

**RECORDS FILE PLAN
2025-2026**



APPROVED BY:

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DATE: 19/06/25

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MUNICIPALITY OF MBHASHE

FILING SYSTEM

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A. GENERAL INSTRUCTIONS

1. NAME OF OFFICE

This file plan is for the use of **Mbhashe Local Municipality** and it may not be applied to any other office without the prior permission of the Eastern Cape Provincial Archivist.

2. REPORTING

All amendments and additions (the omission of insertion of an underlining is an amendment as well) should be submitted regularly to the Eastern Cape Provincial Archivist for notification and formal approval. In case where the amendments/additions are circulated by means of circulars, it will be sufficient if a copy therefore is forwarded to the Provincial Archivist. For easy reference and effective control the notification should be numbered each year starting at number one, e.g. 1/2000..., 2/2001..., etc. It is advisable that in cases where major amendments and/or additions are required, the prior approval for the amendment be obtained from the Eastern Cape Provincial Archivist before any new files are opened. (For unclassified correspondence see par. 16 of these instructions.)

3. CONTROL OF THE FILE PLAN

Control of the file plan is assigned to the Records Manager of the Municipality. No amendments and/or additions to the file plan may be made without the approval of the Provincial Archivist. The duties of the Records Manager inter-alia the following:

- a) He/she must scrutinize the office daily file regularly to ensure that all correspondence is dealt with on the correct files.
- b) He/she must ensure that paragraphs 4 and 4 of the instructions are strictly adhered to by scrutinizing the relevant files regularly to ensure that they are used correctly.

- c) He/she must keep the master copy up to date. (See also par 16.)
- d) The efficiency of the file plan should be examined regularly to ensure that the necessary amendments are provided. When new functions are acquired, new files should be created and where necessary, existing files should be broken up or combined as the case may be. Parent files (i.e. headings which are subdivided but also used as files) should be examined regularly to prevent them from becoming general files and where necessary further sub-files should be created. NB – Such changes must be reported in terms of par.2 of these instructions.
- e) Particular attention should be paid to cases where correspondence is started on one file and where the emphasis then shift to another aspect in order to ensure that the matter is dealt with on the appropriate file.
- f) For duties i.e. the description on file covers and unclassified correspondence, see paragraphs 16 and 16 below.

(These duties should be included on the official's job description/performance agreement.)

4. ACCURATE FILING OF CORRESPONDENCE

All officials' conducting correspondence should be supplied with a copy of the file plan. Officials must ensure that they are conversant with the series with which they work and should ensure that all correspondence is dealt with on the correct file. Incorrect filing should be rectified immediately to ensure that permanently valuable documents are not destroyed and to prevent the retention of ephemeral documents.

5. POLICY FILES

Provision has been made for policy files. These files are identified by the symbol "P" as the last component of the reference number, e.g. 1/P, 1/1/P, etc. All matters concerning policy, rulings, instructions, procedures and directives, should be dealt with on these files to ensure easier reference. It must be noted that the term "instruction", as used above, indicates instructions regarding the work of a section and not instructions to officials. If a case arises before disposal authority has been issued on the file plan where a policy matter is decided on a subject file, the Records Manager should decide only, should be placed on the relevant policy file. Once disposal authority has been issued, a copy of a policy decision is taken on a D file; copies of all relevant documents should be placed on the relevant file. Where a bulky document, e.g. a report, contains a policy decision or ruling, only an extract of the relevant section of the report should be placed on the policy file. Correspondence dealt with on policy files should be limited to that relating to the formulation and/ or revision of policy.

THE FOLLOWING CORRESPONDENCE SHOULD NOT BE PLACED ON POLICY FILES-

- (i) Enquiries regarding policy that do not result in the formulation of new policy or new amended interpretation of existing policy.
- (ii) Dealing with individual cases which do not result in the formulation of new policy or amendment to existing policy.
- (iii) Cases concerning a main or sub-series as a whole, but which is not policy matters, as well as individual aspects of the particular subject for which no file exists. In such cases suitable files should be opened.

6. ROUTINE ENQUIRIES

At appropriate places in the file plan files for routine enquiries have been provided. These files are identified by the symbol "R" as the last component of the reference number, e.g. 1/R, 1/1/R, etc. These files are for enquiries of a routine nature which require no further action subsequent to the reply. UNDER NO CIRCUMSTANCES MAY MATTERS OTHER HAN THE ROUTINE SUPPLY OF INFORMATION BE DEALT WITH ON THESE FILES.

7. REPORTS AND RETURNS

In the main series for reports and returns provision has been made only for those reports and returns which cannot be dealt with under the other main series. Where files for reports and returns have been provided in the other main series they are to be used only where the relevant report or return cannot be placed on a subject file under that main series.

8. ASPECTS OT SEPARATELY PROVIDED FOR

Sometimes it is necessary to provide files for subjects which in the beginning do not receive sufficient correspondence to warrant separate files being opened for each subject. These files may, however, not be used as "general" files. When the Records Manager notices that a specific subject generates sufficient correspondence to justify creating a separate subject file, such a file must be provided for in the file plan.

9. MASTER COPY

The master copy is that copy of the file plans which contains all approved subjects, and which indicates how files are to be opened and stored. No file may be opened unless the file description has already been recorded in the master copy and the approval of the Record manager has been obtained.

Individual case files which are opened according to notes in the file plan are not recorded in the master copy.

They should be recorded in a register of files opened (see par. 16). The Records Manager must ensure that all amendments and/or additions are recorded in the master copy immediately.

10. REGISTER OF FILES OPENED

The purpose of this register is to keep a complete record of all files opened. A loose-leaf binder is recommended as it facilitates the insertion of extra pages which are usually required for case files which form part of the subject classification. The register is maintained in the same form as the file plan and files are entered in the same consecutive order. An extra column should be provided opposite the file descriptions in which to note the date of opening (date of first document) next to the file title. The first page of the register should indicate the name of the office to which the file plan is applicable as well as the date of implementation. (For secret files see par. 22)

11. DESTRUCTION REGISTER

A register of closed D files should be drawn up as soon a disposal authority has been obtained. This register is divided into years, e.g. 2004, 2005, 2006, etc. When a file volume is closed, this reference number should be entered under the year in which it will be destroyed. A volume which is closed in 2002 and for which the disposal instruction is D3, therefore, will be entered under the year 2004. The register thus indicates which volumes are to be destroyed in any particular year. The use of a loose-leaf binder is

recommended as it is not possible to determine the number of pages needed per year beforehand. (For disposal see par. 18)

12. IMPLEMENTATION

This file plan will be implemented on 28 NOVEMBER 2022 and thereafter no correspondence may be dealt with on the files of the previous file plan. Permission can be obtained from the Provincial Archivist to incorporate case files from the previous file plan into the new file plan. All files from the previous file plan should be closed on the day prior to the date of implementation, and no original correspondence should be transferred from the old to the new file plan.

13. OPENING OF FILES AND DESCRIPTION OF FILE COVERS

Files should be opened only when required. Care should be taken that the numbering and descriptions of the files, as indicated in the file plan, are strictly adhered to. In cases where file descriptions are too lengthy, certain components which do not form an essential part of the file description may be omitted.

Where, for instance, the complete file description reads as follows: Finance, Taxes, Land and Property Tax, Remission, the word Taxes may be omitted. Although certain components may be omitted, the title of the main series must always be given, and the file description must be sufficiently comprehensive to describe the content of the file. In order to assist the registry staff, the Record Manager should indicate which components may be omitted in such cases. Titles should be printed in indelible ink. The dates of first and last correspondence as well as applicable disposal instructions when available should be indicated on the file cover. Worn covers should be replaced regularly.

14. UNDERLINED DESCRIPTIONS

All underlined descriptions indicate subject headings only. Subdivisions must be made under these subject descriptions, but **NO FILE MAY BE OPENED FOR ANY UNDERLINED DESCRIPTION.**

15. EXPLANATIONS IN BRACKETS

The explanations in brackets under the subject headings of file descriptions are intended as a guide and should not be entered on file covers.

16. UNCLASSIFIED CORRESPONDENCE: PROCEDURE

When correspondence is received for which no file is provided, such correspondence should be dealt with provisionally on file 2/9/1/1/2 and application should then be made to the records manager on file 2/9/1/1/2 for approval of the opening of a suitable file.

