

NATIONAL ARCHIVES OF SOUTH AFRICA

DIRECTIVE R4

PROTOTYPE CLASSIFICATION OF  
MAIN SERIES FOR SUPPORT FUNCTIONS  
IN ALL GOVERNMENT BODIES  
(EXCEPT LOCAL AUTHORITIES)

JULY 1998

## LIST OF MAIN SERIES

1. LEGISLATION
2. ORGANISATION AND CONTROL
3. FINANCE
4. ACCOMMODATION
5. STORES AND SERVICES
6. TRANSPORT AND JOURNEYS
7. PUBLICATIONS AND PUBLICITY
8. COMPOSITION AND MEETINGS OF BODIES  
AND OTHER GATHERINGS
9. REPORTS, RETURNS AND INFORMATION

## 1. LEGISLATION

NUMBER	DESCRIPTION	DISPOSAL
1/P	Policy	
1/R	Routine enquiries	
1/1	Tabling	
1/2	Promulgation of acts, regulations and ordinances	
1/3	<u>Own acts</u>	
1/3/1	<u>Act on Government Affairs</u>	
1/3/1/R	Routine enquiries	
1/3/1/1	Drafting and alterations	
1/3/1/2	Interpretation and legal opinions	
1/3/2	(Name of next act, with the same subdivision as above)	
1/4	<u>Own regulations</u>	
1/4/1	<u>Regulations in consequence of the Act on Government Affairs</u>	
1/4/1/R	Routine enquiries	
1/4/1/1	Drafting and alterations	
1/4/1/2	Interpretation and legal opinions	
1/4/2	(Name of next regulation, with the same subdivision as above.)	
1/5	<u>Other acts</u>	
1/5/1	Not specified (i.e. acts that do not appear below.)	
1/5/2	<u>Exchequer and Audit Act</u>	
1/5/2/R	Routine enquiries	
1/5/2/1	Alterations	
1/5/2/2	Interpretation and legal opinions	
1/5/3	(Name of next act, with the same subdivision as above.)	
1/6	<u>Other regulations</u>	
1/6/1	Not specified (i.e. regulations that do not appear below.)	
1/6/2	<u>Financial regulations</u>	
1/6/2/R	Routine enquiries	
1/6/2/1	Alterations	
1/6/2/2	Interpretation and legal opinions	

NUMBER	DESCRIPTION	DISPOSAL
1/6/3	<u>Tender Board regulations</u>	
1/6/3/R	Routine enquiries	
1/6/3/1	Alterations	
1/6/3/2	Interpretation and legal opinions	

## 2. ORGANISATION AND CONTROL

(For financial control, see main series 3.)

NUMBER	DESCRIPTION	DISPOSAL
2/P	Policy	
2/1	<u>Functions</u>	
2/1/1	Acquired	
2/1/2	Surrendered	
2/2	<u>Delegation of authority</u>	
2/2/1	<u>By Minister</u>	
2/2/1/1	Delegations of a permanent nature	
2/2/1/2	Arrangements for temporary absence	
2/2/2	<u>By Director-general</u>	
2/2/2/1	Delegations of a permanent nature	
2/2/2/2	Arrangements for temporary absence	
2/3	Survey to ascertain extension demands	
2/4	<u>Establishment of new sections and offices</u>	
2/4/P	Policy	
2/4/1	Sections	
2/4/2	Regional offices	
2/5	Work planning and allotment of duties (For workstudy programming, see 2/7/1 below.)	
2/6	<u>Office procedure and instructions</u>	
2/6/1	Codified instructions	
2/6/2	Office instructions	
2/7	<u>Efficiency research</u>	
2/7/P	Policy	
2/7/1	Programming	
2/7/2	Technique	
2/7/3	Progress reports	
2/7/4	<u>Research reports and implementation</u> (Open a file for each report and number consecutively.)	

NUMBER	DESCRIPTION	DISPOSAL
2/8	<u>Records management</u>	
2/8/P	Policy	
2/8/1	<u>Disposal of records</u>	
2/8/1/1	Application for disposal authority	
2/8/1/2	Transfer to archives repository/ records centre	
2/8/1/3	Transfer to other departments	
2/8/1/4	Destruction of records	
2/8/1/5	Re-direction of correspondence (i.e. matter erroneously directed)	
2/8/1/6	Disposal of waste paper	
2/8/2	<u>Filing system</u>	
2/8/2/R	Routine enquiries	
2/8/2/1	Compilation and alteration	
2/8/2/2	Unclassified correspondence (1. This file is provided only if more than one office uses the same filing system. 2. No correspondence may be filed permanently on this file. See par. 16 of the instructions.)	
2/8/3	Inspections	
2/9	<u>Departmental inspections</u> (For financial inspections see 3/2/3.)	
2/9/1	Arrangements	
2/9/2	Reports	
2/10	<u>Security measures</u> (For financial measures see 3/2/4.)	
2/10/P	Policy	
2/10/1	Emergency planning	
2/11	Mechanisation	

