



arts and culture

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DIRECTIVE R5

PROTOTYPE OF FILE PLAN FOR LOCAL GOVERNMENTS

National Archives and Records Service of South Africa

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1. INTRODUCTION

This directive is issued in terms of section 13(4) of the National Archives and Records Service of South Africa Act, 1996. The purpose of the directive is to provide a prototype for the design of file plans for local governments.

According to Section 3(g) of the National Archives and Records Service of South Africa Act, an object and function of the National Archives is to set standards for and provide professional guidelines to provincial archives services. Hence, although issued by the National Archives, this directive is intended for use by local governments in conjunction with their respective provincial archives services. For personal assistance regarding the drafting of a file plan, formal approval of a file plan as well as application for disposal authority for the approved file plan, local governments should contact the relevant provincial archives services. Contact details of the provincial archives services are available in Annexure A.

2. GENERAL REMARKS

2.1 File plans of local governments should in terms of the relevant provincial archives legislation, or in the absence of such legislation, in terms of section 17(4) of the National Archives and Records Service of South Africa Act (No. 43 of 1996 as amended) be submitted to the relevant provincial archives service for approval. The attached prototype file plan is intended to be used by local governments as a guideline when compiling new file plans.

2.2 While a prototype is provided herein, it should be borne in mind that all file plans compiled according to this prototype file plan should nevertheless be submitted to the Provincial Archivist – see Introduction above, for formal approval. Under no circumstances may a new file plan be implemented before formal approval has been obtained. In provinces that do have their own archival legislation, draft file plans should in the first instance still be submitted to the relevant provincial archives service. See Annexure A for the relevant contact details.

3. INSTRUCTIONS TO THE COMPILER OF A FILE PLAN

3.1 TABLE OF CONTENTS

The sequence of the various parts of the file plan as indicated in the table of contents, should be retained. All the parts indicated (including the table of contents) should be provided in the file plan, which should be submitted as a unit from the first submission onwards.

3.2 GENERAL INSTRUCTIONS TO THE FILE PLAN

3.2.1 The instructions should be kept in the same sequence as they appear in the prototype.

3.2.2 These are standard instructions and only the following paragraphs should be adapted as indicated below:

PARAGRAPH 1

In the open space in this paragraph the complete name of the office to which the file plan is applicable should be given, eg. Municipality of Bentville, Town Clerk.

PARAGRAPH 2

Insert the year of implementation of the file plan after 1/.... and 2/....

PARAGRAPH 3

The official title of the person in charge of the file plan should be indicated here. According to regulation 12 of the National Archives and Records Service Regulations (or the equivalent regulations promulgated in terms of provincial archival legislation), a Records Manager should:

- a) be in possession of an appropriate university or technikon qualification and/or have appropriate professional experience;
- b) have successfully completed the National Archives and Records Service's (or provincial archives service's) Records Management Course;
- c) possess a thorough knowledge of the body's organisational structure, functions and records systems; and
- d) be responsible for promoting effective, efficient and accountable management of the body's records and ensuring, by inspections and other means, the body's compliance with the provisions of the National Archives and Records Service of South Africa Act (No. 43 of 1996 as amended) (or provincial archival legislation) and other relevant legislation.

PARAGRAPH 12

The date on which the file plan is implemented must be indicated here.

PARAGRAPH 13

The example given here should, if possible, be taken from the relevant file plan.

3.3 LIST OF MAIN SERIES

The main series should be kept in the same sequence as they appear in this list.

3.4 SUBJECT CLASSIFICATION

3.4.1 This is only a prototype file plan and local governments should make the necessary adjustments within this outline to suit their specific needs. In the adapted file plan descriptions should be chosen in such a way that no doubt exists about the purpose for which the file should be used or about the content of the file. The classification should furthermore be made in such a way that ephemeral documents are not placed on the same file as permanently valuable documents. The prototype file plan has in many cases not been worked out in finer detail because the finer subdivisions may differ from one local government to another. When compiling a file plan the finer subdivisions required should be determined and the file plan adapted accordingly.

3.4.2 Case files which are kept for individual persons and institutions (e.g. for water and electricity, removal of rubbish, sewerage, etc.) and which are not tied to reference numbers in the file plan, should be described in the list of series of separate case files.

3.4.3 The way in which the pages are set out in the prototype should be followed in the file plan of the office. This requires inter alia that:

3.4.3.1 the use of capital letters should be limited to main series headings;

3.4.3.2 pages should not be numbered - the consecutive file numbers are sufficient indication of the sequence, and the insertion of extra pages is thus made possible.

4. EXAMPLE OF A FILE PLAN

4.1 The following prototype file plan serves only as an example to guide local governments regarding the compilation of the file plan. It is generic in nature and local governments should not consider it sufficient to replace the need to compile a file plan that reflects the unique functions and records of the specific body.

4.2 Guidelines regarding the principles and procedures for file design, compilation and maintenance may be obtained in the following publications of the National Archives and Records Service of South Africa, which are accessible on the website <http://www.national.archives.gov.za> under the links *Services to Governmental Bodies (Records Management)* and *Records Management publications*:

Records Management Policy Manual (National Archives and Records Service of South Africa, First Edition, Version 1.4, October 2007), Part 3: Records Classification Systems for Public Records and Annexure 5: Designing, Implementing and Maintaining File Plans.

Directive R1: *Background and Compilation of the File Plan* (National Archives and Records Service of South Africa, March 2008)

Directive R2: *Application and Maintenance of the Filing System* (National Archives and Records Service of South Africa, March 2008)

Directive R3: *General Instructions to a File Plan* (National Archives and Records Service of South Africa, March 2008)

MUNICIPALITY OF BENTVILLE

FILE PLAN

TABLE OF CONTENTS

- A. General instructions
- B. List of main series
- C. Subject classification
- D. List of series of separate case files

GENERAL INSTRUCTIONS TO FILE PLAN

NAME OF OFFICE

1. This file plan is for the use of and it may not be applied to any other office without the prior permission of the Provincial Archivist.

REPORTING

2. All amendments and additions (the omission or insertion of an underlining is an amendment as well) should be submitted regularly to the Provincial Archivist for notification and formal approval. In cases where the amendments/additions are circulated by means of circulars, it will suffice if a copy thereof is forwarded to the Provincial Archivist. For easy reference and effective control the notifications should be numbered each year starting at number one, e.g. 1/....., 2/....., etc. It is advisable that in cases where major amendments and/or additions are required, the prior approval for the amendment be obtained from the Provincial Archivist before any new files are opened. (For unclassified correspondence see par. 16 of these instructions.)

CONTROL OF SYSTEM

3. Control of the file plan is assigned to the No amendments and/or additions to the file plan may be made without the approval of this official. The duties of this official comprise inter alia the following:

- a) He/she must scrutinise the office daily file regularly to ensure that all correspondence is dealt with on the correct files.
- b) He/she must ensure that paragraphs 5 and 6 of the instructions are strictly adhered to by scrutinising the relevant files regularly to ensure that they are used correctly.
- c) He/she must keep the master copy up to date. (See also par. 9.)
- d) The efficiency of the file plan should be examined regularly to ensure that the necessary amendments are provided. When new functions are acquired, new files should be created and where necessary, existing files should be broken up or combined as the case may be. Parent files (i.e. headings which are subdivided but also used as files) should be examined regularly to prevent them from becoming general files and where necessary further sub-files should be created. NB - Such changes must be reported in terms of par. 2 of these instructions.

