



DIRECTIVE D1

**APPLICATION FOR DISPOSAL AUTHORITY
FOR TERMINATED
CORRESPONDENCE FILES**

**National Archives and Records Service of South Africa
April 2003**

APPLICATION FOR DISPOSAL AUTHORITY FOR TERMINATED CORRESPONDENCE FILES

1. This procedure applies to files in a terminated filing system that is no longer used for correspondence. It should not be confused with closed volumes of files in a current system.
2. An application for disposal authority should be submitted to the National Archivist, accompanied by a list in which the particulars of the files are outlined as indicated in Appendix A. If available a copy of the *file plan* is sufficient.
3. Applications for disposal authority can be submitted in paper-based format or in electronic format. The preferred electronic format is MS Word or MS Excel. For the completion of this list, the following requirements apply:
 - (a) The files should appear in alphabetical or numerical sequence and each volume should be listed individually.
 - (b) Case files should not be listed individually. The number of files should be indicated as well as the subject under which the case files were opened. The basis of opening e.g. persons, places, etc. should also be stated. The periods that the series covers should also be indicated. (Refer to Appendix A).
 - (c) All files belonging to the *filing system* should be listed, including those that are still being referred to.
 - (e) The list must not be compiled from index cards or any other finding aids for the files. It must be compiled from the files themselves so as to ensure an accurate reflection of the files in question.
4. It is the function of the National Archivist to decide whether an item has archival value or not. Once a disposal authority has been issued for the terminated correspondence files the office will be informed thereof.

Once disposal authority has been issued for the terminated records the office will be informed and arrangements will be made for the transfer of A20 records to the appropriate archives repository/records centre.

The rest of the items may be disposed of when the retention periods have lapsed. When determining the retention periods, the office's financial accountability and functional needs, as well as any legislative requirements which these records must satisfy, must be taken into account.

Appendix A

List of terminated correspondence files

1. Body in which the system/files were used:
2. Period covered by the system/files: (year) to (year)
3. Total linear meters shelving space occupied by the files:
4. Official to be contacted in connection with proposed disposal instructions:
 Name:
 Tel:
 Cell:
 Fax No.:
 E-mail:

FILE NUMBER	DESCRIPTION	PERIOD	DISPOSAL
A1/1 Vol. 1	Staff: establish- ment	1950-1961	
A1/1 Vol. 2	Staff: establish- ment	1961-1973	
A1/2	Staff: transfer	1949-1952	
A1/2/1 to A1/2/510 (510 FILES)	Series of case files: Individual transfers (a file per official.)	1949-1952	
A1/2/A1 to A1/2/Z3 (513 FILES)	Series of case files: Individual transfers (a file per place.)	1949-1952	
A1/3	Staff: routine enquiries. etc.	1949-1952	