### 3. FINANCE

NUMBER	DESCRIPTION	DISPOSAL
3/P	Policy	
3/1	<u>Estimates</u>	
3/1/1	Contribution to Minister's speech	
3/1/2	<u>Compilation of</u>	
3/1/2/1	General estimates	
3/1/2/2	<u>Capital estimates</u>	
3/1/2/2/1	Major works	
3/1/2/2/2	Minor works	
3/1/2/3	Additional estimates	
3/1/3	Excess and virement approvals	
3/2	<u>Accounting responsibility</u>	
3/2/1	Audit commission (Information and comments.)	
3/2/2	<u>Audit inspections</u>	
3/2/2/1	Formal enquiries	
3/2/2/2	Informal enquiries	
3/2/2/3	Reports	
3/2/3	Departmental inspections (Only financial, for administrative inspections see 2/9.)	
3/2/4	Safe-guarding of government moneys (Including safe keys and transfer certificates.)	
3/2/5	Burglaries and thefts	
3/3	<u>Expenditure</u>	
3/3/P	Policy	
3/3/1	<u>Salary and wages</u>	
3/3/1/R	Routine enquiries	
3/3/1/1	Payment (including overtime)	
3/3/1/2	<u>Deductions</u>	
3/3/1/2/1	Income tax	
3/3/1/2/2	Insurance	
3/3/1/2/3	Housing loans	
3/3/1/2/4	Medical fund	
3/3/2	<u>Bonuses and allowances</u>	
3/3/2/1	Service bonus	
3/3/2/2	Housing allowance	
3/3/2/3	Subsistence and transport allowance	
3/3/3	<u>Subsidies</u>	
3/3/3/P	Policy	
3/3/3/1	Payments	
3/3/4	<u>Ex-Gratia payments</u>	
3/3/4/P	Policy	
3/3/4/1	Payments	

NUMBER	DESCRIPTION	DISPOSAL
3/3/5	<u>Claims by other departments</u>	
3/3/5/1	Home Affairs	
3/3/5/2	Post and Telecommunications	
3/3/5/3	Foreign Affairs	
3/3/6	<u>Petty cash</u>	
3/3/6/1	Request for funds	
3/3/6/2	Returns	
3/3/7	<u>Payment of accounts</u>	
3/3/7/1	Stores purchased	
3/3/8	Writing-off of fruitless expenditure	
3/4	<u>Revenue</u>	
3/4/P	Policy	
3/4/1	Determination of tariffs	
3/4/2	Collection of	
3/4/3	Allocation	
3/4/4	Writing-off of irrecoverable revenue	
3/4/5	Donations	
3/4/6	Conscience money	
3/4/7	Investment of	
3/5	<u>Authorities</u>	
3/5/1	Treasury	
3/5/2	By chief accountant	
3/6	Banking arrangements	
3/6/1	Authorities to sign	
3/6/2	Stop payment of warranty-voucher payments	



#### 4. ACCOMMODATION

(For capital estimates see 3/1/2/2.)

NUMBER	DESCRIPTION	DISPOSAL
4/P	Policy	
4/R	Routine enquiries	
4/1	Cleaning services	
4/2	Embellishment of sites	
4/3	<u>Acquisition of sites and erection of buildings</u>	
4/3/1	Head office	
4/3/2	<u>Regional offices</u> (Open a file for each office according to annexure A.)	
4/4	<u>Alterations and repair of buildings</u>	
4/4/1	<u>Offices</u>	
4/4/1/1	Head office	
4/4/1/2	Regional offices	
4/4/2	Official residences	
4/5	<u>Application and allocation</u>	
4/5/1	<u>Office accommodation</u>	
4/5/1/1	Head office	
4/5/1/2	<u>Regional offices</u> (Open a file for each office according to annexure A.)	
4/5/1/3	Parliamentary office	
4/5/2	Official residences	
4/5/3	Garages	
4/5/4	Rooms for meetings	

## 5. STORES AND SERVICES

(For transport see main series 6.)