- e) Particular attention should be paid to cases where correspondence is started on one file and where the emphasis then shifts to another aspect in order to ensure that the matter is dealt with on the appropriate file.
- f) For duties i.r.o. the descriptions on file covers and unclassified correspondence, see paragraphs 13 and 16 below.

(These duties should be included on the official's job description/performance agreement.)

ACCURATE FILING OF CORRESPONDENCE

4. All officials conducting correspondence should be supplied with a copy of the file plan. Officials must ensure that they are conversant with the series with which they work and should ensure that all correspondence is dealt with on the correct file. Incorrect filing should be rectified immediately to ensure that permanently valuable documents are not destroyed and to prevent the retention of ephemeral documents.

POLICY FILES

5. Provision has been made for policy files. These files are identified by the symbol "P" as the last component of the reference number, e.g. 1/P, 1/1/P, etc. All matters concerning policy, rulings, instructions, procedures and directives, should be dealt with on these files to ensure easier reference. It must be noted that the term "instructions", as used above, indicates instructions regarding the work of a section and not instructions to officials. If a case arises before disposal authority has been issued on the file plan where a policy matter is decided on a subject file, the Records Manager should decide whether copies of the correspondence as a whole, or a copy of the final decision only, should be placed on the relevant policy file. Once disposal authority has been issued, a copy of a policy decision taken on an A20 file should be placed on the policy file with a cross-reference to the file on which the case was finalised. If a policy decision is taken on a D file, copies of all relevant documents should be placed on the relevant policy file. Where a bulky document, e.g. a report, contains a policy decision or ruling, only an extract of the relevant section of the report should be placed on the policy file. Correspondence dealt with on policy files should be limited to that relating to the formulation and/or revision of policy.

THE FOLLOWING CORRESPONDENCE SHOULD NOT BE PLACED ON POLICY FILES –

- (i) Enquiries regarding policy that do not result in the formulation of new policy or new amended interpretation of existing policy.

- (ii) Dealings with individual cases which do not result in the formulation of new policy or amendments to existing policy.
- (iii) Cases concerning a main or sub-series as a whole, but which are not policy matters, as well as individual aspects of the particular subject for which no file exists. In such cases suitable files should be opened.

ROUTINE ENQUIRIES

6. At appropriate places in the file plan files for routine enquiries have been provided. These files are identified by the symbol "R" as the last component of the reference number, eg. 1/R, 1/1/R, etc. These files are for enquiries of a routine nature which require no further action subsequent to the reply. UNDER NO CIRCUMSTANCES MAY MATTERS OTHER THAN THE ROUTINE SUPPLY OF INFORMATION BE DEALT WITH ON THESE FILES.

REPORTS AND RETURNS

7. In the main series for REPORTS AND RETURNS provision has been made only for those reports and returns which cannot be dealt with under the other main series. Where files for reports and returns have been provided in the other main series they are to be used only where the relevant report or return cannot be placed on a subject file under that main series.

ASPECTS NOT SEPARATELY PROVIDED FOR

8. Sometimes it is necessary to provide files for subjects which in the beginning do not receive sufficient correspondence to warrant separate files being opened for each subject. These files may, however, not be used as "general" files. When the Records Manager notices that a specific subject generates sufficient correspondence to justify creating a separate subject file, such a file must be provided for in the file plan.

MASTER COPY

9. The master copy is that copy of the file plan which contains all approved subjects and which indicates how files are to be opened and stored. No file may be opened unless the file description has already been recorded in the master copy and the approval of the Records Manager has been obtained. Individual case files which are opened according to notes in the file plan are not recorded in the master copy. They should be recorded in a register of files opened (see par. 10). The Records Manager must ensure that all amendments and/or additions are recorded in the master copy immediately.

REGISTER OF FILES OPENED

10. The purpose of this register is to keep a complete record of all files opened. A loose-leaf binder is recommended as it facilitates the insertion of extra pages which are usually required for case files which form part of the subject classification. The register is maintained in the same form as the file plan and files are entered in the same consecutive order. An extra column should be provided opposite the file descriptions in which to note the date of opening (date of first document) next to the file title. The first page of the register should indicate the name of the office to which the file plan is applicable as well as the date of implementation. (For secret files see par. 22.)

DESTRUCTION REGISTER

11. A register of closed D files should be drawn up as soon as disposal authority has been obtained. This register is divided into years, e.g. 2010, 2011, 2012, etc. When a file volume is closed, its reference number should be entered under the year in which it will be destroyed. A volume which is closed in 2012 and for which the disposal instruction is D3, therefore, will be entered under the year 2015. The register thus indicates which volumes are to be destroyed in any particular year. The use of a loose-leaf binder is recommended as it is not possible to determine the number of pages needed per year beforehand. (For disposal see par. 18.)

IMPLEMENTATION

12. This file plan will be implemented on and thereafter no correspondence may be dealt with on the files of the previous file plan. Permission can be obtained from the Provincial Archivist to incorporate case files from the previous file plan into the new file plan. All files from the previous file plan should be closed on the day prior to the date of implementation, and no original correspondence should be transferred from the old to the new file plan.

OPENING OF FILES AND DESCRIPTIONS ON FILE COVERS

13. Files should be opened only when required. Care should be taken that the numbering and descriptions of the files, as indicated in the file plan, are strictly adhered to. In cases where file descriptions are too lengthy, certain components which do not form an essential part of the file description may be omitted. Where, for instance, the complete file description reads as follows: Finance, Taxes, Land and Property Tax, Remission, the word Taxes may be omitted. Although certain components may be omitted, the title of the main series must always be given and the file description must be sufficiently comprehensive to describe the content of the file. In order to assist the registry staff, the Records Manager should indicate which components may be omitted in such cases. Titles should be printed in indelible ink. The dates of first and last correspondence as well as applicable disposal instructions

when available, should be indicated on the file cover. Worn covers should be replaced regularly.

UNDERLINED DESCRIPTIONS

14. All underlined descriptions indicate subject headings only. Subdivisions must be made under these subject descriptions but **NO FILE MAY BE OPENED FOR ANY UNDERLINED DESCRIPTION.**

EXPLANATIONS IN BRACKETS

15. The explanations in brackets under the subject headings or file descriptions are intended as a guide and should not be entered on file covers.

UNCLASSIFIED CORRESPONDENCE: PROCEDURE

16. When correspondence is received for which no file is provided, the Records Manager should be approached immediately to indicate on which existing file the correspondence should be placed, or which new file should be opened.

ANNEXURE FILE COVERS

17. An additional cover must be opened where necessary for storing bulky documentation which if filed would result in an inordinate increase in the volume of a file. No correspondence, may however be filed in such a cover. The cover should be marked clearly with the correspondence file reference number and "Annexure File" written on the outside cover. Every document contained in the Annexure file should bear a cross-reference to the correspondence on which it was received.

