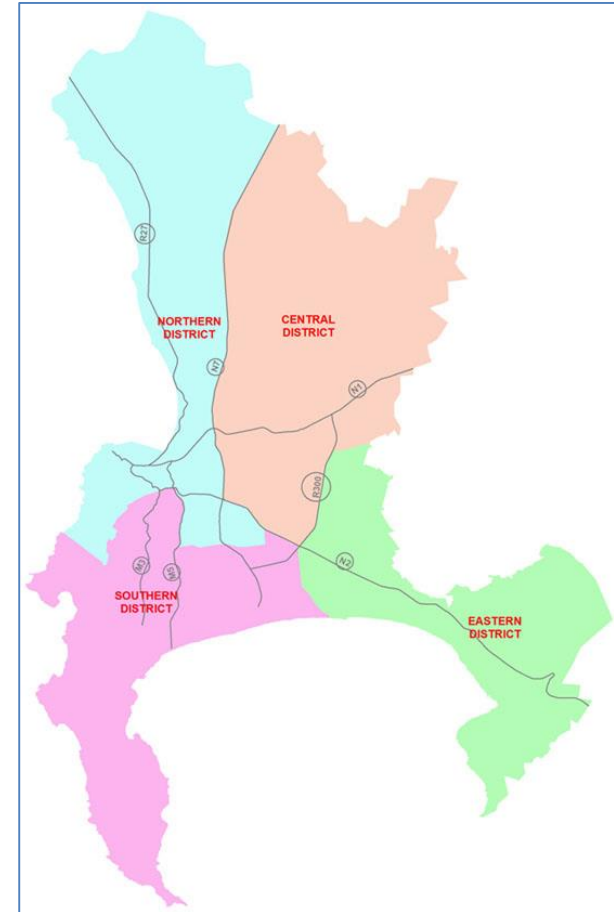# HISTORICAL DATA CAPTURING PROJECT
KLIP CEMENTERY

Community Services / City Parks / 27 September 2016

Presented by Luyanda Mjuleni

Making progress possible. Together.

City Of Cape Town – City Parks

- Cemeteries fall under City Parks

- 40 cemeteries

- **4 Districts**
  13 - Southern District
  10 - Eastern District
  11- Central District
 6 - Northern District

Klip Cemetery – Grassy Park

- The project started in Klip Cemetery

- Klip cemetery was **established** in **1938**

- Klip Cemetery is about ± 194876 sqm

- Klip Cemetery fall in **Area 18** of the **Southern District**.

Klip Cemetery

WHY DO THE PILOT PROJECT?

- To phase out the different books (index, register, exercise) in cemeteries

- To have an **electronical version** of the cemetery data

- The **register books** are in a **bad condition**

- The writing styles in the book are **difficult to read**

- The **public's personal information are** in these books and they **dilapidated**

- **Comparing** of **cemetery** and **district register books**.