Full information in respect to the nature of the correspondence, as well as recommendations regarding the placing and description of the file required, should be submitted. The records manager will submit the application to the provincial archivist for approval and as soon as approval is obtained, will inform all heads of components including district offices, whose file plan should then be amended accordingly. The correspondence on file 2/9/1/1/2 should then be transferred to the new file.

17. ANNEXURE FILE COVERS

An additional cover must be opened where necessary for storing bulky documentation which if filed would result in an inordinate increase in the volume of a file. No correspondence may however be filed in such a cover.

The cover should be marked clearly with the correspondence file reference number and "Annexure File" written on the outside cover. Every document contained in the Annexure file should bear a cross-reference to the correspondence on which it was received.

18. DISPOSAL OF FILES

Once disposal authority has been issued disposal instructions are recorded opposite each file in the disposal column provided in the file plan. The disposal symbols indicate the following-

A20: Keep for transfer to the appropriate archives repository if a period of 20 years has elapsed since the end of the year in which the record came into existence.

D: Destroy (after the lapse of number of years which is indicated by the number following the letter D) after closure of the records.

The destruction of files qualifying for destruction should be done regularly, but at least once a year. The prescribed destruction certificate should be submitted to the National Archivist.

19. THICKNESS OF FILES

Files should not exceed 3 cm. in thickness. On reaching this thickness a file must be closed and a new cover should be opened. The number of the new volume (e.g. vol. 2) must be indicated on the outside of the new cover. A sheet of paper with the wording "Closed, see volume ..." should be filed as the last item on the closed volume.

20. CLOSURE OF A20 FILES

The following procedure should be followed when volumes of A20 files are closed:

- (a) The correspondence should be examined in order to correct any misfiling. A sheet of paper containing the words "Closed, see volume" is then filed as the last item in the volume.
- (b) Worn file covers should be replaced.
- (c) The files are then stored in boxes especially used for this purpose.

21. CASE FILES

Case files which form part of the subject classification are to be opened in accordance with the instructions appearing at the appropriate places in the system. For particulars concerning case files which do not form part of the subject classification, see the list of series of separate case files at the end of the subject classification. (See also paragraph 16.)

22. SECRET FILES

Concerning secret files the following procedure should be followed:

- a) Secret files may be opened under any main series, sub-series of file description appearing in the master copy of this system. These files are distinguished from the ordinary files by the addition of a capital letter S to the reference number.
- b) Should a secret file be needed for a subject for which a suitable main series, sub-series or file description does not exist, an appropriate provision should be made and reported in the usual way to the Provincial Archivist. It is not necessary, however, to indicate that it is intended for secret correspondence.
- c) Secret files are not indicated as such in the master copy and are also not recorded in the register of files opened for ordinary files. A separate register of secret files opened should be kept along the same lines as set out in paragraph 16 of these instructions.
- d) Separate arrangements for the safe-keeping of secret files must be made and should not be incorporated as a part of these instructions.
- e) The disposal instruction for all secret files is A20 and they should be dealt with accordingly.

A. LIST OF MAIN SERIES

1. STATUTORY AND REGULATORY FRAMEWORK
2. ORGANISATION AND CONTROL
3. HUMAN RESOURCES MANAGEMENT
4. FINANCIAL MANAGEMENT
5. SUPPLY CHAIN MANAGEMENT
6. FACILITIES MANAGEMENT
7. TRAVEL AND TRANSPORT SERVICES
8. INFORMATION SERVICES
9. COMMUNICATIONS
10. LEGAL SERVICES
11. ATTENDING AND HOSTING GATHERINGS
12. MEETINGS OF BODIES AND OTHER GATHERINGS
13. COUNCIL AND WARD MANAGEMENT

14. LICENCES AND PERMITS

15. TOWN PLANNING AND INFRASTRUCTURE DEVELOPMENT

16. MUNICIPAL SERVICES

1. STATUTORY AND REGULATORY FRAMEWORK

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
1/1	Legislation	
1/1/P	Policy	
1/1/R	Routine enquiries	
1/1/1	National Legislation and regulations	
1/1/1/1	Drafting, amendments, and approval (Open a file for each act and/or regulation and number consecutively)	
1/1/2	Provincial Legislation and regulations	
1/1/2/1	Drafting, amendment, and approval (Open a file for each act and/or regulation and number consecutively)	
1/1/3	Council by laws	
1/1/3/1	Drafting and amendment (Open a file for each by law and number consecutively)	
1/1/4	Advertising, Objections and Publications (Open a file for each act and/or regulation and number consecutively)	
1/1/5	Submissions for approval by Premier (Open a file for each act and/or regulation and number consecutively)	
1/1/6	Council Regulations	
1/1/6/1	Drafting and amendment (Representation for Amendment are placed on the file hereunder) (open a file for each bylaw and number consecutively)	

2. ORGANISATION AND CONTROL

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
2/P	Policy	
2/R	Routine enquiries	
2/1	Transfer of Powers and Functions	
2/1/1	By National Government to Municipalities	
2/1/2	By Provincial Government to Municipalities	
2/1/3	By District Municipalities to Local Municipalities	
2/1/4	Surrendered Functions	
2/2	Privatization and Outsourcing	
2/2/P	Policy	
2/2/R	Routine enquiries	
2/2/1	Strategic and Operational Planning	
2/3	Integrated Development Plan	
2/3/1	Compilation Amendment and Approval	
2/3/2	Implementation of IDP	
2/3/3	Arrangement of Meetings	
2/4	Public Participation	
2/4/1	Arrangement of Imbizo/Lekgotla	
2/4/2	Batho Pele Programmes e.g. Road Shows	
2/5	Control and Work Methods/Procedures	
2/5/1	Compiling of procedures, instructions, directives	
2/6	Delegation of Authority (all correspondence regarding permanent and temporary delegations of authority should be filed respectively as shown below)	
2/6/P	Policy	
2/6/R	Routine enquiries	
2/6/1	Delegation of Authority	
2/6/1/1	By Premier	
2/6/1/2	By Minister and MEC Local Government	
2/6/1/3	By Heads of Department	
2/6/1/4	By Executive Mayor	
2/6/1/5	By Municipal Council	
2/6/1/6	By Municipal Manager	
2/6/1/7	By Senior Managers	
2/7	Security Services	
2/7/P	Policy	
2/7/R	Routine enquiries	
2/7/1	Security Forum and Committees	
2/7/1/1	Arrangement of meetings	
2/7/2	Access Control	
2/7/2/1	Application, request and issuing of Cards and Keys	
2/7/2/2	Investigation	
2/7/2/3	Inspection and Reports	

3. HUMAN RESOURCES MANAGEMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
3/1	Creation and Establishment of Post	
3/1/P	Policy	
3/1/R	Routine enquiries	
3/1/1	Job Evaluation	
3/1/1/1	Evaluation of positions (All correspondences regarding amendments, additions, upgrading and approval of job descriptions and organogram should be filed here)	
3/1/1/2	Organogram	
3/1/1/3	Job requirements	
3/1/1/4	Abolition and freezing of posts	
3/1/1/5	Determination of seniority	
3/1/1/6	Performance evaluation system	
3/1/2	Recruitment and Appointments	
3/1/2/1	Permanent employment <ol style="list-style-type: none"> 1. These files should include all correspondence regarding the compilation and release of advertisements, selection of panels, determination of selection criteria, short listing, notification of candidates, arrangements and interview questions, proceedings, minutes and recommendations for approval of posts.) Applications should not be placed on correspondence files. 2. Open a file for each Department and number consecutively 	
3/1/2/2	Contract Workers/Casual Workers	
3/1/2/3	Internship	
3/1/2/4	Placement	
3/1/2/5	Transfers	
3/1/2/6	Advertisement	
3/1/2/7	Selection of staff	
3/1/2/8	Application for employment	
3/1/2/9	Probation	
3/2	Training and Skills Development	
3/2/P	Policy	
3/2/R	Routine Enquiries	
3/2/1	Scholarship	
3/2/2	Bursaries	
3/2/3	Loans	
3/2/4	Compiling and Designing	
3/2/4/1	Skills Development Strategy	
3/2/4/2	Work Skills Plan/Annual Training Report	
3/2/5	Training Committees	
3/2/5/1	Arrangements and invitations	
3/2/6	Workshops, Training, Seminars/Conference	
3/2/6/1	Arrangements and invitations	
3/2/6/2	Councillors	
3/2/6/3	Executive Management/Section 56 Employees	
3/2/7	Learning Programmes	

