recognised as a separate homestead

landholding by the chiefdom. If additional land is allocated, this should be recorded as a note in the burdens section.

- > The total **area** of the landholding is in square metres. The number of separate pieces of land is shown as the number of parcels.
- > **Number of parcels** are the number of separate pieces of land that make up the whole landholding.
- > **Land use** is the use permitted at the time of allocation by the chiefdom or subsequently changed on application to and approval of the chiefdom.
- > **Date** is the date when the register page was created. This is either:
 - > the date of the systematic data collection,
 - > the date of establishing a new homestead, or
 - > the date when page 2 of the register was created.

The landholder

The full **names** and national identification numbers plus the names of their spouse(s) identify the person(s) holding occupancy and use rights to the land.

Names are in the format:

Family name / Given name / middle or other name

Where a homestead head has passed away and the family **have not**:

- 1 Discussed and agreed the new homestead head, and
- 2 Informed the *umphakatsi* that the homestead has a new head,
then the former homestead head's name remains on the register followed by the words [Deceased].

The **gender** is either male/female.

The **ID no.** is the national identification number. If the ID number is not available, the person's date of birth is an acceptable interim substitute.

The **date** is the date of entry in the information in the register. It is not the date of birth of the person. If there is a change in the register, the date of that change is entered next to the new information. This date also provides a link to any additional information kept in the homestead files.

A change of name, a new homestead head or spouse for example, is made by drawing a line through the old name and writing the new name directly underneath together with the date that the new name was added.

Notes (additional information, etc.)

Notes may include the following:

- > Names of family members who have been allocated fields in the family landholding. This can include the number of fields, area, or limitations about the allocation. These fields are not shown on the map and are not given identification numbers³.
- > Any rights that 'burden' the landholder and land and benefit another person or land. These might include the rights of neighbours or community members to cross over the land or to take timber for example.
- > The existence of an unresolved dispute, such as a boundary dispute.

Some rights of other persons that burden or affect the land do not need to appear in the register; for instance, the rights of community members to graze or move livestock across the land after harvest are customary rights that exist even if they are not written down.

Land lending and borrowing

The last two sections of the register are for recording instances where land is either lent out to others or borrowed from others. Ideally the information recorded here should include:

- > The name of the person lending land to, the duration (month or years) lent, the terms (payment etc) and conditions, such as to use continuously, not to lend to others, for example.
- > If borrowing land, the landholding number of the homestead from which the land is borrowed must be included.
- > The map is annotated to show the location and approximate size of the land being lent out or borrowed.

3 Landholding records maintenance

It is necessary to maintain the land records so that they remain useful and 'reflect' the most up-to-date status of chiefdom landholdings. Changes to the information originally collected systematically during the SLAM project will

³ If a family wishes to record the location and size of specific fields given to family members, this may be done and kept by the family head. However, the division of homestead lands among family members that does not create new homesteads, is a family matter and does not form part of the chiefdom's land records.


continually take place and these must be captured by land administration processes and recorded by updating the chiefdom land register.

Maintaining, updating or changing a land record usually results from one of the following land administration processes:

- > Homestead head – deceased and/or new.
- > Spouse – deceased and/or new
- > Change of land use
- > All or part of the land lent out
- > Land borrowed from another homestead
- > Fields allocated to family members.
- > New homestead created (allocation by homestead head or umphakatsi)
- > Land revocation

The change is made by simply striking out the old information in the register and writing the new information in the line underneath or if there is space alongside the old text, or in the case of a new homestead, by adding a new page to the register.

‘Striking out’ the old information means drawing a single horizontal line through the text; it does not mean deleting the existing text or making it unreadable. The old text must remain legible (readable). Preferably, use a thin red pen to draw the line. An example is shown in Figure 3.

Region: Inkhundla: Umphakatsi: Land holding nr:	RegionName InkhundlaName ChiefdomName 99999	 CHIEFDOM LANDHOLDING REGISTER CHIEFDOM Name	Year of allocation: 2099 Area (sq. metres): 1,234 Number of parcels: 2 Land use: Arable Page 1 Date: 31 February 2098
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#	Name of homestead head:	Gender:	ID no:	Date:
1	Surname, Former Homestead Head	Male	9999999	29 February 2098
2	Surname, New Homestead Head	Female	0000000	30 February 2098

#	Name(s) of homestead head's spouse(s)	Date:
1	Surname, Spouse Name	29 February 2098
2	Surname, Spouse New	30 February 2098

#	Notes (additional information, e.g. household allocations):	Date:
1	1 field used by Surname, Sibling	31 November 2099

#	Land lent out (name, terms & conditions):	Date:
1	Lastname, Firstname for 3 years for one quarter of each harvest	31 March 2098

#	Land borrowed from (name, terms & conditions):	Date:
1	Lastname, Othername for 2 years for one cow	

Figure 3: Chieftdom land register example

In all cases where changes are annotated or written in the register, the date of the change and the signature of the person authorised to make the change must be added. The person who makes the change and is usually authorised to do so, is the chieftdom secretary.