- SAP(Systems Application Programme) has **records from 2007 to date**

- **Klip Cemetery's** records starts from **1938 to date**

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THE CONDITION OF THE BOOKS
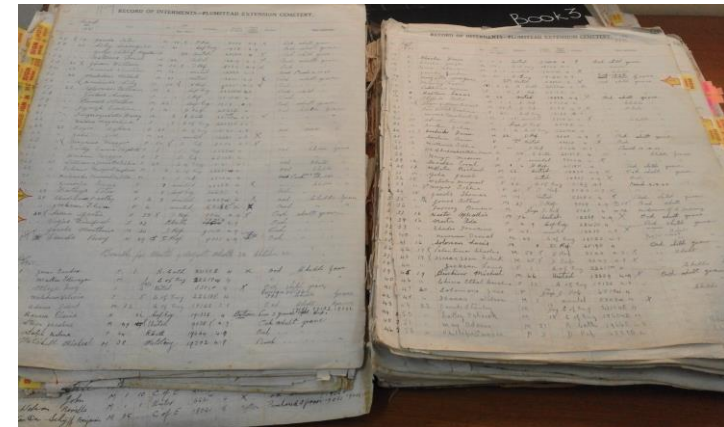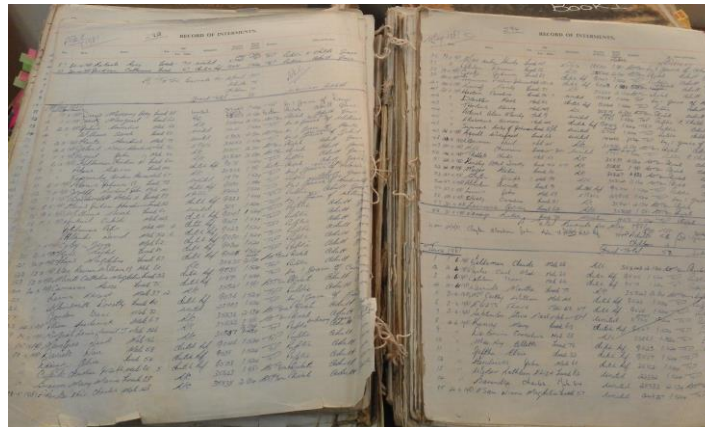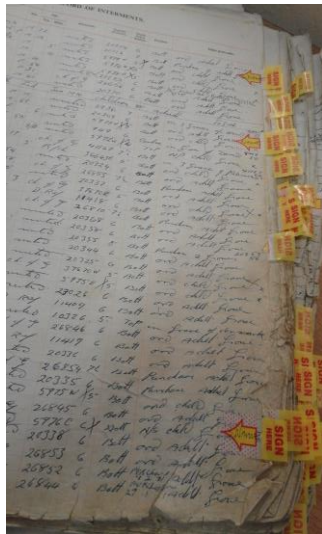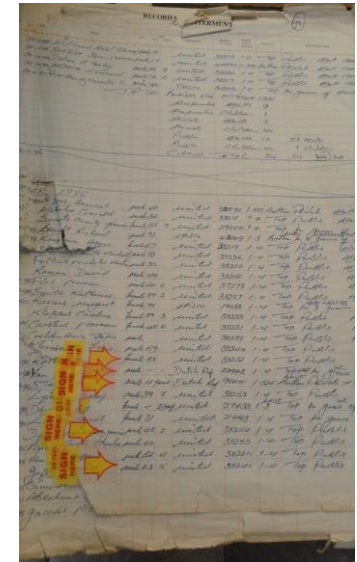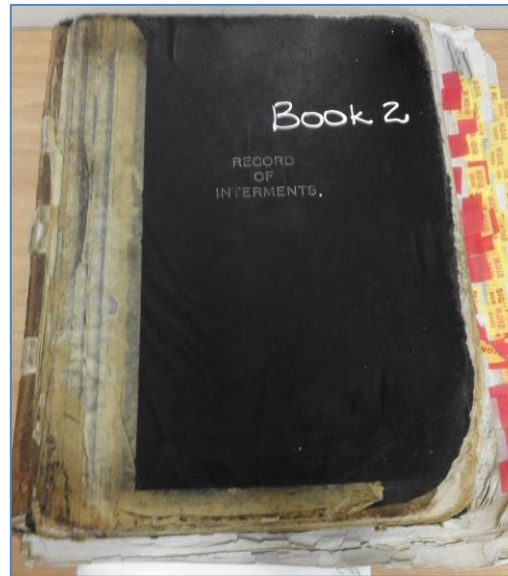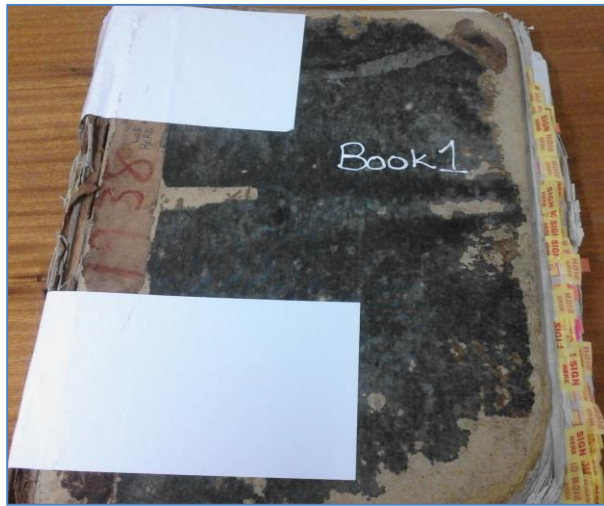
STARTING THE PROJECT