3/2/7/P	Policy	
3/2/7/R	Routine Enquiries	
3/2/7/1	Arrangement and invitations (Open a file of each learning programme and number consecutively)	
3/3	Allowances and Subsidies	
3/3/P	Policy	
3/3/R	Routine Enquiries	
3/3/1	Payment of allowances (for councillors see 3/2)	
3/3/1/1	Salaries and Bonuses	
3/3/1/2	Long service allowance	
3/3/1/3	Housing and rental	
3/3/1/4	Subsistence and Travelling	
3/3/1/5	Acting	
3/3/1/6	Temporary Accommodation	
3/3/1/7	Resettlement/Relocation	
3/3/1/8	Overtime/Standby	
3/3/1/9	Cell phone	
3/3/1/10	Entertainment	
3/3/1/11	Car allowance	
3/3/1/12	Stop orders	
3/3/1/13	Upper limits: councillors and traditional leaders	
3/3/2	Statutory Deductions	
3/3/2/1	UIF	
3/3/2/2	Income Tax	
3/3/2/3	Pension	
3/3/2/4	Insurance	
3/3/2/5	Garnishee	
3/3/3	Medical Aid (Open a file for each Medical aid and number consecutively e.g. Key Health, La Health, Bonitas, Hosmed)	
3/3/3/R	Routine Enquires	
3/3/3/1	La Health	
3/3/3/2	Bonitas	
3/3/3/3	Samwu Med	
3/3/3/4	Hosmed	
3/3/3/5	Key Health	
3/4	Performance Assessment	
3/4/P	Policy	
3/4/R	Routine Enquiries	
3/4/1	Nomination for merit awards	
3/4/2	Arrangement of assessment meeting	
3/4/3	Performance Committee	
3/4/3/1	Arrangement of meetings	
3/4/3/2	Performance appraisal	
3/5	Employee Assistance Programme (EAP)	
3/5/P	Policy	
3/5/R	Routine Enquiries	
3/5/1	EAP Committee	
3/5/2	Arrangement of Meetings	

3/6	Occupational Health and Safety	
3/6/P	Policy	
3/6/R	Routine Enquiries	
3/6/1	OHS Committee	
3/6/2	Arrangement of Meetings	
3/6/3	Drafting, amendment and approval of Workplace Risk Assessment Plan	
3/6/4	Inspection and Reports	
3/6/5	Awareness campaigns	
3/6/6	Injury on duty reports	
3/7	Basic Conditions of Employment	
3/7/1	Salaries	
3/7/P	Policy	
3/7/R	Routine Enquiries	
3/7/1/1	Salary scales	
3/7/1/2	Service Bonus	
3/7/1/3	Overtime/Standby	
3/7/1/4	Leave and relief arrangements	
3/7/1/5	Uniforms and Protective clothing	
3/7/1/6	Complaints about working conditions	
3/7/1/7	Office hours of work	
3/7/1/8	Holiday work	
3/7/1/9	Salaries	
3/8	Labour Relations	
3/8/P	Policy	
3/8/R	Routine Enquiries	
3/8/1	Salary negotiations and resolutions	
3/8/2	Bargaining Council	
3/8/3	Strikes and Picketing	
3/8/4	Trade Unions (All correspondence regarding launching of trade unions, meetings should be filed here, Open a file for each union and number consecutively)	
3/8/4/1	South African Municipal Workers Union	
3/8/4/2	Independent Municipal Allied Trade Union	
3/8/4/3	Releasing of shop stewards and member for union activities	
3/9	Grievances and Disciplinary	
3/9/P	Policy	
3/9/R	Routine Enquiries	
3/9/1	Charges of Misconduct	
3/9/2	Procedure and Grievance Procedure	
3/9/3	Complaints against staff	
3/9/4	Code of conduct	
3/10	Termination of services	
3/10/1	Termination of Services	
3/10/2	Resignation	
3/10/3	Retirement	
3/10/4	Dissolution of Post	
3/10/5	Dismissals	
3/10/6	Abscondments	
3/10/7	Death	

3/10/8	Testimonials and service certificates	
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4. FINANCIAL MANAGEMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
4/1	<u>Municipal Budget</u>	
4/1/P	Policy	
4/1/R	Routine Enquiries	
4/1/1	Compilation, amendment, approval 1. All correspondence regarding submissions of estimates by different components/sections departments of municipal budget should be filed in here Open a file for each financial year	
4/1/1/1	Transfer, shifting and Virements of fund	
4/1/1/2	Excess budget	
4/1/1/3	Unauthorised/fruitless expenditure	
4/1/1/4	Public Participation	
4/1/2	<u>Budget committees</u>	
4/1/2/1	Arrangement of meetings	
4/1/2/2	Compilation, amendment and approval of Financial statements	
4/2	<u>Municipal Revenue/Funds</u>	
4/2/1	Electricity	
4/2/2	Swimming Pool	
4/2/3	Refuse Removal	
4/2/4	Trading Licences	
4/2/5	Building plans submission fees	
4/2/6	Cemeteries and crematoriums	
4/2/7	Traffic Fines	
4/2/8	Learner's Licenses	
4/2/9	Driver's Licenses	
4/3	<u>Rental/Hire fees</u>	
4/3/1	Land and Property	
4/3/2	Equipment and Machinery	
4/3/3	Residential Housing	
4/3/4	Halls	
4/3/5	Sports Grounds	
4/3/6	Open spaces	
4/4	<u>Grants and Subsidies</u> (Open a file for each type of a grant/Subsidy received by Municipality and number consecutively e.g. Tourism Grant, Housing Grant, MSIG, MIG, FMG, LGSETTA and LGSG)	
4/4/1	Tourism Grant	
4/4/2	Housing Grant	
4/4/3	MSIG	
4/4/4	MIG	
4/4/5	FMG	
4/4/6	LGSETA	
4/4/7	LGSG	
4/4/8	DPLG	
4/5	<u>Donations</u>	

4/5/1	Financial institutions (open a file for each financial institution that donated and number consecutively)	
4/5/2	International Organizations (Open a file for each international Institution/organization that donated to the Municipality e.g. United Nations, Common Wealth, African Union)	
4/5/3	Non-Governmental Organization (Open a file for each non-governmental organization that donated to Municipality)	
4/5/4	By the Council	
4/5/5	Through Mayors fund	
4/5/6	To sporting and other bodies	
4/6	Loans	
4/6/P	Policy	
4/6/R	Routine Enquiries	
4/6/1	Borrowing powers/authorities	
4/6/2	Application and Approval	
4/6/3	Staff loans and bursaries	
4/7	Private companies and investors (Open a file for each investment programmes granted by private companies)	
4/7/R	Routine Enquiries	
4/7/1	Short term investments	
4/7/2	Long term investments	
4/7/3	Investments by the municipality	
4/7/3/1	Absa	
4/7/3/2	First National Bank	
4/7/3/3	Standard Bank	
4/8	Settlement of Accounts	
4/8/R	Routine enquiries	
4/8/1	Electricity	
4/8/2	Telephones	
4/8/3	Accommodation	
4/9	Fines and Penalties	
4/9/1	Pounds	
4/9/2	Library	
4/9/3	Services	
4/9/4	Licence	
4/10	Banking and withdrawal of municipal funds	
4/10/P	Policy	
4/10/R	Routine Enquiries	
4/10/1	Delegation and signing powers (All correspondences concerning written delegation of signing powers by Council, Municipal Manager, Chief Financial Officer to their subordinates should be filed here)	
4/10/1/1	Municipal Manager	
4/10/1/2	Chief Finance Officer	
4/10/1/3	Others	
4/10/2	Banking institutions	