DISPOSAL OF FILES

18. Once disposal authority has been issued disposal instructions are recorded opposite each file in the disposal column provided in the file plan. The disposal symbols indicate the following –

- | | | |
|-----|---|---|
| A20 | : | Keep for transfer to the appropriate archives repository if a period of 20 years has elapsed since the end of the year in which the record came into existence. |
| D | : | Destroy (after the lapse of number of years which is indicated by the number following the letter D) after closure of the records. |

The destruction of files qualifying for destruction should be done regularly, but at least once a year. The prescribed destruction certificate should be submitted to the Provincial Archivist.

THICKNESS OF FILES

19. Files should not exceed 3 cm. in thickness. On reaching this thickness a file must be closed and a new cover should be opened. The number of the new volume (e.g. vol. 2) must be indicated on the outside of the new cover. A sheet of paper with the wording "Closed, see volume ..." should be filed as the last item on the closed volume.

CLOSURE OF A20 FILES

20. The following procedure should be followed when volumes of A20 files are closed:

- (a) The correspondence should be examined in order to correct any misfilings. A sheet of paper containing the words "Closed, see volume ..." is then filed as the last item in the volume.
- (b) Worn file covers should be replaced.
- (c) The files are then stored in boxes especially used for this purpose.

CASE FILES

21. Case files which form part of the subject classification are to be opened in accordance with the instructions appearing at the appropriate places in the file plan. For particulars concerning case files which do not form part of the subject classification, see the list of series of separate case files at the end of the subject classification. (See also paragraph 9.)

SECRET FILES

22. Concerning secret files the following procedure should be followed:

- (a) Secret files may be opened under any main series, sub-series or file description appearing in the master copy of this file plan. These files are distinguished from the ordinary files by the addition of a capital letter S to the reference number.
- (b) Should a secret file be needed for a subject for which a suitable main series, sub-series or file description does not exist, an

appropriate provision should be made and reported in the usual way to the Provincial Archivist. It is not necessary, however, to indicate that it is intended for secret correspondence.

- (c) Secret files are not indicated as such in the master copy and are also not recorded in the register of files opened for ordinary files. A separate register of secret files opened should be kept along the same lines as set out in paragraph 10 of these instructions.
- (d) Separate arrangements for the safe-keeping of secret files must be made and should not be incorporated as a part of these instructions. See the Minimum Information Security Standards (MISS) for storage of classified documents.
- (e) The disposal instruction for all secret files is A20 and they should be dealt with accordingly.

LIST OF MAIN SERIES

1. LEGISLATION
2. ORGANISATION AND CONTROL
3. COUNCIL AND COUNCIL MATTERS
4. HUMAN RESOURCES
5. FINANCE
6. DOMESTIC SUPPLIES AND SERVICES
7. BUILDINGS AND GROUNDS
8. TENDERS, QUOTATIONS AND CONTRACTS
9. REPORTS AND RETURNS
10. PUBLICITY AND INFORMATION
11. FESTIVALS AND SOCIAL MATTERS
12. COMPOSITION AND MEETINGS OF BODIES AND OTHER GATHERINGS
13. LEGAL MATTERS
14. LICENCES
15. TOWN PLANNING AND CONTROL
16. ESSENTIAL SERVICES
17. COMMUNITY SERVICES

1. LEGISLATION

(Acts, regulations, ordinances, etc. must be kept outside the file plan.)

NUMBER	DESCRIPTION	DISPOSAL
1/P	Policy	
1/R	Routine enquiries	
1/1	<u>Parliamentary legislation and regulations</u>	
1/1/1	<u>Drafting and amendment</u> (Open a file for each act and/or regulation and number consecutively.)	
1/1/2	Legal opinions (For legal opinions related to the contravention of legislation, see 13/1.)	
1/2	<u>Provincial legislation and regulations</u>	
1/2/1	<u>Drafting and amendment</u> (Open a file for each act and/or regulation and number consecutively.)	
1/2/2	Legal opinions (For legal opinions related to the contravention of legislation, see 13/1.)	
1/3	<u>Council by-laws</u>	
1/3/1	<u>General</u>	
1/3/1/1	<u>Drafting, amendment, tabling</u> (Open a file for each by-law and number consecutively.)	
1/3/1/2	<u>Advertising, objections, publication</u> (Open a file for each by-law and number consecutively.)	
1/3/1/3	<u>Submission for approval by premier</u> (Open a file for each by-law and number consecutively.)	
1/3/2	<u>Standard</u>	
1/3/2/1	<u>Drafting and amendment</u> (Open a file for each by-law and number consecutively.)	

NUMBER	DESCRIPTION	DISPOSAL
1/3/3 1/3/3/1	<u>Compulsory</u> <u>Drafting and amendment</u> (Open a file for each by-law and number consecutively.)	
1/4 1/4/1	<u>Council regulations</u> <u>Drafting and amendment</u> (1. Representations for amendment are placed on the file concerned here-under. 2. Open a file for each regulation and number consecutively.)	

2. ORGANISATION AND CONTROL

NUMBER	DESCRIPTION	DISPOSAL
2/P	Policy	
2/R	Routine enquiries	
2/1	Functions	
2/2	Survey to ascertain extension demands and systems investigation	
2/3	Establishment of new sections/offices (For posts control see 4/1.)	
2/4	Workplanning and procedures	
2/5	<u>Delegation of authority</u>	
2/5/1	Temporary	
2/5/2	Permanent	
2/6	Office instructions	
2/7	<u>Record control</u>	
2/7/1	<u>File plan</u>	
2/7/1/1	Compilation and amendment	
2/7/2	<u>Disposal of records</u>	
2/7/2/1	Obtaining of disposal authority	
2/7/2/2	Transfer	
2/7/2/3	Destruction	
2/7/3	Microfilming (Correspondence regarding obtaining of disposal authority from the provincial archives service should be dealt with on 2/7/2/1.)	
2/7/4	Data processing (Correspondence regarding obtaining of disposal authority from the provincial archives service should be dealt with on 2/7/2/1.)	
2/7/5	Inspections	
2/7/6	Returns (See par. 7 of the general instructions.)	

NUMBER	DESCRIPTION	DISPOSAL
2/8	Privatisation	
2/9	Grading of local authority	
2/10	<u>Meetings of heads</u>	
2/10/1	Arrangements	
2/10/2	Agendas	
2/10/3	Minutes	

3. COUNCIL AND COUNCIL MATTERS

NUMBER	DESCRIPTION	DISPOSAL
3/P	Policy	
3/R	Routine enquiries	
3/1	<u>Election</u>	
3/1/1	<u>Council</u>	
3/1/1/1	Determination of wards	
3/1/1/2	Voters' rolls	
3/1/1/3	Nominations	
3/1/1/4	Polling booths	
3/1/1/5	Presiding officer and polling Officer: appointment	
3/1/1/6	Petitions	
3/1/1/7	<u>Revision court</u>	
3/1/1/7/1	Appointment of members	
3/1/1/7/2	Agenda and minutes	
3/1/2	Council committees	
3/1/3	Office-bearers	
3/2	<u>Meetings</u>	
3/2/1	<u>Main files</u>	
3/2/1/P	Policy	
3/2/1/1	Motions	
3/2/1/2	Questions by members	
3/2/1/3	Outstanding resolutions	
3/2/1/4	Leave of absence	
3/2/1/5	Caucus meetings	
3/2/1/6	Standing orders	
3/2/2	<u>Council</u>	
3/2/2/1	Arrangements	
3/2/2/2	Agendas	
3/2/2/3	Minutes	
3/2/3	<u>Committees</u>	
3/2/3/1	Arrangements	
3/2/3/2	Agendas	
3/2/3/3	Minutes	

NUMBER	DESCRIPTION	DISPOSAL
3/3	<u>Matters concerning councillors</u> (Only matters which cannot be placed elsewhere - financial matters are eg. placed on 5/12 and qualification for election on 3/1/1/3.)	
3/3/1	Trade with councillors	
3/3/2	Awards to councillors	

4. HUMAN RESOURCES

(Files under this main series should be used for general human resources matters only. Correspondence in connection with a particular person is placed on the personal files which do not form a part of this file plan. See list of series of separate case files.)

