



DIRECTIVE D4

**APPLICATION FOR DISPOSAL AUTHORITY FOR
TERMINATED RECORDS OTHER THAN
CORRESPONDENCE FILES**

National Archives and Records Service of South Africa

April 2003

APPLICATION FOR DISPOSAL AUTHORITY FOR TERMINATED RECORDS OTHER THAN CORRESPONDENCE FILES

1. Records other than correspondence files are records which for practical considerations are not filed on the correspondence files of the *filing system*, in other words records such as registers, index cards, minutes, photographs, plans, etc.
2. A clear distinction should be drawn between terminated records other than correspondence files and current records other than correspondence files. Terminated records other than correspondence files are the documentary residue of:
 - (a) activities once performed but now discontinued; or
 - (b) a previous system of other records that has been superseded; or
 - (c) Other records that were taken over from another body and discontinued; or
 - (d) documents which were created for a specific temporary purpose but which are currently no longer in use.

Paragraph (a) may be illustrated by the case of a body executing the activity of fuel rationing for the period 1940 to 1947. Various registers, etc. were created during that 7-year period but were terminated once the activity was discontinued. In the case of (b) for instance, an accounting system may have been in use for the period between 1950 and 1964 but was superseded in 1965 by a totally new system comprising different types of registers, journals, etc.

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.
4. The following requirements apply for the completion of this schedule:
 - (a) A schedule in duplicate should be submitted when applying for disposal authority.
 - (b) Items should be categorised (where possible) and listed in columns.
 - (c) The arrangement and items set out in Appendix A serve only as a guide to bodies in the compilation of the schedule.
5. It is the function of the National Archivist to decide whether an item has archival value and should be classified archival or not.

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

The office concerned must determine the retention period for items that can be disposed of by the office. The functional requirements of the office as well as any other legal responsibilities the office may have, must be taken into account when a retention period is determined. When records have been destroyed in terms of this authority a certificate of destruction should be submitted to the National Archivist.

Appendix A

List of terminated records other than correspondence files

1. Body in which the records were used:
2. Period.....(year) to (year).....
3. Total linear meters of shelving space occupied by the records
4. Official who may be contacted regarding proposed disposal instructions.....

Name:

Telephone:

Fax No.:

Cell No.:

E-mail:

CATEGORY	DESCRIPTION	PERIOD	DISPOSAL INSTRUCTION
REPORTS AND MINUTES	1. Six monthly reports of the Fuel Committee	1940-1947	
	2. Minutes of Health Committee	1940-1947	
	3. Minutes of City Planning Committee	1940-1947	
FINANCIAL ITEMS	4. Main Ledgers	1940-1964	
	5. Subsidiary Ledgers	1950-1964	
	6. Personnel Ledgers	1950-1964	
	7. Returns Cash Book	1950-1964	
REGISTERS	8. Attendance Register	1950-1955	
	9. Stores Register	1953-1978	
FORMS ¹	10. (Description of Form)	1951-1955	
	11. (Description of Form)	1952-1953	

¹

These are completed forms only. Blank forms are stationery and are not indicated on the schedule.