4/10/2/1	Standard Bank	
4/10/2/2	First National Bank	
4/10/2/3	Absa Bank	
4/10/2/4	Nedbank	
4/10/2/5	Development Bank of Southern Africa	
4/10/2/6	Capitec	
4/10/2/7	U-bank	
4/11	Valuations	
4/11/P	Policy	
4/11/R	Routine Enquiries	
4/11/1	Appointment of Valuator/Appraiser	
4/11/2	Compilation and submission Valuation Rolls	
4/11/3	Valuation disputes/objections	
4/11/4	Appeal Board	
4/11/4/1	Appointment of members	
4/11/4/2	Appeals and reviews	
4/11/4/3	Valuation Certificates	
4/11/4/4	Objections against valuations	
4/12	Insurance	
4/12/1	Appointment of brokers	
4/12/2	Vehicles and municipal plant	
4/12/3	Building and Equipment	
4/12/4	Cash in Transit	
4/12/5	Employees	
4/12/6	Councillors	
4/12/7	Section 57 Employees	
4/12/8	Library Material	
4/13	Auditing	
4/13/1	Internal Auditing (All correspondence regarding the queries inspections, investigations and findings of the auditing conducted by internal auditing conducted internally i.e. by the municipality officials should be filed here)	
4/13/1/1	Submission of internal audit report	
4/13/2	External Auditing (All correspondence regarding the queries inspections, investigations and findings of the auditing conducted by external officials e.g. Auditor General, Chartered Accountants should be filed here)	
4/13/2/1	Submission of Audit Reports	
4/13/2/2	Chartered Accountants	
4/13/2/3	Auditor General	
4/14	Taxation	
4/14/P	Policy	
4/14/R	Routine Enquiries	
4/14/1	Submission of tax returns (All correspondence regarding submission of tax returns from SARS, Statistics SA should be filed here)	
4/14/2	Issuing and submission of clearance certificates	
4/14/3	South African Revenue Services	
4/14/4	Statistics South Africa	
4/15	Rates and Tariffs	
4/15/P	Policy	

4/15/R	Routine enquiries	
4/15/1	Determination of Rates and Tariffs	
4/16	Agreements with service provider	
4/16/R	Routine enquiries	
4/16/1	Photocopiers	
4/16/2	Municipality and water services	
4/16/3	Municipality and cell C	
4/16/4	Municipality and Eskom	
4/16/5	Municipality and Siyaphambili	
4/16/6	Memorandum of understanding between Municipality and Amathole District Municipality (Internal Audit Shared Service)	
4/16/7	Funding agreement between Mbhashe municipality and Local Government SETA	
4/16/8	Mbhashe municipality and Development Bank of Southern Africa	
4/16/9	Memorandum of understanding between Mbhashe municipality and ADM-Local Government Sector Education and Training Authority	
4/16/10	Resource and cost sharing agreement between Amathole District Municipality and Mbhashe Municipality	
4/16/11	Mbhashe municipality and ADM-Fire brigade services	
4/16/12	Mbhashe municipality and Primedia Outdoor (Pty) Ltd	
4/16/13	Mbhashe municipality and Eastern Cape Municipal Support Services	
4/16/14	Mbhashe municipality and Department of Sport, Recreation, Arts and Culture	
4/16/15	Mbhashe municipality and ABSA	
4/16/16	Mbhashe municipality and Business Connexion	
4/16/17	Mbhashe municipality and Payday	
4/16/18	Mbhashe municipality and SZN Consulting services	
4/16/19	Mbhashe municipality and MTN Base station	
4/16/20	Mbhashe municipality and Maximum Profit Recovery (Pty) Ltd	
4/16/21	Mbhashe municipality and Panasonic Facsimile Machine	
4/16/22	Mbhashe municipality and Eastern Cape Department of Transport	
4/16/23	Mbhashe municipality and Yikho Sanli Properties Development (Pty) (Ltd)	
4/16/24	Mbhashe municipality and ECDC, Eastern Cape Development Corporation	
4/16/25	Mbhashe Municipality and G4S Cash Solutions	
4/16/26	Mbhashe Municipality and Department of Minerals and Energy	
4/16/27	Mbhashe Municipality and Fotad (future of the African daughter)	
4/16/28	Mbhashe Municipality and ICT Choice	
4/16/29	Mbhashe Municipality and Vumani Computer Solutions	
4/16/30	Mbhashe Municipality and Camelsa	
4/16/31	Mbhashe Municipality and Vodacom	
4/16/32	Mbhashe Municipality and MIE	

4/16/33	Mbhashe Municipality and Transport Seta	
4/16/34	Mbhashe Municipality and Mnguma Local Municipality	
4/16/35	Mbhashe Municipality and DeLTEQ Information Systems	
4/16/36	Mbhashe Municipality and Trackos Projects	
4/16/37	Mbhashe Municipality and -----to be filled	
4/16/38	Mbhashe Municipality and Resilient Servers and Networks	

5. SUPPLY CHAIN MANAGEMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
5/1	Supply Chain Management	
5/1/P	Policy	
5/1/R	Routine Enquiries	
5/1/1	Bid and Contract Management	
5/1/1/1	Appointment and termination of Bid Committee members	
5/1/1/2	Declaration of interest	
5/1/1/3	Invitation of Quotations/Proposals	
5/1/1/4	Approval and Awarding of Tenders and Contracts	
5/1/1/5	Arrangement of Meetings (All correspondence regarding arrangement of Specification Committee, Bid Committee and Bid Adjudication Committees should be filed here) NB (All copies of Tenders and Contracts should not be filed here)	
5/1/1/5/1	Bid Specification Committee	
5/1/1/5/2	Bid Evaluation Committee	
5/1/1/5/3	Bid Adjudication Committee	
5/1/1/6	Specific Contracts	
5/1/1/6/1	Mbhashe VIP installation	
5/1/1/6/2	Building of public ablutions and upgrading of stadium at Willowvale	
5/1/1/6/3	Community Hall-Mbhashe Ward 3	
5/1/1/6/4	Community Hall-Mbhashe Ward 19	
5/1/1/6/5	Community Hall-Ward 22	
5/1/1/6/6	Installation of street lighting to Extension 4 Elevated reservoir-Mbhashe	
5/1/1/6/7	Waste water treatment works-Elliotdale	
5/1/1/6/8	Indoor sport facility-Idutywa	
5/1/1/6/9	New taxi rank at Dutywa	
5/1/1/6/10	Waste disposal site at Elliotdale	
5/1/1/6/11	Community art centre	
5/1/1/6/12	Water reticulation to the nearest rural villages-Willowvale	
5/1/1/6/13	Upgrading of Extension 4 access road project-Dutywa	
5/1/1/6/14	PHP housing project-Elliotdale	
5/1/1/6/15	New hawkers stalls project	
5/1/1/6/16	Waste water treatment Phase2	
5/1/1/6/17	Central business district area-construction of internal roads	
5/1/1/6/18	Servicing of roads in CBD area-Dutywa	

5/1/1/6/19	Erection of dipping tanks-Mbhashe	
5/1/1/6/20	Ext-6, 33 sites-Mbhashe	
5/1/1/6/21	Reconditioning of windmills and boreholes-Dutywa	
5/1/1/6/22	Water supply to 3 villages Phase II-Willowvale	
5/1/1/6/23	Water project Phase I-Willowvale	
5/1/1/6/24	Electrification of 424 formal houses for Eskom-Dutywa	
5/1/1/6/25	Extension 4 street lighting-Dutywa	
5/1/1/6/26	Gravel roads-Dutywa	
5/1/1/6/27	Construction of hawkers stalls Phase I-Dutywa	
5/1/1/6/28	Taxi rank toilets-Dutywa	
5/1/1/6/29	Electrification pumps at Nqadu river-Willowvale	
5/1/1/6/30	Library of 54- Elliotdale	
5/1/1/6/31	Rehabilitation of waste water treatment Phasel	
5/1/1/6/32	Water supply at Mputhi	
5/1/1/6/33	Infrastructure development Extension 6	
5/1/1/6/34	New municipal store yard and fire department-Dutywa	
5/1/1/6/35	Public ablutions-Elliotdale	
5/1/1/6/36	Infrastructure services for Sakwe Park Ext 2	
5/1/1/6/37	Majavu, Mzomtsha, Mangathi access road	
5/1/1/6/38	New waste water package plant-Willowvale	
5/1/1/6/39	Construction of 4 multipurpose halls	
5/1/1/6/40	Upgrading of sport facilities-Dutywa	
5/1/1/6/41	Upgrading of taxi rank-Willowvale	
5/1/1/6/42	Sewerage disposal site-Willowvale	
5/1/1/6/43	New library at Elliotdale	
5/1/1/6/44	Sport facilities-Elliotdale	
5/1/1/6/45	Building of new ablution and fencing at Elliotdale	
5/1/1/6/46	Water standpipes pump station with reservoir	
5/1/1/6/47	Installation of electrical pump (golf course dam) Dutywa	
5/1/1/6/48	Low-cost housing units Extension 4-Dutywa	
5/1/1/6/49	Upgrading of pump house-Dutywa	
5/1/1/6/50	Kotyana to Jongilanga access road	
5/1/1/6/51	Rehabilitation of gravel roads-Willowvale	
5/1/1/6/52	Waterborne sewerage and treatment works-Elliotdale	
5/1/1/6/53	Construction of sport fields-Willowvale	
5/1/1/6/54	Civil engineering services (Servicing of roads) Phase I	
5/1/1/6/55	Civil engineering services (Servicing of roads) Phase II	
5/1/1/6/56	Construction of internal of roads-Dutywa	
5/1/1/6/57	Rehabilitation, repairs and surfacing of Kings road-Dutywa	
5/1/1/6/58	Shinira/Bolotwa access road	
5/1/1/6/59	Fort Malan new community hall-Mbhashe	
5/1/1/6/60	Construction of hawker's stalls Phase I-Dutywa	
5/1/1/6/61	Nyakana access road	
5/1/1/6/62	Construction of culverts at Esinqumeni/Nqabara	
5/1/1/6/63	Construction of taxi pick-up facilities	
5/1/1/6/64	Bush shelters along bus routes	
5/1/1/6/65	Nebelele access road	
5/1/1/6/66	Public ablutions at the new taxi rank-Dutywa	
5/1/1/6/67	Renovation of tourist centre-Dutywa	
5/1/1/6/68	Undercover parking area-Elliotdale	

