

## ORANGE FREE STATE

### FINANCIAL AND RELATED RECORDS

25-S5

#### Explanation of Symbols

A30	Transfer documents older than 30 years to Free State 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 Free State 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	A30
Voters' Rolls	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: 25-S5