NUMBER	DESCRIPTION	DISPOSAL
5/1	<u>Stores</u>	
5/1/P	Policy	
5/1/1	Specifications	
5/1/2	Tender Board exemptions	
5/1/3	<u>Stocktaking</u> (For library books see 5/2/2/1.)	
5/1/3/1	Head office	
5/1/3/2	<u>Regional offices</u> Open a file for each office according to annexure A.)	
5/1/4	Disposal of surplus and worthless stock (For library books see 5/2/2/2.)	
5/1/5	Return of empty containers	
5/1/6	<u>Acquisition of</u>	
5/1/6/1	Unspecified items	
5/1/6/2	Office furniture	
5/1/6/3	Typing and photostat machines	
5/1/6/4	Accounting and adding machines	
5/1/6/5	Stationery	
5/1/6/6	Strongroom shelves	
5/1/6/7	Fans	
5/1/6/8	Heaters	
5/1/6/9	Bicycles/motorcycles	
5/1/6/10	Ladders	
5/2	<u>Services</u>	
5/2/P	Policy	
5/2/1	<u>Communication</u>	
5/2/1/1	Post bags and post boxes	
5/2/1/2	Stamps	
5/2/1/3	Telephone	
5/2/1/4	E-mail	
5/2/1/5	Telefax	

NUMBER	DESCRIPTION	DISPOSAL
5/2/2	<u>Library</u>	
5/2/2/1	Stocktaking (Only reading matter.)	
5/2/2/2	Disposal of surplus and worthless reading matter	
5/2/2/3	<u>Acquisition of reading matter</u>	
5/2/2/3/1	Purchases	
5/2/2/3/2	Donations	
5/2/2/3/3	Subscriptions	
5/2/2/4	Classification and indexing	
5/2/2/5	Repair and binding	
5/2/3	<u>Printing of forms</u> (Open a file for each form by adding the number of the form at the end of the reference number and file in alpha-numerical order, e.g. 5/2/3-A1, 5/2/3-B1 etc.)	
5/2/4	Translation services	

## 6. TRANSPORT AND JOURNEYS

NUMBER	DESCRIPTION	DISPOSAL
6/1	<u>Transport</u>	
6/1/P	Policy	
6/1/1	<u>Government motor transport</u>	
6/1/1/1	Applications for	
6/1/1/2	Private use	
6/1/1/3	Accidents	
6/1/1/4	Repairs	
6/1/2	Subsidised transport	
6/1/3	Use of private vehicles for official purposes	
6/1/4	Train, sea and air transport (Only goods - for persons see 6/2/2 below.)	
6/1/5	Returns	
6/2	<u>Journeys</u> (Reports on journeys should be filed on the relative subject file.)	
6/2/P	Policy	
6/2/1	Approval of journeys and itineraries	
6/2/2	Reservations and accommodation arrangements	

## 7. PUBLICATIONS AND PUBLICITY

NUMBER	DESCRIPTION	DISPOSAL
7/1	<u>Publications</u> (1. For the acquisition of publications for library purposes, see sub-series 5/2/2/3. 2. For the publication of acts see 1/3.)	
7/1/P	Policy	
7/1/R	Routine enquiries	
7/1/1	<u>Own publications</u>	
7/1/1/1	Drafting of (If necessary, open a file for each publication and number consecutively.)	
7/1/1/2	Printing of (For printing of annual report see 9/1/1/4.)	
7/1/1/3	Sale and distribution	
7/1/1/3/1	Free distribution list	
7/1/1/4	Reviews	
7/1/2	<u>Publications of other bodies</u>	
7/1/2/1	Contributions	
7/1/2/2	Reviews	
7/2	<u>Publicity</u>	
7/2/P	Policy	
7/2/R	Routine enquiries	
7/2/1	Participation in shows and exhibitions	
7/2/2	<u>Radio talks</u>	
7/2/2/1	Arrangements	
7/2/2/2	Copies of scripts	
7/2/3	Press	
7/2/4	Film and slide shows	

8. COMPOSITION AND MEETINGS OF BODIES  
AND OTHER GATHERINGS

- (1. Only correspondence which pertains to the composition, meetings and functioning of these bodies should be placed on the files in this main series.
2. Correspondence about other subjects concerning these bodies relevant to other main series, should be placed on the appropriate files of the relevant main series. If appropriate files do not exist, they should be provided.)