5/1/1/6/69	Erection of welded mesh fencing undercover parking-Willowvale	
5/1/1/6/70	Surfacing of roads-Willowvale Phase II	
5/1/1/6/71	Bulk water supply at Ngadu	
5/1/1/6/72	Renovations and alteration-TRTC building-Elliotdale	
5/1/1/6/73	New taxi rank-Elliotdale	
5/1/1/6/74	Water disposal site at Elliotdale	
5/1/1/6/75	Upgrade of new library-Willowvale	
5/1/1/6/76	Upgrade of stadium-Willowvale	
5/1/1/6/77	Building of public ablutions-Willowvale	
5/1/1/6/78	Water reticulation at Dutywa	
5/1/1/6/79	Rehabilitation of internal street-Dutywa	
5/1/1/6/80	Renovation and additions to tourist centre-Dutywa	
5/1/1/6/81	New library at Willowvale	
5/1/1/6/82	Installation of gravity main water supply-Ndelana/Nchana Village	
5/1/1/6/83	Vonqo Access Road	
5/1/1/6/84	Bulk water supply-Elliotdale	
5/1/1/6/85	Upgrading raw water supply-Elliotdale	
5/1/1/6/86	Civil works for elevated reservoirs	
5/1/1/6/87	Water project Phase II-Willowvale	
5/1/1/6/88	Tarring of roads at Elliotdale	
5/1/1/6/89	Construction of platform and earthworks at new traffic testing grounds-Dutywa	
5/1/1/6/90	Ablutions at Willowvale	
5/1/1/6/91	Housing project at Willowvale	
5/1/1/6/92	Upgrading of internal roads-Willowvale	
5/1/1/6/93	Construction of streets-Willowvale	
5/1/1/6/94	Water supply scheme-Willowvale	
5/1/1/6/95	Community hall ward 11	
5/1/1/6/96	Taxi rank ablutions-Willowvale	
5/1/1/6/97	Reconditioning of windmills and boreholes-Dutywa	
5/1/1/6/98	Construction of road and storm water structures	
5/1/1/6/99	Bangweni and Vonqo access roads	
5/1/1/6/100	Erection of dipping tank-Willowvale	
5/1/1/6/101	Extension 4 Access road	
5/1/1/6/102	New sport facility-Dutywa	
5/1/1/6/103	Bumbane access road	
5/1/1/6/104	Dutywa CBD site	
5/1/1/6/105	Dabane access road-C/EC/1089/R02/03	
5/1/1/6/106	Mkatazo/Mbutye/Madwaleni access road	
5/1/1/6/107	New municipal offices-Mbhashe Municipality	
5/1/1/6/108	Mente access road	
5/1/1/6/109	Ngxakaxa dipping tank	
5/1/1/6/110	Mputi dipping tank	
5/1/1/6/111	Keti dipping tank	
5/1/1/6/112	Singeni dipping tank	
5/1/1/6/113	DR08257: Upgrade to surfaced standard between DR08264 and Dutywa	
5/1/1/6/114	Design of bridges at Dutywa-APP/20/405 & 406 Maxhama water project Nkonkobe: Seymour Ext 6 water supply	
5/1/1/6/115	Mndundu, Ramra and Bikane water supply	

5/1/1/6/116	Hlakoti and Ntsimbakazi water supply/C/EC/1104/W03/04	
5/1/1/6/117	Kulo-Khala and Gotyibeni access road C/EC1098/R,SW/03/04	
5/1/1/6/118	Nduku access road	
5/1/1/6/119	Multipurpose Hall-Elliotdale destruction	
5/1/1/6/120	Dutywa water supply feasibility study C/EC/1064/W/03/04 EC687/W/03/04	
5/1/1/6/121	Proposal for provision of construction machinery equipment(yellow fleet)	
5/1/1/6/122	Extension 6 Dutywa LB/1R/2103/N221	
5/1/1/6/123	Kosana access road	
5/1/1/6/124	Elliotdale housing project Extension 4	
5/1/1/6/125	Upgrading of road Willowvale to Dwesa	
5/1/1/6/126	Mpame/Manzibomvu access road DR04046 and DR08044	
5/1/1/6/127	Space to be filled	
5/1/1/6/128	Construction of Makakanzima access road	
5/1/1/6/129	Renovations to water treatment works-Elliotdale project	
5/1/1/6/130	Elevated water treatment-Dutywa Phase I	
5/1/1/6/131	Qingqala access road	
5/1/1/6/132	Renovations to Dutywa Library	
5/1/1/6/133	Mgwebi access road	
5/1/1/6/134	Mhlohlozi borehole water supply	
5/1/1/6/135	Qwaninga surface water supply	
5/1/1/6/136	Space to be filled	
5/1/1/6/137	Qungqana access road	
5/1/1/6/138	Ngxakaxa access road	
5/1/1/6/139	New health centre-Dutywa	
5/1/1/6/140	Upper Ciko access road	
5/1/1/6/141	Renovations and alterations to TRTC building	
5/1/1/6/142	Mtonjeni to Bulunga access road	
5/1/1/6/143	Water supply to Phongoma-Elliotdale	
5/1/1/6/144	Construction of Matanzima to Dadamba Access Road	
5/1/1/6/145	Undercover parking capital project	
5/1/1/6/146	Mhlenzana-Mnandi access road	
5/1/1/6/147	Shixini and Ntsimbakazi Eletrification projects, 59 villages	
5/1/1/6/148	Protective clothing	
5/1/1/6/149	Road signs at Willowvale	
5/1/1/6/150	Weedeaters-Willowvale	
5/1/1/6/151	Paving outside town hall-Willowvale	
5/1/1/6/152	Building of Mbhashe sign posts	
5/1/1/6/153	Building of security walls at tourist centre	
5/1/1/6/154	Supply and delivery of dirt bin drums	
5/1/1/6/155	Upgrade of stadium Phase II	
5/1/1/6/156	Earthworks to new traffic testing grounds-Dutywa	
5/1/1/6/157	Tafalehashe/Kulomate/Matiyane/Delingubo Access road	
5/1/1/6/158	Bushcutter machine-Willowvale	
5/1/1/6/159	Bushcutter machine-Elliotdale	
5/1/1/6/160	Grass cutting equipment-Willowvale	
5/1/1/6/161	Roads signs-Willowvale	

