

## **CIRCULAR NO. 2 OF 1985**

TO ALL GOVERNMENT DEPARTMENTS, PROVINCIAL ADMINISTRATIONS, PROCUREMENT BOARD AND DEVELOPMENT BOARD (FORMER DEPARTMENT OF CO-OPERATION AND DEVELOPMENT), S.A. TRANSPORT SERVICES AND LOCAL AUTHORITIES

### **DISPOSAL OF TENDERS AND CONTRACTS (Disposal Authority AK 3 (Government Offices and S.A. Transport Services) PAK 3 (Local Authorities)<sup>1</sup>**

1985-12-02

1. Standing authority is hereby granted for the destruction of the following archives:
  - (a) All unsuccessful tenders.
  - (b) Contracts
    - (i) for the procurement of supplies and services, and
    - (ii) for Minor Works in respect of the erection and restoration of buildings, etc.
2. The following archives are to be preserved for eventual disposal or transfer to the appropriate Archives Depot<sup>2</sup>:

Contracts for Major Works in respect of all constructions, installations or the restoration of buildings.
3. Departments/Administrations/Local Authorities should establish themselves how long they will have to retain the archives mentioned in paragraph 1 above for administrative purposes before destruction. Destruction may be carried out without any further approval by this office.
4. The appropriate disposal authority number, AK 3 or PAK 3, should be quoted in all relevant correspondence, as well as in the prescribed destruction certificates<sup>3</sup> to be submitted to this office whenever archives are destroyed in terms of this authority.

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<sup>1</sup> PAK 3 was withdrawn by Circular No. 1 of 1993. AK 3 for Government offices remains valid.

<sup>2</sup> See contact details on the contacts page of this website

<sup>3</sup> See the *Records Management Policy Manual* par. 4.2.3.1.

5. Whenever specific Major Works Contracts no longer serve any function, a complete list of them should be submitted to this office, which will make further arrangements for their disposal or transfer.