NUMBER	DESCRIPTION	DISPOSAL
4/1	<u>Posts control</u> (1. For surveys to ascertain extension demands, systems investigations, establishment of new sections/offices, see main series 2. 2. Posts control has only to do with posts structure and not with the staff filling the posts, i.e. i) Estimates ii) Designation and classification of Posts iii) Creation and conversion of posts.)	
4/1/1	<u>Main files</u>	
4/1/1/P	Policy	
4/1/1/1	<u>Furnishing of information</u>	
4/1/1/1/1	To other bodies	
4/1/1/1/2	By other bodies	
4/1/1/2	Duty sheets	
4/1/1/3	Evaluation of posts	
4/1/2	<u>Sections</u>	
4/1/2/1	Municipal Manager	
4/1/2/2	Support Services	
4/1/2/3	Financial Services	
4/2	<u>Determination of conditions of service</u> (1. For grants, payments and deductions see 4/5 sub-series. 2. For negotiations with trade unions, see 4/10/1.)	
4/2/1	Salary scales	
4/2/2	Leave	
4/2/3	Official hours of attendance	

NUMBER	DESCRIPTION	DISPOSAL
4/3	<u>Vacancies and appointments</u>	
4/3/P	Policy	
4/3/R	Routine enquiries	
4/3/1	Temporary/Part time appointments	
4/3/1/1	Holiday work	
4/3/2	<u>Permanent appointments</u> (As soon as a person is appointed, his/her personal documents are removed from the files hereunder and transferred to his/her personal file. See list of series of separate case files.)	
4/3/2/1	Section Municipal Manager	
4/3/2/2	Section Support Services	
4/3/2/3	Section Financial Services	
4/4	<u>Training and qualifications</u>	
4/4/P	Policy	
4/4/R	Routine enquiries	
4/4/1	Scholarships	
4/4/2	Courses	
4/4/3	Language qualifications	
4/5	<u>Financial</u> (1. Aspects regarding conditions of service are to be dealt with under 4/2. 2. All deductions should be dealt with on the 4/5/3 sub-division.)	
4/5/P	Policy	
4/5/1	Salaries and overtime	
4/5/2	<u>Payment of allowances</u> (For councillors see 5/12.)	
4/5/2/1	Subsistence and transport	
4/5/2/2	Leave	
4/5/2/3	Housing	
4/5/3	<u>Deductions</u>	
4/5/3/1	Income-tax	
4/5/3/2	Pension	
4/5/3/3	Insurance	
4/5/4	<u>Loans</u>	
4/5/4/1	Housing	
4/5/4/2	Study	
4/5/4/3	Purchase of motor-car	

NUMBER	DESCRIPTION	DISPOSAL
4/5/5	<u>Pension fund</u>	
4/5/5/1	Application for membership	
4/5/6	<u>Insurance</u>	
4/5/6/1	Medical benefit society	
4/5/6/2	Accident insurance	
4/6	<u>Termination of service</u>	
4/6/1	Testimonials and service certificates	
4/7	<u>Staff control</u>	
4/7/1	Office hours	
4/7/2	Leave and relief arrangements	
4/7/3	Complaints against staff	
4/7/4	Clothing	
4/7/4/1	Uniforms	
	(For purchasing see sub-series 6/1/2/3.)	
4/8	<u>Staff evaluation and grading</u>	
	(For posts evaluation and grading see 4/1.)	
4/8/1	Merit assessment	
4/8/2	Determination of seniority	
4/9	<u>Staff returns and statistics</u>	
	(See par. 7 of the general instructions.)	
4/9/1	Accidents at work	
4/10	<u>Labour relations</u>	
4/10/1	Negotiations with trade unions and staff associations	
4/11	Productivity	
4/11/P	Policy	

5. FINANCE

(For staff finance see 4/5 sub-series)

NUMBER	DESCRIPTION	DISPOSAL
5/1	<u>Estimates</u>	
5/1/P	Policy	
5/1/1	Annual estimates: Compilation of (Open a file cover for each year, e.g. 5/1/1-2010/11; 5/1/1-2011/12.)	
5/1/2	Excess	
5/1/3	Financial statements	
5/2	<u>Evaluations</u>	
5/2/P	Policy	
5/2/R	Routine enquiries	
5/2/1	Appointment of appraiser	
5/2/2	Valuation roll	
5/2/2/1	Arable land and farm portions	
5/2/3	<u>Valuation Appeal Board</u>	
5/2/3/1	Appointment of members	
5/2/3/2	Appeals and reviews	
5/2/4	Valuation certificates	
5/2/5	Objections against valuations	
5/3	<u>Taxes</u>	
5/3/1	<u>Land and property tax</u> (For collection see 5/13/5.)	
5/3/1/P	Policy	
5/3/1/R	Routine enquiries	
5/3/1/1	Determination of	
5/3/1/2	Tax certificates (E.g. when property is transferred.)	
5/3/1/3	Remission	
5/4	<u>Loans</u> (For staff loans see 4/5/4 and for loans to the public see 5/16/1/3.)	
5/4/P	Policy	
5/4/1	<u>Borrowing powers</u>	
5/4/1/1	Applications and approvals	

NUMBER	DESCRIPTION	DISPOSAL
5/4/2	<u>External loans</u>	
5/4/2/1	Short-term loans	
5/4/2/2	<u>Long-term loans</u>	
	(Open a file for each loan and number consecutively.)	
5/4/3	<u>Internal loans</u>	
5/4/3/1	Endowment fund	
5/4/3/2	Capital development fund	
5/5	<u>Rates</u>	
5/5/P	Policy	
5/5/R	Routine enquiries	
5/5/1	<u>Determination</u>	
5/5/1/1	Water	
5/5/1/2	Electricity	
5/5/1/3	Bus	
5/5/1/4	Swimming bath	
5/5/1/5	Market	
5/6	<u>Subsidies received</u>	
5/6/P	Policy	
5/6/1	<u>Individual subsidies</u>	
5/6/1/1	Dental clinics	
5/6/1/2	Roads	
5/6/1/3	Library	
5/6/1/4	Wages	
5/7	<u>Deposits</u>	
5/7/P	Policy	
5/7/1	Water and electricity	
5/8	<u>Funds and levies</u>	
5/8/1	Capital development fund	
5/8/2	Reserve fund	
5/9	<u>Investment</u>	
5/9/P	Policy	
5/9/1	Long-term	
5/9/2	Short-term	
5/10	<u>Claims</u>	
5/10/1	Salaries	
5/10/2	Accidents	
5/10/3	Compensation	