5/1/1/6/162	Nduku-Mhlanga access road	
5/1/1/6/163	Hadi access road	
5/1/1/6/164	Doti water supply	
5/1/1/6/165	Construction of tar road-Phase III Willowvale	
5/1/1/6/166	Mndundu access road	
5/1/1/6/167	Nquba-Esihlawini access road	
5/1/1/6/168	Nkitshana-Mbelu access road	
5/1/1/6/169	Ndakeni access road	
5/1/1/6/170	Emazizini access road	
5/1/1/6/171	Komkulu-Luthuthu access road	
5/1/1/6/172	Mputhi-Ngonyama access road	
5/1/1/6/173	Melitafa-Riverview access road	
5/1/1/6/174	Installation of traffic lights	
5/1/1/6/175	Kumbanga, Cwebe, Kwelentombi, Bumbane and Lencane access road	
5/1/1/6/176	Idutywa car wash	
5/1/1/6/177	City beautification	
5/1/1/6/178	North of Nqabara river bulk water supply	
5/1/1/6/179	Community hall ward 4	
5/1/1/6/180	Community hall ward 8	
5/1/1/6/181	Community hall ward 16	
5/1/1/6/182	Community hall ward 17	
5/1/1/6/183	Community hall ward 21	
5/1/1/6/184	Construction of community halls-ward 22	
5/1/1/6/185	Construction of community hall-ward 20	
5/1/1/6/186	Community hall ward 11	
5/1/1/6/187	Community hall ward 2	
5/1/1/6/188	Community hall ward 1	
5/1/1/6/189	Community hall ward 8	
5/1/1/6/190	Community hall ward 7	
5/1/1/6/191	Community hall ward 6	
5/1/1/6/192	Community hall ward 5	
5/1/1/6/193	Community hall ward 18	
5/1/1/6/194	MBSA commonage fencing-Elliotdale	
5/1/1/6/195	Mbhashe IT development and equipment	
5/1/1/6/196	Bomela access road	
5/1/1/6/197	Bolotwa Multi-purpose centre	
5/1/1/6/198	Xobo access road	
5/1/1/6/199	Tyekelebende access road	
5/1/1/6/200	Taleni access road	
5/1/1/6/201	Caphaza to Mvezo pedestrian bridge	
5/1/1/6/202	350 VIP latrines at Jingqi	
5/1/1/6/203	Construction of 850 VIP latrines in Mpozolo and Ngxakaxa	
5/1/1/6/204	Gangatha access road	
5/1/1/6/205	Sheshegu access road	
5/1/1/6/206	Msikithi-Siyibane access road	
5/1/1/6/207	Ntlonyane banana project	
5/1/1/6/208	Ntlonyane vegetable project	
5/1/1/6/209	Rural livelihoods	
5/1/1/6/210	Isandla Partners in Development	
5/1/1/6/211	Aefesis corplan	

5/1/1/6/212	Department of Public Services and Administration	
5/1/1/6/213	East London to Mthatha Railway line project	
5/1/1/6/214	Lower Weza Bull barter project	
5/1/1/6/215	Fencing of Candu maize fields	
5/1/1/6/216	Gcalekaland cultural centre	
5/1/1/6/217	Fencing at Lota Administrative Area	
5/1/1/6/218	Fencing at Jadezweni Administrative Area	
5/1/1/6/219	Nkanya Holiday Resort	
5/1/1/6/220	Wild coast project	
5/1/1/6/221	Spatial Development Framework Project	
5/1/1/6/222	Mbhashe Sanitation-Phase I	
5/1/1/6/223	Mbhashe Sanitation Project-Phase II	
5/1/1/6/224	Database cleansing project	
5/1/1/6/225	Ntabozuko School water supply scheme	
5/1/1/6/226	Nqabara conservancy and Tourism project	
5/1/1/6/227	Fencing at Dutywa commonage	
5/1/1/6/228	Tembisa access road	
5/1/1/6/229	New Xhora community art centre	
5/1/1/6/230	Building of pre-school at Luthuthu ward 11	
5/1/1/6/231	Mandlutsha access road	
5/1/1/6/232	Bese to Gosani access road	
5/1/1/6/233	Cizele/Candu Sanitation project	
5/1/1/6/234	Fencing at Nywara administrative area	
5/1/1/6/235	Supply and delivery of seeds and seedlings	
5/1/1/6/236	Timani access road	
5/1/1/6/237	Motor vehicle testing centre-Elliotdale	
5/1/1/6/238	Security movable park homes	
5/1/1/6/239	Supply, delivery and erection of Willowvale commonage	
5/1/1/6/240	Fencing, changeroom, spectator stands and toilets-Mqhele sportfield	
5/1/1/6/241	Construction of municipal workshop	
5/1/1/6/242	Mputi shearing shed	
5/1/1/6/243	Amathole Frontier Wars: Phalo route project	
5/1/1/6/244	Community Hall- Ward 9	
5/1/1/6/245	Dutywa Ext 8 housing project	
5/1/1/6/246	Mbhashe drought relief project	
5/1/1/6/247	Lower Mbhangcolo pre-school	
5/1/1/6/248	Fencing of Dutywa sewerage treatment works	
5/1/1/6/249	Mbhashe sanitation project	
5/1/1/6/250	Rural housing project:Mbhashe Ward villages Phase I	
5/1/1/6/251	Exploring opportunities for communities in the gaming industry	
5/1/1/6/252	Construction of Elliotdale cluster offices	
5/1/1/6/253	Irrigation at Lower Ndesi	
5/1/1/6/254	Dutywa transport interchange: Phase	
5/1/1/6/255	Mangweni access road	
5/1/1/6/256	Melitafa-Mwezeni access road	
5/1/1/6/257	Lututu access road	
5/1/1/6/258	Ndalata access road	
5/1/1/6/259	Tyolomi-Gqupu access road	
5/1/1/6/260	Upgrading of the Dutywa Bus/Taxi rank Phase II-8/2/247/2006	

5/1/1/6/261	Construction of Folokwe access road	
5/1/1/6/262	Dutywa township Ext 7	
5/1/1/6/263	Dutywa Community Health Centre	
5/1/1/6/264	Update of books and preparation of GRAP compliant of Financial Statements and asset register	
5/1/1/6/265	Tandiwe-Jungqwana access road	
5/1/1/6/266	Xeni access road	
5/1/1/6/267	Dadamba to Gwabe access road	
5/1/1/6/268	Housing project-Lencane, New Town and Bolotwa villages	
5/1/1/6/269	Construction of Qakazana Access Road	
5/1/1/6/270	Kasa-Marhwexeni access road	
5/1/1/6/271	Update of the DR18033: Elliotdale to the Intersection with the DR08327	
5/1/1/6/272	City beautification	
5/1/1/6/273	Msikithi Access road	
5/1/1/6/274	Lubomvini access road	
5/1/1/6/275	Construction of vegetable processing plant, Idutywa	
5/1/1/6/276	Construction of visitor information centre, phase 11, Idutywa	
5/1/1/6/277	Construction of storeroom for wool and wool washing plant, Idutywa	
5/1/1/6/278	Construction of market and hawkers centre, Idutywa	
5/1/1/6/279	Melithafa to Sirhosheni Access Road	
5/1/1/6/280	Construction of Gudlingu to Lunweleni Access Road	
5/1/1/6/281	Nkanya Access Road	
5/1/1/6/282	Jongulwandle to Gqubuzeni Access Road, Elliotdale	
5/1/1/6/283	Manzibomvu to Zithulele Access Road	
5/1/1/6/284	Nolungile Fokoshe Access Road	
5/1/1/6/285	Colosa Mission Access Road	
5/1/1/6/286	Supply and delivery of paraffin	
5/1/1/6/287	Mboya Access Road	
5/1/1/6/288	Tywaka-Ludiza Access Road	
5/1/1/6/289	Qhilingqana Access Road	
5/1/1/6/290	Maxama Water Projects	
5/1/1/6/291	Extension6 Idutywa LB.1R.2103.N221	
5/1/1/6/292	Upper Ciko Access Road	
5/1/1/6/293	Water Supply to Pongoma	
5/1/1/6/294	Repairs and maintenance of Youth Centre	
5/1/1/6/295	Mqhele to Mtshekelweni Access Road	
5/1/1/6/296	Design of bridges at Idutywa APP/20/405 AND 406	
5/1/1/6/297	Civil Engineering Services Phase1 Idutywa	
5/1/1/6/298	Mgwebi Access Road	
5/1/1/6/299	Rehabilitation of Idutywa Wastewater Treatment works	
5/2	Asset Management	
5/2/P	Policy	
5/2/R	Routine Enquiries	
5/2/1	Asset verification	
5/2/2	Maintenance plans	
5/2/3	Disposals	
5/2/4	Theft and losses	