Where a new spouse is added, and where a former spouse is deceased, do not strike out with a horizontal line the name of the deceased. The name should remain undeleted and clear because rights of deceased's children may survive.

If there have been many changes made and there is no space to write new information, start a second page. On the original page that is now full, write TRANSFERRED TO NEW PAGE, include the date, and draw a thin line diagonally across the page. Complete a new page with exactly the same information in the top section describing the land and transfer all entries and information that remains unchanged and valid. The 'date' will be the date that new sheet is opened (and not the date of the original data capture). If this is the first new page, enter '2' in the page number.

If there is a change in permitted land use, after approval of the *umphakatsi*, the form does not have space to write in the new land use. Instead, write the new land use and date of the change in the 'Notes' section of the register.

All changes must be the result of and supported by a proper decision of a rightful authority. A change, amendments, addition or deletion from the register cannot be made without proper authority and a record of the decision made. The following are examples of the changes, authorities and information required for it:

Change	Authority	For information
New homestead	Chief	Inner council
New fields to existing homestead	Chief	Inner council
Homestead head	Family members	Inner council
Change of name	Court document	Inner council
New spouse or spouse deceased		Inner council
Change of land use	Inner council	
Fields allocated to family members	Homestead head	Inner council
Land lent out to others (not family)	Homestead head in consultation with family members	Inner council
Land borrowed	Homestead head	Inner council
Subdivision of homestead	1 Homestead head in consultation with family	Inner council

	members.	
	2 Chief	

Making a change to the register is a result of a land administration process. These processes are described in the Chiefdom Land Administration Guidelines.

Changes that are only administrative, such as correcting an error or opening a new page when the old one is full, do not require adherence to a land administration process.

3.1 Landholding lists

Two lists are created when the original records were compiled during the SLAM project. The lists contain the same data, but one is indexed or ordered by homestead landholding number and the other by homestead head family name.

Searching the landholding list by landholding number reveals the homestead head name and searching the homestead head list by name reveals the landholding number. This is useful when the register and list is used in conjunction with the map, which only shows the landholding number.