NUMBER	DESCRIPTION	DISPOSAL
5/11	<u>Settlement of accounts</u>	
5/11/1	Telephone	
5/11/2	Rail	
5/12	<u>Grants and pension fund: councillors</u>	
5/12/1	<u>Payment of grants</u> (For staff see 4/5/2.)	
5/12/1/1	Executive Mayor	
5/12/1/2	Speaker	
5/12/1/3	Mayoral Committee members	
5/12/2	Pension fund matters	
5/13	<u>Collection of money</u>	
5/13/1	Water and electricity	
5/13/2	Ambulance	
5/13/3	Fire brigade	
5/13/4	Traffic fines	
5/13/5	Taxes	
5/14	<u>Insurance</u>	
5/14/1	Appointment of brokers	
5/14/2	<u>Cases</u>	
5/14/2/1	All risk	
5/14/2/2	Fire	
5/14/2/3	Third party	
5/14/2/4	Money	
5/15	<u>Accounting responsibility</u>	
5/15/1/1	Provincial	
5/15/1/2	<u>Internal</u>	
5/15/1/2/1	Monthly reports	
5/15/1/2/2	<u>Enquiries</u>	
5/15/1/2/2/1	Market	
5/15/1/2/2/2	Abattoir	
5/15/1/2/2/3	Parks	
5/15/1/2/2/4	Transport	
5/16	<u>Financial assistance</u>	
5/16/1	<u>By council to the public</u>	
5/16/1/P	Policy	
5/16/1/1	Donations	
5/16/1/2	Bursaries	

NUMBER	DESCRIPTION	DISPOSAL
5/16/1/3	<u>Loans</u>	
5/16/1/3/1	Sewerage	
5/16/1/3/2	Purchase of electrical appliances	
5/16/2	Through mayor's funds	
5/17	<u>Losses</u>	
5/17/1	Bad debts	
5/17/2	Loss of municipal property	
5/18	<u>Banking account</u>	
5/18/1	Signing authority	
5/19	<u>Reports and returns</u>	
	(See par. 7 of the general instructions.)	
5/19/1	To S.A. Reserve Bank	
5/19/2	To Statistics SA	

6. DOMESTIC SUPPLIES AND SERVICES

- (1. For tenders, quotations and contracts see main series 8.
2. Domestic supplies and services related to buildings, structures and grounds designed specifically for the benefit of the community are dealt with under the main series for essential and community services.)

NUMBER	DESCRIPTION	DISPOSAL
6/1	<u>Domestic supplies</u>	
6/1/P	Policy	
6/1/1	Stocktaking	
6/1/2	<u>Acquisition and maintenance</u>	
6/1/2/1	<u>Furniture and office equipment</u>	
6/1/2/1/1	Section Municipal Manager	
6/1/2/1/2	Section Support Services	
6/1/2/1/3	Section Financial Services	
6/1/2/2	Stationery (Including the printing of forms.)	
6/1/2/3	Uniforms	
6/1/3	Disposal of surplus and worn-out supplies	
6/2	<u>Domestic services</u>	
6/2/P	Policy	
6/2/1	<u>Transport</u>	
6/2/1/1	Applications and approvals	
6/2/1/2	Accident reports	
6/2/2	<u>Communication</u> (Excluding transport.)	
6/2/2/1	Postal service	
6/2/2/2	Telephone service	
6/2/2/3	Telefax	
6/2/2/4	Intercom	
6/2/2/5	E-mail	
6/2/3	Translation service	
6/2/4	Security services	

7. BUILDINGS AND GROUNDS

(All council buildings, structures and grounds designed specifically for the benefit of the community are dealt with under the main series for essential and community services.)

NUMBER	DESCRIPTION	DISPOSAL
7/1	<u>Buildings</u>	
7/1/1	<u>Acquisition</u>	
7/1/1/1	Purchase	
7/1/1/2	Erection	
7/1/1/3	Hire	
7/1/1/4	Expropriation	
7/1/2	Allocation	
7/1/3	Maintenance	
7/1/3/1	Specialist maintenance	
7/1/4	<u>Alienation</u>	
7/1/4/1	Letting (E.g. excess office accommodation.)	
7/1/4/2	Sale	
7/2	<u>Grounds</u>	
7/2/1	<u>Acquisition</u>	
7/2/1/1	Purchase	
7/2/1/2	Expropriation	
7/2/1/3	Hire	
7/2/2	Maintenance	
7/2/3	<u>Alienation</u>	
7/2/3/1	Letting	
7/2/3/2	Sale	
7/2/4	Embellishment	

8. TENDERS, QUOTATIONS AND CONTRACTS

(Agreements should not be placed on files in this main series. They should be placed on the appropriate subject files elsewhere in the file plan.)

NUMBER	DESCRIPTION	DISPOSAL
8/1	<u>Main files</u>	
8/1/P	Policy	
8/1/1	Opening of tenders	
8/1/2	Approval by Premier	
8/2	Specific tenders and quotations	
8/3	<u>Specific contracts</u> (Open a file for each contract and number consecutively.)	

9. REPORTS AND RETURNS

(This main series should only be used for annual, quarterly, monthly and other reports and returns which cannot be placed under another main series. See also par. 7 of the general instructions.)

NUMBER	DESCRIPTION	DISPOSAL
9/P	Policy	
9/1	<u>Reports</u>	
9/1/1	Annual Report of the Council	
9/1/2	<u>Annual reports of the sections</u>	
9/1/2/1	Municipal Manager	
9/1/2/2	Support Services	
9/1/2/3	Financial Services	
9/2	<u>Returns</u>	
9/2/1	<u>Monthly</u>	
9/2/1/1	Municipal Manager	
9/2/1/2	Support Services	
9/2/1/3	Financial Services	

10. PUBLICITY AND INFORMATION

NUMBER	DESCRIPTION	DISPOSAL
10/1	<u>Own publicity and information</u>	
10/1/P	Policy	
10/1/1	Press and radio reports	
10/1/2	Brochures and newsletters	
10/1/3	<u>Enquiries</u> (Only enquiries concerning subjects not pertaining to any other main series are to be dealt with hereunder.)	
10/1/3/1	History of the town	
10/1/3/2	Sights	
10/1/4	Participation in shows and exhibitions	
10/1/5	<u>Emblems of the council</u>	
10/1/5/P	Policy	
10/1/5/1	Adoption, alteration and interpretation	
10/1/5/2	<u>Enquiries and permission to use</u>	
10/1/5/2/1	Town coat of arms	
10/1/5/2/2	Flag	
10/1/5/2/3	Chain of office	
10/2	<u>Publicity by other bodies: control</u> (Only control over publicity which cannot be placed under any other main series.)	
10/2/P	Policy	
10/2/1	Advertising media	
10/2/1/1	Boards and posters	
10/3	<u>Information: other bodies</u> (1. Only information of direct concern to this office. 2. Information regarding the functions of the office must be dealt with on the files concerning those functions.)	
10/3/1	Central government	
10/3/2	Provincial governments	
10/3/3	Other local authorities	

11. FESTIVALS AND SOCIAL MATTERS

NUMBER	DESCRIPTION	DISPOSAL
11/1	<u>Main files</u>	
11/1/P	Policy	
11/1/1	Speeches (Copies of all speeches should be filed here.)	
11/1/2	Protocol and list of addresses	
11/1/3	Order paper of municipalities	
11/2	<u>Festivals</u> (1. Correspondence re exhibits is placed on 10/1/4 and speeches on 11/1/1. 2. Open a file for each festival and number consecutively.)	
11/3	<u>Social matters</u>	
11/3/1	<u>Own receptions and functions</u>	
11/3/1/1	Mayoral reception	
11/3/1/2	Reception for the aged	
11/3/2	<u>Other receptions and functions</u>	
11/3/2/1	Invitations	
11/3/3	Letters of thanks, congratulation and condolence	
11/3/4	Awards to the public	

12. COMPOSITION AND MEETINGS OF BODIES AND OTHER GATHERINGS

- (1. For own council and committee meetings, see main series 3.
2. For meetings of heads, see main series 2.)