6. FACILITIES MANAGEMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
6/1	Municipal Buildings	
6/1/P	Policy	
6/1/R	Routine Enquiries	
6/1/1	Acquisition (Open a file for each building, land and number consecutively)	
6/1/1/1	Purchasing	
6/1/1/2	Renting and Leasing	
6/1/1/3	Expropriation	
6/1/1/4	Hall hiring or letting	
6/1/2	Construction of	
6/1/2/1	Municipal offices	
6/1/2/2	Application and Allocation of Houses	
6/1/2/3	Traffic Testing Grounds	
6/1/2/4	Request for Partitioning of Municipal Offices	
6/1/2/5	Repair and maintenance of Municipal buildings (All correspondence regarding repair of roofs, walls, windows, floors, plumbing, electric lights, lifts, escalators, painting and cleaning inside the building should be filed here)	
6/1/2/6	Erection and demolishing	
6/1/2/7	Handovers	
6/1/2/8	Building plans applications and approvals	
6/2	Land Administration	
6/2/P	Policy	
6/2/R	Routine Enquiries	
6/2/1	Request for Land	
6/2/1/1	Buying and Selling (open a file for each land and number consecutively)	
6/2/1/2	Donating	
6/2/1/3	Expropriating	
6/2/1/4	Renting and Leasing	
6/2/1/5	Application for mineral rights (Prospecting)	
6/2/1/6	Hiring of grounds	
6/2/2	Reservation of sites for	
6/2/2/1	RDP Houses	
6/2/2/2	Shopping mall/Centre	
6/2/2/3	Libraries	
6/2/2/4	Industrial Site	
6/2/2/5	Cemeteries and Crematoria's	
6/2/2/6	Sanitation and Sewage	
6/2/2/7	Schools, Early Learning Centre	
6/2/2/8	Hospitals	
6/2/2/9	Sports and Recreation	
6/2/2/10	Caravan Park	

6/2/2/11	Churches	
6/2/2/12	Memorial sites	
6/2/3	Restitution of Land	
6/2/3/P	Policy	
6/2/3/R	Routine Enquiries	
6/2/3/1	Land Claims (All correspondence regarding the courts proceedings and the land involved should be filed here)	
6/2/4	Landscaping (All correspondence regarding planting of trees, grass, flowers and construction of retaining walls should be filed here)	
6/3	Housing	
6/3/P	Policy	
6/3/R	Routine Enquiries	
6/3/1	Construction Project (open a file per area and number consecutively)	
6/3/2	Allocation of Houses	
6/3/2/1	Request and Applications	
6/3/2/2	Waiting list and Allocations	
6/3/2/3	Public complaints and Queries	
6/3/2/4	Repossession of Houses by Municipality	
6/3/2/5	Inspection and repairs of house	
6/3/2/6	Handovers	
6/3/3	Succession Disputes (Open a file for each house and number consecutively)	
6/3/4	Illegal Squatting and Slum Clearance	
6/3/4/P	Policy	
6/3/4/R	Routine Enquires	
6/3/4/1	Evictions and re-settlements	
6/4/1	Acquisition of Stores and Services	
6/4/1/1	Stores	
6/4/1/1/1	Office Furniture and Equipment	
6/4/1/1/2	Stationery (including printing forms)	
6/4/1/1/3	Library material	
6/4/1/1/4	Uniform/Protective clothing	
6/4/1/1/5	Disposal of redundant stores/assets	
6/4/1/1/6	Stock taking	
6/4/1/1/7	Purchasing and schedule	
6/4/1/1/8	Acquisition of computers	
6/4/2	Services	
6/4/2/1	Postal Services (All correspondence regarding management of Franking Machine. Post Bag, Courier and Bulk mail)	
6/4/2/2	Catering	
6/4/2/3	Telephones	
6/4/2/4	Franking Machine	
6/4/2/5	Fax and Photocopying Machine	
6/4/2/6	Printing	
6/4/2/7	Security	
6/4/2/8	PA System	

7. TRAVEL AND TRANSPORT SERVICES

7/2	Transport Management	
7/2/P	Policy	
7/2/R	Routine Enquiries	
7/2/1	Municipal Vehicles (Open a file for each vehicle and number according to registration number)	
7/2/1/1	Requisition, Requests and Allocation	
7/2/1/2	Licences and Registration	
7/2/1/3	Maintenance and Repairs	
7/2/1/4	Auction Sale and Disposal of Vehicles (All correspondence regarding the arrangement of Auction Sale and Disposal of Municipal Vehicles should be filed here)	
7/2/1/5	Misuse of Municipal Vehicles (All correspondence regarding theft, vandalism or misuse of Movable and immovable property of the Municipality)	
7/2/1/6	Accident reports of Vehicles	
7/2/1/7	Vehicle controls	
7/2/1/8	Fuel supplies	
7/3	Accommodation and Travel Arrangements	
7/3/1	National Travelling (All correspondence regarding proposals, recommendations and approval of National trips should be filed here)	
7/3/2	Approval of Journeys and Itineraries	
7/3/3	Bookings for Accommodation	
7/3/4	Flight Bookings	
7/3/5	Car Rental	
7/3/6	International Travelling (All correspondence regarding proposals, recommendations and approval of International trips should be filed here)	

8. INFORMATION SERVICES

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
8/1	Record Management	
8/1/P	Policy	
8/1/R	Routine enquiries	
8/1/1	Records Classification Systems	
8/1/1/1	File Plan	
8/1/1/1/1	Compilation, Amendment, Approval and Implementation	
8/1/1/1/2	Unclassified correspondence (See also par. 16 of the Instruction)	
8/1/1/2	Records Control Schedule Compilation, Amendment, Approval and Implementation	
8/1/3	Registry Procedure Manual	
8/1/3/1	Compilation, Amendment, Approval and Implementation	
8/1/3/2	Circulars	
8/1/4	Disposal of records	

8/1/4/1	Request of disposal authority	
8/1/4/2	Destruction of Records	
8/1/4/3	Transfer to Archives/Centre	
8/1/4/4	Retention Schedule	
8/1/4/5	Disposal authority	
8/1/5	<u>Electronic Records Management</u>	
8/1/5/P	Formulation of Policy	
8/1/5/R	Routine enquiries	
8/1/5/1	Microfilming	
8/1/5/2	Data Capturing and Processing	
8/1/5/3	Inspection and Reports	
8/1/6	<u>Records Management Forum</u>	
8/1/6/1	Provincial Records Management Forums	
8/1/6/2	District Records Management Practitioners Forum	
8/2	<u>Promotion of Access to Information</u>	
8/2/P	Policy	
8/2/R	Routine enquiries	
8/2/1	Requests internally	
8/2/2	Requests externally	
8/3	<u>Information Technology</u>	
8/3/1	Computer Accessories/Devices/Programmes (All correspondence regarding the purchasing, installation, repair and maintenance of computer accessories, devices or programmes should be filed here)	
8/3/2	Communication Network Licences	
8/3/3	Emails	

9. COMMUNICATIONS

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
9/1	<u>Publications</u>	
9/1/P	Policy	
9/1/R	Routine Enquires heraldry	
9/1/1	<u>Municipal Publications</u>	
9/1/1/1	<u>Contribution to and Distribution</u>	
9/1/1/1/1	Brochures and Newsletters	
9/1/1/1/2	Billboard/Lighted signs/Posters/Notices	
9/1/1/1/3	Municipal coat of arms	
9/1/1/1/4	<u>Street renaming</u>	
9/1/2	<u>Publications by Other Bodies</u>	
9/1/2/1	Contribution in article writing	
9/2	<u>Publicity</u>	
9/2/P	Policy	
9/2/R	Routine Enquiries	
9/2/1	<u>Media Communication</u>	
9/2/1/1	Invitation and arrangement of interviews	
9/2/1/2	Press statements and releases (All correspondence regarding media enquiries and responses between Municipality and media i.e. radio, television and newspapers should be filed here)	
9/2/1/3	<u>Advertisements</u>	
9/2/1/3/1	Media	

9/3	Information	
9/3/P	Policy	
9/3/R	Routine Enquiries	
9/3/1	Institute: Local Government Management	
9/3/2	Institute of Municipal Finance Officers	
9/3/3	Municipal Support Programme	
9/3/4	Municipal Mentoring Programme	
9/3/5	South African Local Government Association	

