

## **CIRCULAR NO. 1 OF 1985**

TO ALL GOVERNMENT OFFICES AND PROVINCIAL ADMINISTRATIONS

### **DISPOSAL OF DUPLICATE PERSONAL FILES**

1. Disposal authority is granted hereby for the destruction of duplicate SP files acquired from the Commission for Administration.<sup>1</sup>
2. The files may be destroyed immediately or at the expiry of such a period as circumstances in your department/administration may require. If desired, items may be transferred from these files to your own files.
3. The number of this Circular Minute should please be quoted in the prescribed destruction certificate<sup>2</sup> when SP files are destroyed in pursuance of this authority.

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1. From 1994 onwards known as the Department of Public Service and Administration.
  2. See the *Records Management Policy Manual* par. 4.2.3.1.