NUMBER	DESCRIPTION	DISPOSAL
12/P	Policy	
12/1	Routine correspondence (1. Routine enquiries, arrangements, membership matters, notices, etc. 2. Notices concerning policy should be dealt with under 12/2. 3. Open a file for each body or gathering if necessary and number consecutively.)	
12/2	<u>Minutes, reports and policy decisions</u>	
12/2/1	<u>National and provincial</u> (Where national or provincial organisations have regional or local offices, the latter's documentation should be provided for under 12/2/2 or 12/2/3.)	
12/2/1/1	Institute of Municipal Finance Officers	
12/2/1/2	Institute of Municipal Administration of South Africa	
12/2/2	<u>Regional</u>	
12/2/2/1	Midlands Co-ordinating Committee	
12/2/2/2	Regional Development Association	
12/2/3	<u>Local</u>	
12/2/3/1	Ratepayers' Association	
12/2/3/2	Metropolitan Transport Committee	

13. LEGAL MATTERS

(This main series does not deal with the provision of legislation, but concerns matters which result from the contravention thereof. For acts, ordinances, regulations and by-laws, see main series 1.)

NUMBER	DESCRIPTION	DISPOSAL
13/P	Policy	
13/1	Legal opinions and court decisions	
13/2	Appointment of attorneys	
13/3	<u>Claims</u>	
13/3/1	<u>By the council</u>	
13/3/1/1	Damage to property	
13/3/2	<u>Against the council</u>	
13/3/2/1	Negligence	
13/3/2/2	Traffic accidents	
13/4	<u>Prosecutions</u>	
13/4/1	Serving of lawsuit documents (Where applicable to a specific case, file on relevant case file hereunder.)	
13/4/2	<u>Contraventions: cases</u>	
13/4/2/1	Keeping of bees	
13/4/2/2	Riots	

14. LICENCES AND PERMITS

NUMBER	DESCRIPTION	DISPOSAL
14/P	Policy	
14/1	<u>Licences</u>	
14/1/1	<u>Application and issues</u>	
14/1/1/1	<u>Trading licences</u>	
14/1/1/1/1	Hawkers	
14/1/1/1/2	Entertainment	
14/1/1/1/3	Dairies	
14/1/1/2	<u>Vehicle licences</u>	
14/1/1/2/1	Public vehicles	
14/1/1/2/2	Municipal vehicles	
14/1/1/3	Driver's licences	
14/1/1/4	<u>Occupational licences</u>	
14/1/1/4/1	Plumbers	
14/1/1/4/2	Electricians	
14/2	Permits	

15. TOWN PLANNING AND CONTROL

NUMBER	DESCRIPTION	DISPOSAL
15/1	<u>Main files</u>	
15/1/P	Policy	
15/1/1	Municipal boundaries	
15/1/2	Appointment of consulting town planners and engineers	
15/1/3	Register of permitted practices	
15/1/4	Sinking of boreholes	
15/1/5	<u>Reservation of sites</u>	
15/1/5/1	Industry	
15/1/5/2	Educational institutions	
15/1/5/3	Sport and recreation	
15/1/5/4	Churches	
15/1/6	Geological survey	
15/1/7	Guide, guideline, structure and development plans	
15/2	<u>Town planning schemes</u> (Open a file for each scheme and number consecutively.)	
15/3	<u>Establishment of townships</u> (Open a file for each township and number consecutively.)	
15/4	<u>Control of townships</u> (Aspects concerning individual erven e.g. amendments of individual conditions of title, subdivision of a specific erf, rezoning on a specific erf etc., should be dealt with on the erf files. See list of series of separate case files.)	
15/4/1	<u>(Name of township)</u>	
15/4/1/1	Amendment of conditions of establishment	
15/4/1/2	Subdivisions and consolidations	
15/4/1/3	Servitudes	
15/4/1/4	Control of construction of buildings	
15/4/1/4/1	Building line restrictions and encroachments	
15/4/1/5	Permitted practices	

NUMBER	DESCRIPTION	DISPOSAL
15/4/1/6	Existing practices	
15/4/1/7	Rezoning	
15/4/1/8	Sectional titles	
15/4/2	<u>(Name of next township)</u> (Provide the same subdivisions as under 15/4/1.)	

16. ESSENTIAL SERVICES

NUMBER	DESCRIPTION	DISPOSAL
16/1	<u>Water</u> (Correspondence which pertains to a specific area is placed on the relevant case file under 16/1/2. Correspondence which cannot be linked to a specific area, is placed on the relevant subject file which has been provided under the heading: <u>main files</u> .)	
16/1/1	<u>Main files</u>	
16/1/1/P	Policy	
16/1/1/R	Routine enquiries	
16/1/1/1	Acquisition of sources	
16/1/1/1/1	Dams	
16/1/1/1/2	Rivers	
16/1/1/1/3	Springs	
16/1/1/2	Purchases (Financial aspects of a routine nature, e.g. accounts, should be dealt with on the appropriate files under main series 5.)	
16/1/01/03	Provision and maintenance of reservoirs and purification plants (Including pumping stations.)	
16/1/1/4	<u>Main pipe lines</u>	
16/1/1/4/1	Installation	
16/1/1/4/2	Servitudes	
16/1/1/4/3	Connection	
16/1/1/5	<u>Meters</u>	
16/1/1/5/1	Installation	
16/1/1/5/2	Testing	
16/1/1/6	Water restrictions	
16/1/1/7	Statistics	
16/1/2	<u>Municipal areas</u> (Open a file for each area and number consecutively.)	