The consultation , the preparation and starting date

STARTING THE PROJECT

- **Different stakeholders** were invited to **take part** to start the project
- Cemetery Operational staff
- District Office Cemetery Staff
- Superintendents
- Area Managers
- Technical Staff from Head Office

- **3 hour to full day of robust meetings** to decide how the process would go
- **Site visits** to Klip Cemetery and other cemeteries for consistency or differences
- **Listed the required information**

- **Decision to capture** what is on the **register books**
- **Recruitment process** and **resource allocation**
- Final number of capturers needed.
- **START 07 March 2016**

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List of required information

- Capture **as it is on the register** book

- Define all of the of the **abbreviations** used by cemetery staff

- Allocate where to **save extra information** whether it can be explained or not

- Finding **easier and faster ways** to use the records

- Engaged technical office in **creating a spreadsheet suitable** for the project.

Abbreviations	Meaning
Allotment	
R & C	Roman Catholic
DR	Dutch Reform Church
C of E	Church of England
United	United Churches
Muslim	Muslim
Other Particulars	
Ord. purch	Ordinary adult / child grave (public grave)
In grave of	Private grave / ordinary purchase grave
Poor child grave	Public
Other signs and abbreviations	
S/B	Still born
X	There is a second / third burial in one grave
Child of	Child grave
Type of Books	
Index book	Records particulars of the deceased
Register book	Records particulars of the deceased
Plot book	Records location and ownership of the grave
Exercise book	Differs from Cemetery to cemetery

