

CIRCULAR NO. 1 OF 1992

TO ALL LOCAL AUTHORITIES

DISPOSAL OF ARCHIVES OTHER THAN CORRESPONDENCE FILES

1992-12-01

1. You are hereby informed that the Director's Circular Number 1 of 1965 (Disposal of Archives) has been withdrawn. Under no circumstances should records continue to be destroyed in terms of that Circular.
2. Instructions concerning the disposal of certain categories of financial and related archives are contained in the following general disposal authorities:

Cape - 23-S7 and 23-S17 (published in Provincial Notice 398/1992, 21 August 1992)

Natal - 24-S11

Orange Free State - 25-S5

Transvaal - 26-S5

These authorities were updated and revised recently.

Queries concerning 24-S11, 25-S5 and 26-S5 by local authorities in Natal, the Orange Free State and the Transvaal should be directed to the relevant provincial administration.

3. Queries concerning the disposal of archives not covered by the above-mentioned disposal authorities should be directed to the following Regional Chief of the State Archives Service¹:

4. The contents of this Circular should be brought to the attention of your authority's Official in Charge of Archives² and all divisional heads.

¹ The regional structure of the National Archives was superseded by a national and provincial structure from 1998 onwards. For contact particulars see the contacts page of this Website.

² With the inception of the National Archives and Records Service of South Africa Act, 1996 as amended, the terminology changed to *Records Manager*