NUMBER	DESCRIPTION	DISPOSAL
16/2	<u>Electricity</u>	
16/2/P	Policy	
16/2/R	Routine enquiries	
16/2/1	Generation	
16/2/2	Purchase (1. E.g. from Escom. 2. Financial aspects of a routine nature, e.g. accounts, should be dealt with on the appropriate files under main series 5.)	
16/2/3	Servitudes	
16/2/4	Erection and maintenance of sub-stations	
16/2/5	Provision and maintenance of street lights	
16/2/6	<u>Meters</u>	
16/2/6/1	Installation	
16/2/6/2	Testing	
16/2/7	Statistics	
16/2/8	<u>Distribution</u> (Open a file for each area and number consecutively.)	
16/3	<u>Roads and streets</u>	
16/3/P	Policy	
16/3/R	Routine enquiries	
16/3/1	Road construction programme	
16/3/2	Proclamation	
16/3/3	<u>Planning and commentary</u> <u>i.r.o. main roads</u>	
16/3/3/1	National roads	
16/3/3/2	Provincial roads	
16/3/4	Closing	
16/3/4/1	Temporary closing	
16/3/5	<u>Construction and maintenance</u>	
16/3/5/1	<u>Surfaces</u> (Open a file for each road or street and number consecutively.)	
16/3/5/2	<u>Stormwater drainage</u> (Open a file for each area and number consecutively.)	
16/3/5/3	Sidewalks	

NUMBER	DESCRIPTION	DISPOSAL
16/3/5/4	<u>Bridges and subways</u> (Open a file for each bridge or subway and number consecutively.)	
16/3/6	Allocation of street-names	
16/4	<u>Sewerage</u>	
16/4/P	Policy	
16/4/R	Routine enquiries	
16/4/1	<u>Establishment and management</u>	
16/4/1/1	<u>Sewerage farms</u> (Open a file for each farm and number consecutively.)	
16/4/1/2	Sewerage pumping-stations (Open a file for each pumping-station and number consecutively.)	
16/4/1/3	<u>Network</u> (Open a file for each area and number consecutively.)	
16/5	<u>Sanitation</u>	
16/5/P	Policy	
16/5/R	Routine enquiries	
16/5/1	<u>Rubbish removal service</u>	
16/5/1/1	Street rubbish bins	
16/5/1/2	Home rubbish bins	
16/5/1/3	Garden garbage	
16/5/2	<u>Sanitation service</u>	
16/5/2/1	Bucket service	
16/5/2/2	Vacuum tank service	
16/5/2/3	Public toilets	
16/5/3	Recovery of waste	
16/6	<u>Cemetery and crematorium</u>	
16/6/P	Policy	
16/6/R	Routine enquiries	
16/6/1	Establishment	
16/6/2	<u>Maintenance</u>	
16/6/2/1	Cemetery	
16/6/2/2	Crematorium	
16/6/3	Exhumation and reburials	
16/6/4	Erection of tombstones	
16/6/5	Pauper burials	

17. COMMUNITY SERVICES

NUMBER	DESCRIPTION	DISPOSAL
17/1	<u>Health</u> (All inspections are to be dealt with under 17/1/4.)	
17/1/P	Policy	
17/1/R	Routine enquiries	
17/1/1	Provision of clinic services (For patient files see list of series of separate case files)	
17/1/2	<u>Diseases and plagues</u>	
17/1/2/1	Notice of occurrence	
17/1/2/2	Measures for prevention	
17/1/2/3	Measures for combatting	
17/1/2/3/1	Epidemics	
17/1/3	<u>Inspections</u>	
17/1/3/1	Premises and food	
17/1/3/2	Air and water pollution	
17/2	<u>Education</u>	
17/2/P	Policy	
17/2/R	Routine enquiries	
17/3	<u>Traffic control</u> (For bus transport see 17/8.)	
17/3/P	Policy	
17/3/R	Routine enquiries	
17/3/1	<u>Road use</u>	
17/3/1/1	Promotion of road safety	
17/3/1/2	<u>Vehicle control</u>	
17/3/1/2/1	Roadworthiness testing	
17/3/1/2/2	Disposal of abandoned vehicles	
17/3/1/3	Traffic volume surveys	
17/3/1/4	Provision of road signs	
17/3/1/5	<u>Applications for permission</u>	
17/3/1/5/1	Processions	
17/3/1/5/1/1	Political	
17/3/1/5/2	Rallies	
17/3/1/5/3	Abnormal loads	
17/3/1/5/4	Loudspeakers and posters	
17/3/1/6	Use of speed traps	
17/3/1/7	Offences: condonation (For prosecutions, see 13/4.)	

NUMBER	DESCRIPTION	DISPOSAL
17/3/2	<u>Parking allocation</u>	
17/3/2/1	Public parking	
17/3/2/2	Taxis	
17/3/2/3	Loading zones	
17/4	<u>Library Services</u>	
17/4/P	Policy	
17/4/R	Routine enquiries	
17/4/1	<u>Buildings</u>	
17/4/1/1	Acquisition	
17/4/1/2	Maintenance	
17/4/2	<u>Books and periodicals</u>	
17/4/2/1	Purchase	
17/4/2/2	Donation	
17/4/2/3	Losses	
17/4/2/4	Inter-library loans	
17/4/3	Reports and returns (See par. 7 of the general instructions.)	
17/5	<u>Housing</u>	
17/5/P	Policy	
17/5/R	Routine enquiries	
17/5/1	<u>Schemes</u>	
17/5/1/1	National housing scheme	
17/5/1/2	Municipal housing scheme	
17/5/1/2/1	Applications	
17/5/1/2/2	Waiting-lists	
17/5/2	Rent board investigations	
17/6	<u>Civic centre, parks, gardens and open spaces</u>	
17/6/P	Policy	
17/6/R	Routine enquiries	
17/6/1	Applications	
17/6/2	Provision	
17/6/3	<u>Maintenance</u>	
17/6/3/1	Parks	
17/6/3/2	Caravan parks	
17/6/3/3	Playgrounds	
17/6/3/4	Camping grounds	
17/6/3/5	Islands and circles	
17/6/3/6	Nurseries	

NUMBER	DESCRIPTION	DISPOSAL
17/6/3/7	Civic centre	
17/6/4	Planting and felling of trees	
17/7	<u>Sport and recreation</u>	
17/7/P	Policy	
17/7/R	Routine enquiries	
17/7/1	<u>Swimming baths</u>	
17/7/1/1	Application for use	
17/7/1/2	Hours	
17/7/2	Provision of sports facilities	
17/7/3	<u>Maintenance of sports</u>	
	<u>Facilities</u>	
	(Open a file for each sport and number consecutively.)	
17/8	<u>Bus transport</u>	
	(For traffic control see 17/3.)	
17/8/P	Policy	
17/8/R	Routine enquiries	
17/8/1	Establishment of services	
17/8/2	Arrangement of services	
17/8/3	Determination of routes and halts	
17/8/4	Provision of shelters	
17/8/5	Drafting and amending of time-tables	
17/8/6	Hiring out of buses	
17/8/7	Bus tours arranged by council	
17/8/8	Disposal of lost goods	
17/9	<u>Market</u>	
17/9/P	Policy	
17/9/R	Routine enquiries	
17/9/1	Appointment of market agents	
17/9/2	Hiring out of tables and stalls	
17/9/3	<u>Sales</u>	
17/9/3/1	Arrangement of auctions	
17/9/3/2	Fixing of prices	