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THE PROCESS

Klip cemetery

WORKFLOW

STEP 4 — **Loading the information on SharePoint**

STEP 3 — **Queries and final verification**

STEP 2 — **Verification , queries and correction**

STEP 1 — **Capturing of data and queries**

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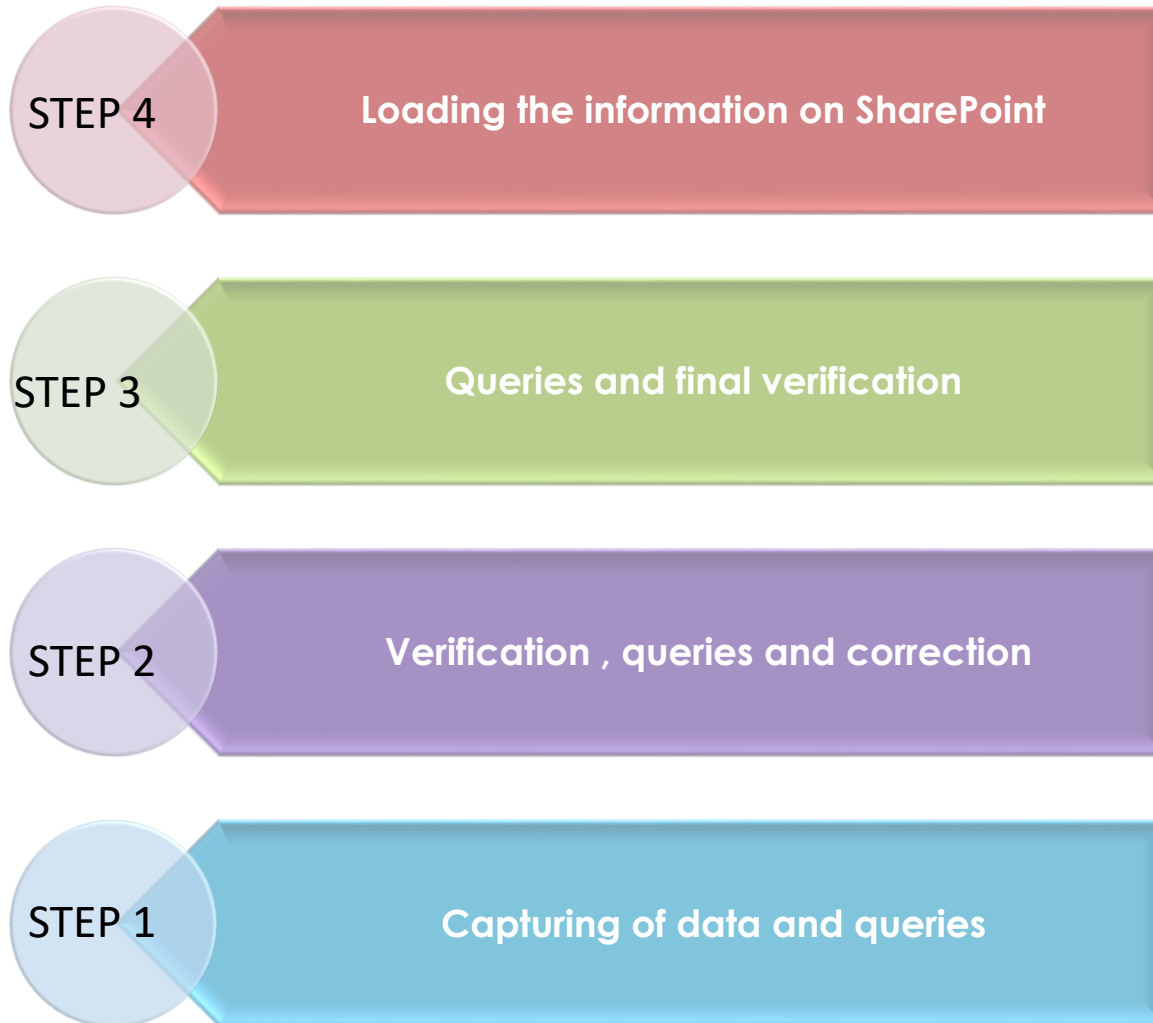
CAPTURED PAGE

	A	B	D	E	F	G	H	J	K	L	M	N	O	P	Q	S
1	Capture Date	Capture Ref	Date of Burial	Surname	Fist Names	Sex	Age Year	Allotment	Grave Number	Depth of grave	Position	Other Particulars	Book Reference	Page Number	Capture Name	Comments
2	2016/03/07	1	23/05/1967	Apollis	Peter	Male	29	United	41710	6	Bottom	Ord adult grave	2	1	Maydene	X: No. of grave
3	2016/03/07	2	23/05/1967	Blaau	Harry	Male	55	R.Coth	32142	6	Bottom	ord adult grave	2	1	Maydene	
4	2016/03/07	3	23/05/1967	Peterse	Christina	Female	78	D.Ref	11111	6	bottom	ord adult grave	2	1	Maydene	
5	2016/03/07	4	23/05/1967	Parelenwa	Anthony	Male	42	Ch of Eng	41648	6	Bottom	ord adult grave	2	1	Maydene	
6	2016/03/07	5	23/05/1967	Dunn	Benadick	Male	43	R.Cath	32167	6	Bottom	ord adult grave	2	1	Maydene	
7	2016/03/07	6	23/05/1967	Dien	Solomon	Male	70	Muslim	192	6	Bottom	purchase adult gra	2	1	Maydene	
8	2016/03/07	7	24/05/1967	Van Der V	Joan	Female	1	Ch of Eng	38660W		5	bottom	poor childs grave	2	1	Maydene	X:other particulars
9	2016/03/07	8	25/05/1967	Hansen	Henry	Male	60	D.Ref	11112	6	Bottom	ord adult grave	2	1	Maydene	
10	2016/03/07	9	25/05/1967	Thomas	Mark	Male	1	United	38764E		5	Bottom	ord childs grave	2	1	Maydene	X:other particulars
11	2016/03/07	10	26/05/1967	Oakes	Louisa	Female	74	United	41711	6	Bottom	ord adult grave	2	1	Maydene	
12	2016/03/07	11	27/05/1967	America	Adam	Male	62	D.Ref	11113	7'6	Bottom	Purchase adult gr	2	1	Maydene	
13	2016/03/07	12	27/05/1967	Tobias	Alexander	Male	68	United	41719	6	Bottom	ord adult grave	2	1	Maydene	X
14	2016/03/07	13	27/05/1967	Plaatjies	Bavin	Male	5	united	38764W		5	Bottom	purchase childs g	2	1	Maydene	X:other particulars
15	2016/03/07	14	29/05/1967	Jones	caroline	Female	28	Ch of Eng	41649	6	Bottom	ord adult grave	2	1	Maydene	

