

## NATAL

### FINANCIAL AND RELATED RECORDS

24-S11

#### Explanation of Symbols

- A30 Transfer documents older than 30 years to Natal Archives Depot or Pietermaritzburg/Durban Archives Depot.
- AP May be retained by the Local Authority for an indefinite period. When office is closed or assets are surrendered, documents must be transferred to the Natal Archives Depot or Pietermaritzburg/Durban Archives Depot.
- DAU Destroy immediately after audit has been finalised.
- DAU3 Destroy 3 years after audit has been finalised.
- DAU7 Destroy 7 years after audit has been finalised.

#### General Administration

#### Disposal

Minutes: Councils and Committees  
Voters' Rolls

A30  
A30

#### Financial Administration

- |     |                                       |      |
|-----|---------------------------------------|------|
| 1.  | Statements of Estimates               | A30  |
| 2.  | Estimates Control Book                | DAU7 |
| 3.  | Financial Statements                  | A30  |
| 4.  | Main Ledger                           | A30  |
| 5.  | Main Cash Book                        | A30  |
| 6.  | Main Journal                          | A30  |
| 7.  | Ancillary Ledger, Cash Book, Journal  | DAU7 |
| 8.  | Suspense Account                      | DAU3 |
| 9.  | Proof Balance Book                    | DAU3 |
| 10. | Receipt Books                         | DAU7 |
| 11. | Receipt Book Registers                | DAU7 |
| 12. | Petty Cash Book                       | DAU3 |
| 13. | Invoice Book                          | DAU7 |
| 14. | Cheque Counterfoils/Cancelled cheques | DAU7 |
| 15. | Bank Deposit Book/Statements          | DAU7 |
| 16. | Bank Statements                       | DAU7 |
| 17. | Bank Reconciliation Statements        | DAU7 |
| 18. | Expenditure Vouchers                  | DAU7 |
| 19. | Remission Registers                   | DAU7 |

20.	Consumers Account Statements	DAU7
21.	Consumers Payment Statements	DAU7
22.	Debtors Register	DAU7
23.	Assets and Investments	
	23.1 Financial Assets/Inventory	AP
	23.2 Stocks/Shares/Securities Registers	AP
	23.3 Deeds	AP
24.	Audit	
	24.1 Reports	DAU7
	24.2 Queries	DAU7
25.	Enquiry Covers: Accounting Matters	DAU3

#### Stores Administration

1.	Stores Registers	DAU7
2.	Stores Issues Vouchers	DAU7
3.	Stores Requisitions	DAU7

#### Rates and Licences

1.	Erf Rates Registers	DAU7
2.	Consumers Registers	DAU7
3.	Valuation Rolls	A30
4.	Auction Lists	DAU7
5.	Dog Tax Register	DAU
6.	Bicycle Licence Register	DAU
7.	Driver's Licence Register	DAU7
8.	Roadworthy Certificate Register	DAU7

#### Service/Works/Control

1.	Application Forms: Electricity/Water	DAU
2.	Surveys: Refuse Sanitation Points	DAU
3.	Surveys: Animals on Commonage	DAU
4.	Disconnection Lists: Electricity/Water	DAU
5.	Reconnection Instructions	DAU
6.	Enquiries Covers: Service/Works	DAU

#### Staff

1.	Attendance Register	DAU
2.	Salary Register	DAU7
3.	Wages Register	DAU7
4.	Salary Records Card	DAU7
5.	Unclaimed Wages Register	DAU7
6.	Deductions Statements	DAU7
7.	Time Sheets	DAU3
8.	Paysheets/Wages Statements	DAU7
9.	Handing Over Statements	DAU7

10. Leave Register
11. Workmen's Compensation Register
12. Factories Act Register

DAU7  
DAU7  
DAU7

Authority Reference  
State Archives Service: 24-S11