

## **CIRCULAR NO. 1 OF 1987**

TO ALL STATE DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS EXCLUDING THE S.A. TRANSPORT SERVICES, DEPARTMENT OF POSTS AND TELECOMMUNICATIONS, S.A. DEFENCE FORCE AND S.A. POLICE

### **DISPOSAL OF PERSONAL FILES AND STAFF RECORD CARDS**

1987-05-14

1. Following consultation with the Commission for Administration<sup>1</sup> it has been decided that the following disposal instructions will apply in future:

(a) Personal Files : Head Office files are to be kept for at least 12 months after the last correspondence following the conclusion of service and may be destroyed thereafter on condition that staff record cards are fully kept up to date.

Duplicate Personal files taken over from the Commission for Administration may be destroyed immediately or after such period as fulfils the requirements of the Department/Administration.

Sub-Office files may be destroyed earlier but not later than 12 months after conclusion of service.

(b) Staff Record Cards : May be destroyed 10 years after the date of conclusion of service.

(c) Accident Files of Provincial Employees : These files are to be retained indefinitely.

2. As soon as a destruction has been carried out pursuant to this circular, Departments/Administrations must without delay forward to this office a Certificate of Destruction as prescribed in par. 2.7<sup>2</sup> and set out in Appendix 7 of the Archives Instructions.

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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.

3. Should it be desired to deviate from the periods laid down in this circular, the matter should be taken up with this office which will decide on it in consultation with the Commission for Administration.
4. Circular 1 of 1964 is hereby withdrawn and this circular replace No. 1 of 1987 date 1987-04-01.