Sustainable Land Administration Management Project									
Dvokolwako									
List of Homestead Data Collected									
Home- stead num- ber	Name of homestead head			ID Number	Spouse name	No. of data held by homestead head		Additional info	Edit Comments
741	Adams	Nicolas	Muzi	M		1	0		
1185	Adams	Thembi	Mable	F	4807211100049	0	1	0	Overlap with homestead 694
425	Bhembe	Charles	Futhi	M	5705066100040	1	0	Curine busisiwe Bhembe LaDlamini [divorced]	
1189	Bhembe	Dumsani	Absalom	M	6007146100044	1	0	Sibongile Bhembe [married]	
1352	Bhembe	Lungile	Nontsetelelo	M	7907291100187	1	0	Mfanzi Bhembe [deceased]	
893	Bhembe	Mduduzi	Benson	M		1	0	Ntomfuthi bhembe ladlamini [married]	
655	Bhembe	Mikhelelinah	Tiyengile	F	N/A	1	0	Dumaphasi Josia Bhembe [deceased]	
1350	Bhembe	Musa	Samuel	M	6209226100114	1	0	Dudu Bhembe [married]	
442	Bhembe	Njinga	Richman	M	N/A	1	0	Phendukile Bhembe LaMlangeni [married]	Overlap with homestead 465
465	Bhembe	Phetwayini	Nfombingani	F	N/A	1	0	Funwako Bhembe [deceased]	Overlap with homestead 442
493	Bhembe	Ruth	Simangele	F	4103251100036	1	0	Timothy Bhembe [deceased]	
764	Bhembe	Samuel	Duka	M	4910156100089	1	0	Diadys bhembe LaShiba [married]	
444	Bhembe	Skhumbuto	Sonyboy	M	5205066100249	0	2		Overlap with homestead 490
443	Bhembe	Sophie		F	3201011100523	1	0	Ndabazewe bhembe [deceased]	They are using my late brothers fields without our consent
464	Bhembe	Thembeni	Carol	F	6912311100333	0	3		Overlap with homestead 443
1023	Brown	David	Lotata	M	6103046100091	1	1	Oroline brown lamakhanya [married]	Overlap with homestead 1019
1025	Brown	Joseph	Te-boy	M	5301016100965	1	0	Flora brown la jela [married]	Overlap with homestead 1019
1019	Brown	Walter		M	6804146100974	1	0	Nozipho Dlamini [married]	Overlap with homestead 1018, 1022, 1023, 1025
850	Busika	Knowledge	Menzi	M	7908216100294	1	0	Gabsile Busika [married]	
992	Chauke	Themba	Bongani	M	7704166100131	1	0	Khabo previlage Nxumalo [married]	
827	Chawuke	Wilson	Karlos	M	7803066100223	1	0	Ntomfuthi Chawuke [married]	
895	Chembers	Lusy	Longobosi	F	4810251100127	0	1		
912	Chibi	Phineas	Thokozani	M	6002296100076	1	0	Zanele Chibi LaMatsenjwa [married]	
870	Coster	Sisana	Nokuthula	F	7901291100651	0	1		
1156	Dikiza	Innocent		M	No ID	1	0	LaManana (Mrs Dikiza) [married]	
851	Diadla	Mthunzi	Shadow	M	8512276100118	0	1		
678	Diakubi	Mfanawenkosi	Samson	M	641046100057	1	0	Misiteli Diakubi [married]	
1142	Dlamini	Abel	Fana	M	7702066100201	1	0	Fikile Lomakhisimusi Dlamini [married]	
999	Dlamini	Agnes	Tintfombi	M	5505051100157	1	0	Gideon Ndzinisa [divorced]	
1063	Dlamini	Alex	Mfanasibili	M		1	0	Phumzile nkhambele [married]	
820	Dlamini	Balekile	Thandi	F	5003021100069	0	1		
1179	Dlamini	Bastakele	Khelina	F	5402021100188	1	0	Israel Dlamini [deceased]	
1130	Dlamini	Belebele	Musa	M	5203096100172	1	0	Khetsani Phenyani [married]	
637	Dlamini	Bheki	Andreas	M	7309156100016	1	0	Samkelisiwe Dlamini [married]	
584	Dlamini	Bikwaphi	Ulah	F	5101011105419	1	0	Aaron Dlamini [deceased]	
549	Dlamini	Bongani		M	N/A	1	0	Wendy Dlamini LaGule [married]	
1333	Dlamini	Bonginkhosi	Thamie	M	7311296100047	2	0	Thoroughly Magagula [married], Zamokuhle Hlatiwako [married]	
487	Dlamini	Roy	Sibusiso	M		1	0	Thembi Dlamini [married]	
458	Dlamini	Buselaphi	Phetsile	F	8404011100746	1	0	Skhumbuzo Dlamini [married]	

Figure 4: Landholding list example

The lists are not maintained or updated on a regular basis; however, they can be periodically replaced/reprinted from the central database from time-to-time.

Whenever a change is made in the register, an indication of this change must be made on both lists. This amendment is only an indication of a change and does not need to reveal the results of the change, such as a new spouse name.

Make the indication on the list by using a red line through or next to the relevant text, as shown in Figure 4.

3.2 Index Lists

There are three sets of indexes that help manual searches of the register book. These lists are ordered for cross-references by:

1	New landholdings number	Homestead head surname / family name	Old homestead number
2	Old homestead number	New landholdings number	Homestead head surname / family name
3	Homestead head surname / family name	Old homestead number	New landholdings number

The new landholdings number starts from '1' to 'n' in each chiefdom and appears on the final maps issued at the end of the data collection results display and verification period and in the final register book. The old homestead number is a temporary number (that is unique for the whole Nation) used only during the data collection stage, and the number appears on the maps and lists that were displayed during the validation period.

3.3 Landholding file

Most processes described in the Land Administration Guide that result in an update or change to the register may start with some form of paperwork, such as an application form⁴, or minute from a council meeting. These documents should be kept in a landholding file.

The file may be an envelope large enough to keep A4 sized documents. On the front of the envelope must be clearly written the landholding number. The name of the homestead head may also be written on the envelope.

The files should be kept and indexed either by landholding number or alphabetically by homestead head's family name. There is an index of the landholding numbers and homestead head names and the chiefdom landholding list also contains both the number and the name.

⁴ If a chiefdom used a form; there are no standard forms or letters.

All documents relating to the homestead landholding and/or support a change to the register for that homestead, should be kept safe in the landholding file.

The landholding file should be kept and maintained by the secretary to the chiefdom inner council.

4 Digital Land Records

Chiefdom land records are also available in digital, electronic format for use in a computer.

At some time in the future, the maintenance of land records will be done digitally using the computer database. However, in the meantime the records are maintained manually using the printed registers, and from-time-to-time the chiefdom records are updated in a central database.