

TRANSVAAL

FINANCIAL AND RELATED RECORDS

26-S5

Explanation of Symbols

A30	Transfer to Transvaal Archives Depot, when documents are 30 years old.
AP	May be retained by the Local Authority for an indefinite period. At final disposal, for example when office is closed or asset is surrendered, documents must be transferred to the Transvaal 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
Agendas and Minutes, Council 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. Machine Ledger Cards	A30
6. Main Cash Book	A30
7. Main Journal	A30
8. Ancillary Ledger, Cash Book and Journal	DAU7
9. Suspense Account	DAU3
10. Proof Balance Book	DAU3
11. Coupon Counterfoils	DAU3
12. Receipt Books	DAU7
13. Audit Rolls	DAU7
14. Receipt Book Register	DAU7
15. Receipt Duplicates (posting)	DAU
16. Petty Cash Book	DAU3
17. Invoice Book	DAU7
18. Cheque Counterfoils and Cancelled Cheques	DAU7
19. Bank Deposit Books/Slips	DAU7
20. Bank Statements	DAU7

21.	Bank Reconciliation Statements Registers	DAU7
22.	Expenditure Vouchers and Cashed Cheques	DAU7
23.	Remittance Registers	DAU7
24.	Consumer Account Statements	DAU7
25.	Consumer Adjustment Statements	DAU7
26.	Debtors Register	DAU7
27.	Assets and Investments:	
	27.1 Financial Assets/Inventory	AP
	27.2 Stocks/Shares/Securities Register	AP
	27.3 Deeds	AP
28.	Audit:	
	28.1 Reports	DAU7
	28.2 Enquiries	DAU7
29.	Enquiry Covers: Accounting Matters	DAU3

Stores Administration

1.	Stores Registers	DAU7
2.	Stores Issue and Receipt Vouchers	DAU7
3.	Stores Requisitions	DAU7
4.	Stocktaking Sheets	DAU7

Rates and Licences

1.	Assessment Rate Registers	DAU7
2.	Consumer Registers	DAU7
3.	Valuation Rolls	A30
4.	Auction Rolls	DAU7
5.	Dog Licence Registers	DAU
6.	Bicycle Licence Registers	DAU
7.	Transfer of Business Register	DAU7
8.	Hawker Permits	DAU
9.	Temporary Trading Permits	DAU
10.	Trading Licence Register	DAU7
11.	Motor Vehicle Registration: Authority:	
	11.1 Motor Vehicle Registration Register	DAU7
	11.2 Public Driving Permits	DAU
	11.3 Certificate of Fitness Register	DAU7
	11.4 Motor Dealer Returns	DAU7
	11.5 Registration Certificates	DAU
	11.6 Duplicate Registration Certificates	DAU
	11.7 Motor Vehicle Licences	DAU
	11.8 Duplicate Motor Vehicle Licences	DAU
	11.9 Motor Dealer Licence Register	DAU7
	11.10 Add. Motor Dealer Licence Register	DAU7
	11.11 Vehicle Purchase and Sale Register	DAU7
	11.12 Learner's Licence Register (Certificates of Competence)	DAU7
	11.13 Instructor Certificates	DAU7

11.14 Spot Fine Register	DAU7
11.15 Control Certificates	DAU7
11.16 Motor Transport Register	DAU7
11.17 Clearance Vouchers	DAU

Services, Works and Control

1. Application Forms: Electricity/Water	DAU
2. Surveys: Refuse and Sanitation Points	DAU
3. Surveys: Animals on Commonage	DAU
4. Disconnection Lists: Electricity/Water	DAU
5. Connection Instructions	DAU
6. Enquiry Covers: Services/Works	DAU

Staff

1. Attendance Register	DAU
2. Salary Register	DAU7
3. Wage Register/Cards	DAU7
4. Salary Record Cards	DAU7
5. Unclaimed Wages Register	DAU7
6. Deductions Statements	DAU7
7. Time Sheets	DAU3
8. Paysheets/Wage Statements	DAU7
9. Acknowledgement of Receipt Lists	DAU7
10. Leave Register	DAU7
11. Workmen's Compensation Act Register	DAU7
12. Factories Act Register	DAU7