NUMBER	DESCRIPTION	DISPOSAL
8/1	<u>Concerning support functions</u> (Support functions are those tasks which are performed to enable the office to carry out its line functions.)	
8/1/1	<u>Councils</u>	
8/1/1/P	Policy	
8/1/1/R	Routine enquiries	
8/1/1/1	<u>Council for ....</u>	
8/1/1/1/1	Appointment of members	
8/1/1/1/2	Arrangement of meetings and distribution of agendas	
8/1/1/1/3	Agendas, minutes and reports	
8/1/1/1/3/1	Distribution of minutes and reports	
8/1/1/2	<u>Name of the next council</u> (The same subdivision as for the previous council.)	
8/1/2	<u>Conferences</u>	
8/1/2/P	Policy	
8/1/2/1	Arrangements (Including compilation and distribution of agendas.)	
8/1/2/2	Distribution of minutes	
8/1/2/3	<u>Agendas and minutes</u> (Open a file for each conference and number consecutively, e.g. 8/1/2/3/1, Conference of Heads of Departments.)	

NUMBER	DESCRIPTION	DISPOSAL
8/1/3	<u>Congresses</u>	
8/1/3/P	Policy	
8/1/3/1	Arrangements and distribution of agendas	
8/1/3/2	Distribution of minutes and reports	
8/1/3/3	<u>Agendas and minutes</u> (Open a file for each congress and number consecutively, e.g. 8/1/3/3/1, Congress on Man-power Utilization in S.A.)	
8/1/4	<u>Meetings</u>	
8/1/4/P	Policy	
8/1/4/1	Arrangements	
8/1/4/2	<u>Agendas and minutes</u> (Open a separate file for each meeting and number consecutively, e.g. 8/1/4/2/1, Meeting of Heads of Divisions.)	
8/2	<u>Concerning line functions</u> (Line functions are those unique tasks which differentiate an office from other offices, because they embody those special concerns with which the office has been charged.)	
8/2/1	<u>Councils</u>	
8/2/1/P	Policy	
8/2/1/R	Routine enquiries	
8/2/1/1	<u>Council for ....</u>	
8/2/1/1/1	Appointment of members	
8/2/1/1/2	Arrangement of meetings and distribution of agendas	
8/2/1/1/3	Agendas, minutes and reports	
8/2/1/1/3/1	Distribution of minutes and reports	
8/2/1/2	<u>Name of next council</u> (The same subdivision as for the previous council.)	

NUMBER	DESCRIPTION	DISPOSAL
8/2/2	<u>Conferences</u>	
8/2/2/P	Policy	
8/2/2/1	Arrangements (Including compilation and distribution of agendas.)	
8/2/2/2	Distribution of minutes	
8/2/2/3	<u>Agendas and minutes</u> (Open a file for each conference and number consecutively, e.g. 8/2/2/3/1 Conference on Road Safety.)	
8/2/3	<u>Congresses</u>	
8/2/3/P	Policy	
8/2/3/1	Arrangements and distribution of agendas	
8/2/3/2	Distribution of minutes and reports	
8/2/3/3	<u>Agendas and minutes</u> (Open a file for each congress and number consecutively, e.g. 8/2/3/3/1 Congress on Public Transport.)	
8/2/4	<u>Meetings</u>	
8/2/4/P	Policy	
8/2/4/1	Arrangements	
8/2/4/2	<u>Agendas and minutes</u> (Open a separate file for each meeting and number consecutively, e.g. 8/2/4/2/1 Meeting of line function managers.)	



## 9. REPORTS, RETURNS AND INFORMATION

NUMBER	DESCRIPTION	DISPOSAL
9/1	<u>Reports and returns</u> (1. This subseries should only be used for annual, quarterly, monthly and other reports and returns which cannot be placed under any other main series. See also par. 7 of the general instructions. 2. Other reports and returns pertaining to subjects for which separate main series have been provided should be dealt with under the relevant main series.)	
9/1/P	Policy	
9/1/1	<u>Annual report</u>	
9/1/1/1	Joint report	
9/1/1/2	<u>Contribution by head office sections</u>	
9/1/1/2/1	Staff	
9/1/1/2/2	Accounts	
9/1/1/2/3	Work study	
9/1/1/3	<u>Contributions by regional offices</u> (Open a file for each office according to annexure A.)	
9/1/1/4	Printing of	
9/1/1/5	Distribution	
9/1/2	Incidental reports and returns	
9/2	<u>Information</u> (Only information on subjects which have no other main series, should be dealt with here.)	
9/2/P	Policy	
9/2/1	Questions in Parliament	
9/2/2	Contributions to State President's Opening Speech	

ANNEXURE A.

REGIONAL OFFICES

1. JOHANNESBURG
2. CAPE TOWN
3. BLOEMFONTEIN
4. PIETERMARITZBURG
5. BISHO
6. KIMBERLEY
7. PIETERSBURG
8. MMBABATHO
9. NELSPRUIT

(DIRR4)