



DIRECTIVE D10

**GENERAL DISPOSAL AUTHORITY NUMBER AT2
FOR THE DESTRUCTION OF
TRANSITORY RECORDS
OF ALL GOVERNMENTAL BODIES**

National Archives and Records Service of South Africa

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1. AUTHORITY

This document grants authority to governmental bodies in terms of Section 13(2)(a) of the National Archives and Records Service of South Africa Act (Act No. 43 of 1996, as amended) to destroy transitory records.

2. RETENTION PERIODS

Each governmental body should determine appropriate retention periods for records that do not have enduring value in terms of disposal authorities issued by the National Archivist.

In determining retention periods, the governmental body's own requirements for access to information for efficient functioning should be taken into account, as well as its obligations to the public for accountability, e.g. in terms of the Promotion of Access to Information Act, 2000.

3. DEFINITION

Transitory records are those records created by officials but not required by the governmental bodies for which they work to control, support or document the delivery of services, or to carry out operations, to make decisions, or to give account of the activities of government. Such records are needed by officials for only a limited time to facilitate the completion of routine actions or to prepare a subsequent record required by a governmental body for the above-mentioned reasons.

4. GUIDELINES FOR THE IDENTIFICATION OF TRANSITORY RECORDS

4.1 Conventional paper-based records

Transitory records may include:

- (a) information in a form used only for casual communication;
- (b) cryptic notes made during telephone conversations/meetings/discussions and on which formal reports/minutes created thereafter are based or which are reproduced formally in such documents;
- (c) officials' diaries;
- (d) manuscripts of letters, or other documents prepared for word processing;

- (e) annotated drafts where the additional information is found in subsequent versions, except where retention is necessary as evidence of approval or the evolution of the document;
- (f) copies of documents kept only for reference or convenience purposes, e.g. copies of letters the originals of which have been filed.
- (g) Copies of classified records received:
 - . where the office from which the record emanates states that it has disposal authority from the National Archivist for this category of record; and
 - . where the receiving office has not annotated the record in any way (i.e. it is purely a duplicate), and instructions based on the incoming document are kept separately.
- (h) original faxes made on heat sensitive (thermal) paper after photocopies were made for record purposes.

4.2 Electronic records

Transitory records in electronic form may exist in a variety of forms and formats regardless of data processing environments, from large centrally managed mainframes to stand-alone personal computers. The examples described below are applicable regardless of the environment.

This authority should be applied to electronic records within the context of the standard operating practices that institutions apply for the effective and efficient administration of their automated information systems.

Electronic records that are transitory include:

4.2.1 Electronic input/source records

- (a) Electronic input/source records entered into a system during an update process that are not required for audit or legal purposes. Such input/source records may be deleted once the data have been verified and entered into the master file or database, or when no longer needed to support reconstruction of or serve as back-up to a master file or database.
- (b) Electronic input/source records copied from a master file for transmission to another location. If the master file is retained, the version at the transmitted location may be deleted when the action is completed.

4.2.2 Intermediate input/output records

Electronic records containing data that are manipulated, sorted and/or moved from one execution of a programme to another in the process of creating or updating a master file or database. Such records may be deleted in accordance with system design specifications.

4.2.3 Valid transaction files

Electronic records consisting of data that are used in the course of batch processing to create an updated master file. Such records may be deleted in accordance with system design specifications. N.B. This does not include Master files from one system that are used as transaction files in a second system.

4.2.4 System audit records

Electronic records generated during the creation or use of a master file or database that contain information on the operation of the system, except where they are required to support the integrity of the master file or database. Such records may be deleted in accordance with system design specifications.

4.2.5 Test records

Electric records consisting of routine data used only for the purpose of testing system performance. Such records may be deleted in accordance with system design specifications.

4.2.6 Print files

Electronic files copied from a master file or database where the only purpose is to produce hardcopy publications and/or printouts of tabulations, ledgers, registers and reports. Such records may be deleted in accordance with system design specifications.

4.2.7 Electronic documents

- Documents that were not communicated beyond the official who created them, e.g. electronic diaries; notes upon which reports or minutes were based; word processing documents created solely to produce a hardcopy version and where a duplicate is maintained in hard-copy files.
- Working copies or drafts of documents which gave rise to a final version in which all comments on the working copy have been incorporated, except where retention is necessary as evidence of approval or the evolution of the document.

- Information in a form intended only for non-official communication, e.g. non-official e-mail messages.
- Copies of electronic documents, kept only for reference purposes or convenience, where the documents are retained elsewhere for functional purposes.

4.3 Photographic records

Photographic records that are transitory may include:

- process photography, containing negatives created solely as an intermediate stage in printing operations, and where such negatives are used to create lithographic or photo off-set plates; and
- outs, containing photographs which do not become part of a collection, and are discarded immediately after creation because of poor quality duplication or repetitiveness. "Outs" do not include photographic records which are included with a group of records or other photographs for even a short period of time which are then believed to have lost their usefulness and are identified for "weeding" from the group.

4.4 Moving image records

Moving image records that are transitory may include: Video recording material generated to prepare a video presentation or production that is not required to reconstitute the completed production, and which is not defined as original footage or printing elements for final production.