This spreadsheet will show
- ✓ All the information in the register book
- ✓ **What date** it was captured
- ✓ **Who** captured it
- ✓ **Which book** and **what page** the information is
- ✓ Any **extra information** written in the book

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SHAREPOINT

WORK DONE AND TIMEFRAMES

CAPTURER	BOOK NUMBER	WORK CAPTURED	AVERAGE A DAY	TIMEFRAMES
GRETCHEN	BOOK 1	1225	250	4
NATALIE	BOOK 1	22476	360	25
HLUMELO	BOOK 2	19735	360	27
MAYDENE	BOOK 3 & 4	8733	250	11
TOTAL		**52169**		**67**

CHALLENGES FOR CAPTURERS

- Style of writing
- Disturbance
- Condition of the book

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VERIFICATION

VERIFICATION - STAGE 1

- The **verification process** is very important and must happen throughout the process

  - ✓ **Compare information captured** with the **written information** in the register book.

  - ✓ Mistakes are **easily spotted and quickly** fixed

  - ✓ Capture all the **queries** found and send to the district

  - ✓ This ensures **quality and quantity**

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VERIFICATION - STAGE 2

- **QUERIES**
- ✓ Each query is turned into a **full entry after being verified** in the district books and **then logged**.
- ✓ They are then added in the master data

- **VERIFICATION**
- ✓ The information from Klip Cemetery is then verified with the information from the District Office

- **SharePoint**
- ✓ Once verified it is loaded into SharePoint

QUERIES AND FINAL VERIFICATION

Gretchen

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QUERIES

	BOOK 1	BOOK 2	BOOK 3
NAME	226	79	47
SURNAME	306	19	2
BURIAL DATE	10	9	12
GENDER	1	4	34
AGE	9	6	60
GRAVE	5	7	13
OTHER PARTICULARS	3	5	4
WHOLE ENTRY	/	3	2
EAST / WEST SIGN	/	/	1
ALLOTTMENT	/	/	3

CHALLENGES FOR CAPTURERS

- Torn pages from books
- Smudged entries
- Untidy entries
- Different handwritings
- Faded pages
- Fatigue
- Incomplete entries

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WHAT DID WE LEARN?

WHAT DID WE LEARN?

- Proper **consulting and research at the beginning** help direct the project and **limits complications**

- As each cemetery has its own **different abbreviations we** recorded them for **future management**

- It **takes everybody** doing their roles to run the programme smooth

- Define **proper communication** lines early

- The **verification process** is very important :
- ✓ to happen throughout the process
- ✓ Four sets of eyes see the **same information from 2 sources**

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OPERATIONAL DECISIONS

- **Capturing –** we will **capture from the register books first** and then we will add the extra **information from the plot books** and then we will **go outside and verify the books with the actual graves**

- **Register books** – to capture as they are

- **Query** - if a name is unclear in the **Klip register books** it is to be **verified** with **Plumstead register books**

- **Verification** - all information **captured at Klip** had to be **checked at Klip** and then sent to **Plumstead to be checked** against those records to see if matches.

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Thank you!!!

Questions and answers