NUMBER	DESCRIPTION	DISPOSAL
17/10	<u>Provision and management of fire brigade and ambulance services</u>	
17/10/1	<u>Fire brigade services</u>	
17/10/1/P	Policy	
17/10/1/R	Routine enquiries	
17/10/1/1	<u>Buildings</u>	
17/10/1/1/1	Acquisition	
17/10/1/1/2	Maintenance	
17/10/2	Ambulance services	
17/11	<u>Abattoir</u>	
17/11/P	Policy	
17/11/R	Routine enquiries	
17/12	<u>Pound</u>	
17/12/P	Policy	
17/12/R	Routine enquiries	
17/12/1	Impounding of animals	
17/13	<u>Welfare</u>	
17/13/P	Policy	
17/13/R	Routine enquiries	
17/13/1	<u>Welfare organisations</u>	
17/13/1/1	Registration	
17/13/1/2	<u>Street collections</u>	
17/13/1/2/1	Applications	
17/13/2	Supply of food, clothing and fuel	
17/14	<u>Religion and churches</u>	
17/14/P	Policy	
17/14/R	Routine enquiries	
17/15	<u>Museums and memorials</u>	
17/15/P	Policy	
17/15/R	Routine enquiries	
17/15/1	Provision	
17/15/2	<u>Maintenance</u>	
17/15/2/1	Professional	
17/15/2/2	Routine	
17/15/3	Declaration as monument	
17/16	Civil defence	

LIST OF SERIES OF SEPARATE CASE FILES

NUMBER	DESCRIPTION	DISPOSAL
<u>Personal files</u>		
SP, surname and initials	<u>Personal confidential file</u> (This file contains personal matters of a confidential nature.)	
SL, surname and initials	<u>Leave file</u> (This file contain routine matters i.r.o. subject.)	

Erf number	<u>Erf files</u> (Copies of all matters i.r.o. the history of an individual erf should be filed here.)	

Clinic code, surname and initials	<u>Clinical patient files</u> (Medical reports, social reports, and related documentation i.r.o. a specific patient should be filed here.)	

ANNEXURE A: CONTACT PARTICULARS

National Archives and Records Service of South Africa

Head Office

The National Archivist

Postal address: Private Bag X236, PRETORIA, 0001

Street address: 24 Hamilton Street, Arcadia, PRETORIA

Tel.: 012 441 3200

Fax: 012 323 5287

E-mail: archives@dac.gov.za Fax to e-mail: 086 529 6416

Components

Records Management Division

Head: Records Management

Address as for National Archivist

Tel.: 012 441 3200

Fax: 012 323 5287

Records management in general

E-mail: rm@dac.gov.za Fax to e-mail: 086 640 0605

Records Management Course

E-mail: rmc@dac.gov.za Fax to e-mail: 086 640 0730

Electronic records management

E-mail: erecords@dac.gov.za Fax to e-mail: 086 640 0605

National Archives Repository

Deputy Director: Archival Services

Address as for National Archivist

Tel.: 012 441 3200

Fax: 012 323 5287

E-mail: enquiries@dac.gov.za Fax to e-mail: 086 529 6414

National Film, Video and Sound Archives

Deputy Director: National Film, Video and Sound Archives

Postal address: Private Bag X236, PRETORIA, 0001

Street address: 239 Vermeulen Street, PRETORIA

Tel: (012) 441 3150

Fax: (012) 441 3199

E-mail: Film.Enquiries@dac.gov.za Fax to e-mail: 086 529 5729

Provincial Archives Services

Eastern Cape Provincial Archives Service

Head Office

The Provincial Archivist

Postal address: Private Bag X7486, KING WILLIAM'S TOWN, 5600

Street address: 5 Eales Street, KING WILLIAM'S TOWN

Tel: 043 604 4017/6

Fax: 043 642 2014

E-Mail: gondi.malotana@srac.ecprov.gov.za

Port Elizabeth Archives Repository

The Head

Postal address: Private Bag X3932, North End, PORT ELIZABETH, 6056

Street address: 1 De Villiers Street, PORT ELIZABETH

Tel.: 041 484 6467

Fax: 041 484 6451

E-mail: johan.vanzyl@srac.ecprov.gov.za

Mthatha Archives Repository

The Head

Street address: c/r Owen Street and Alexander Road, MTHATHA

Tel.: 047 532 5148

Free State Provincial Archives Service

The Provincial Archivist

Postal address: Private Bag X20504, BLOEMFONTEIN, 9300

Street address: 29 Badenhorst Street, Universitas, BLOEMFONTEIN

Tel.: 051 522 6762

Fax: 051 522 6765

E-mail: fsarch@sac.fs.gov.za

Gauteng Provincial Archives

The Director: Libraries and Archives Services

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KwaZulu-Natal Provincial Archives Service

Head Office

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Street address: 231 Pietermaritz Street, PIETERMARITZBURG

Tel.: 033 342 4712

Fax: 033 394 4353

Email: pmbarchives@dact.kzntl.gov.za

Durban Archives Repository

The Head

Postal address: Private Bag X22, GREYVILLE, 4023

Street address: Nashua House, 14 De Mazenod Street, GREYVILLE

Tel.: 031 309 5682

Fax: 031 309 5685

Email: dbnarchives@dact.kzntl.gov.za

Pietermaritzburg Archives Repository

The Head

Postal address: Private Bag X9012, PIETERMARITZBURG, 3200

Street address: 231 Pietermaritz Street, PIETERMARITZBURG

Tel.: 033 342 4712

Fax: 033 394 4353

Email: pmbarchives@dact.kzntl.gov.za

Ulundi Archives Repository

The Head

Postal address: Private Bag X75, ULUNDI 3838

Street address: Block 4, Unit A, ULUNDI

Tel: 035 879 8500

Fax: 035 879 8518

E-mail: uldarchives@dact.kzntl.gov.za

Limpopo Provincial Archives Service

The Head

Postal address: Department of Sport, Arts and Culture, Archives Service, Private Bag X9549, POLOKWANE, 0700

Street address: 15 Grobler Street, POLOKWANE

Tel.: 015 284 4043

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E-mail: nkatingij@sac.limpopo.gov.za

Mpumalanga Provincial Archives Service

The Head

Postal address: PO Box 1243, NELSPRUIT, 1200

Street address: 1st Floor, Building 5, 7 Government Boulevard, Riverside Park Ext 2, NELSPRUIT

Tel.: 013 766 5081

Fax: 013 766 8256

E-mail: nfmahalefa@mpg.gov.za

Northern Cape Provincial Archives Service

The Provincial Archivist

Postal address: Private Bag X5004, KIMBERLEY, 9300

Street address: Department of Sports, Arts & Culture Building, 22 Abbatoir Road, Ashburnham 8301, KIMBERLEY

Tel: 053 807 4700, (053) 807 4795

Fax: 053 807 4600

Email: emanong@ncpg.gov.za

North West Provincial Archives and Records Service

The Head

Postal address: Department of Sport, Arts and Culture, Private Bag X90,
MMABATHO, 2735

Street address: 724 Jacaranda Avenue, Aslaagte, Riviera Park, MAFIKENG, 2745

Tel: 018 381 8621

Fax: 018 384 1200

E-mail: sphinias@nwpg.gov.za

Western Cape Provincial Archives and Records Service

The Head

Postal address: Private Bag X9025, CAPE TOWN, 8000

Street address: 72 Roeland Street, CAPE TOWN

Tel.: 021 466 8100

Fax: 021 465 2960

Email: Records@pgwc.gov.za (Records Management)

Archives@pgwc.gov.za (General Correspondence)

(HB#7933)