10. LEGAL SERVICES

REF NO.	DESCRIPTION/ SUBJECT	DISPOSAL
10/1	Legal Services	
10/1/P	Policy	
10/1/R	Routine enquiries	
10/1/1	Litigations	
10/1/1/1	Legal opinions/Procedures and court decisions	
10/1/1/2	Appointment of Attorneys/Advocates and Judges	
10/1/1/3	Negligence	
10/1/1/4	By the council	
10/1/1/5	Traffic accidents	
10/2	<u>Litigations Against the council</u> (Open a file for each claimant and number consecutively for each financial year e.g. 1/2/1/3/1-2013/2014,	
10/2/1	Mbhashe local municipality vs Isichwe trading. Case no.45/2005	
10/2/2	Mbhashe local municipality vs N.S Nombambela Inc. Attorneys o.b.o Somana Construction case no.SLMQJ/629/004/07	
10/2/3	Mbhashe local municipality vs Phambili G.	
10/2/4	Mbhashe local municipality vs Fapima Civils: Nquba Esihlawini	
10/2/5	Mbhashe local municipality vs B. Twilley Earthcon civils and Plant Hire	
10/2/6	Mbhashe local municipality vs BNN Construction	
10/2/7	Mbhashe local municipality vs Southern Ambition 183 cc Solon Lewis Joint Venture	
10/2/8	Mbhashe local municipality vs S.C Vutula Attorneys o.b.o Busisiwe Vutula born Matshabane	
10/2/9	Mbhashe local municipality vs Emsengeni Wholesalers case no. 51/01	
10/2/10	Mbhashe local municipality vs L.Z. Siswana	
10/2/11	Mbhashe local municipality vs Vitshima Attorneys o.b.o Aphiwe Makhangela	
10/2/12	Mbhashe local municipality vs DPV Construction	
10/2/13	Mbhashe local municipality vs Christimo t/a Spargs Auto Electrical	
10/2/14	Mbhashe local municipality vs Vitshima Attorneys o.b.o A. Tetyana and L. Nozulu	
10/2/15	Mbhashe local municipality vs PLM Construction	
10/2/16	Mbhashe local municipality vs L.G. Nogaga o.b.o Zola Majebe and others	
10/2/17	Mbhashe local municipality vs Iliso Consulting	
10/2/18	Mbhashe local municipality vs William Nkosi and 55 others	
10/2/19	Mbhashe local municipality vs Wezile Investments 1134	

10/2/20	Mbhashe local municipality vs N.S N.S Nombambela Inc. Attorney o.b.o Ntsikelelo Rulashe	
10/2/21	Mbhashe local municipality vs Russel Inc. Attorneys o.b.o Z. Maqabela	
10/2/22	Mbhashe local municipality vs Russel Inc Attorneys o.b.o Price Waterhouse Coopers	
10/2/23	Mbhashe local municipality vs J.M. Jikwana and Associates o.b.o Siyanda Sondlo	
10/2/24	Mbhashe local municipality vs Tshiki and Sons o.b.o Mbhashe Hawkers	
10/2/25	Mbhashe local municipality vs VBH Attorneys o.b.o B. Masika	
10/2/26	Mbhashe local municipality vs Sonamzi and Mkata Attorneys o.b.o certain organs of the state	
10/2/27	Mbhashe local municipality vs M. Ndabeni o.b.o Mzwanele Luke	
10/2/28	Mbhashe local municipality vs Gumede and Jona Inc. o.b.o TRDV Engineering	
10/2/29	Mbhashe local municipality vs Chris Bodlani o.b.o Wild Coast Guards	
10/2/30	Mbhashe local municipality vs N.S Nombambela Inc. Attorneys. o.b.o M. Sidesha	
10/2/31	Mbhashe local municipality vs H.S. Tutu and Sons o.b.o W. L. Habe	
10/2/32	Mbhashe local municipality vs Tshiki ans Sons o.b.o L.W. Clock	
10/2/33	Mbhashe local municipality vs Ximbi Ncoco and Associates o.b.o Nomzamo Mbana, Nokulunga Mfecane	
10/2/34	Mbhashe local municipality vs Dlamini and Associates o.b.o Ads for Africa	
10/2/35	Mbhashe local municipality vs Majiki and Vuba Attorneys o.b.o Bassie Travel and Tours	
10/2/36	Mbhashe local municipality vs Mbuto Nongqunga Inc. o.b.o Chuma Gcolothela	
10/2/37	Mbhashe local municipality vs H. S. Tutu o.b.o P.Z Security	
10/2/38	Mbhashe local municipality vs Jikwana Nginda and Associates o.b.o Doti Location	
10/2/39	Mbhashe local municipality vs L.G. Nogaga Inc. Attorneys and Coveyancers o.b.o Siwundla and Mlakuwa	
10/2/40	Mbhashe local municipality vs Jikwana Nginda and Associates o.b.o Section 57 Managers	
10/2/41	Mbhashe local municipality vs Nginda and Associates o.b.o Mbomvu, Jamnda, Mfecane and others	
10/2/42	Mbhashe local municipality vs Mafungo Tshaka o.b.o Themba Xayimpi	
10/2/43	Mbhashe local municipality vs Elliots Attorneys o.b.o The Manderson Hotel and Conference Centre //Gcida Travel	
10/2/44	Mbhashe local municipality vs Dzingwa and Associates o.b.o Lawrence Mambila	
10/2/45	Mbhashe local municipality vs Jikwana Nginda and Associates Mokante Monk and Duplessis	
10/2/46	Mbhashe local municipality vs Jikwana Nginda and Associates Southern Bus Ambition	
10/2/47	Mbhashe local municipality vs Sonamzi and Mkata Attorneys o.b.o Mult M. Jobela, Minister of Safety and Security and others	
10/2/48	Mbhashe local municipality vs Mboto Attorneys o.b.o Nceba Siguye	

10/2/49	Mbhashe local municipality vs Malusi and CO. Attorneys o.b.o MJ, Un Taxi Association, Border Alliance	
10/2/50	Mbhashe local municipality vs N.S Nombambela Inc. Attorneys o.b.o B Gospel Assembly	
10/2/51	Mbhashe local municipality vs Mangcotywa Ndzabela Inc. o.b.o Exp councillors	
10/2/52	Mbhashe local municipality vs Tonise Attorneys o.b.o Mbulelo, Na Hongo	
10/2/53	Mbhashe local municipality vs Dulabh Co o.b.o MEC for Local Govern	
10/2/54	Mbhashe local municipality vs Mantyi Attorneys o.b.o Dikha Security	
10/2/55	Mbhashe local municipality vs M. Matikinca o.b.o Situtu Bomela// Ma Nomtabalala	
10/2/56	Mbhashe local municipality vs M.K. Majavu Attorneys o.b.o Mas Magalela	
10/2/57	Mbhashe local municipality vs Sangoni and Associates o.b.o KweNx Residents	
10/2/58	Mbhashe local municipality vs Tinto Ngumle Inc. o.b.o Rulumeni Elec Contractors	
10/2/59	Mbhashe local municipality vs L.L. Mjali o.b.o Pumza Dyantyi	
10/2/60	Mbhashe local municipality vs Hlatywayo Mayise o.b.o ZCC	
10/2/61	Mbhashe local municipality vs N.S Nombambela Inc. Attorneys o.b. Saliso	
10/2/62	Mbhashe local municipality vs Mangcotywa Ndzabela o.b.o Golden Sec	
10/2/63	Nerville Borman and Botha o.b.o Mbhashe local municipality vs Sinc Mini and Molakalaka	
10/2/64	Mbhashe local municipality vs Jikwana Nginda and Associates o.b. Gada	
10/2/65	Mbhashe local municipality vs Fredericks S. Mjali o.b.o Olothando tra enterprise	
10/2/66	Mbhashe local municipality vs A.J. Stone o.b.o Premier Conferencing	
10/2/67	Mbhashe local municipality vs L. Nogaga o.b.o Mancoba Moses Mbar	
10/2/68	Mbhashe local municipality vs Dyushu Majebe Attorneys Mbh Traditional Leaders	
10/2/69	Mbhashe local municipality vs L. K. Mbandazayo o.b.o Mk Mbandazayo	
10/2/70	Mbhashe local municipality vs S. N. Jiba Attorneys o.b.o Monwabisi Mli	
10/2/71	Mbhashe local municipality vs Dyushu Majebe Attorneys o.b.o Mfecane Somana	
10/2/72	Mbhashe local municipality vs H.S.Tutu Attorneys o.b.o Mbew Residents	
10/2/73	Mbhashe local municipality vs Wikus Van Rensburg o.b.o Caga	
10/2/74	Mbhashe local municipality vs Mboto Attorneys o.b.o Sezinix Investme	
10/2/75	Mbhashe local municipality vs H.S. Tutu o.b.o Headman Ndumiso	
10/2/76	Mbashe local municipality vs Sangoni and Associates o.b.o Gorge Sar	
10/2/77	Mbashe local municipality vs Yazbeks Attorneys o.b.o Phelo Constru and Training Centre cc	
10/2/78	Mbashe local municipality vs E. T. Mantyi Attorneys o.b.o Embo (PTY	
10/2/79	Mbhashe local municipality vs Gwebindlala and Associates Majalamba Investments	
10/2/80	Mbashe local municipality vs S.N Nombambela Inc. Attorneys Ntsimbakazi A/A	
10/2/81	Mbhashe local municipality vs Caps Pangwa and Associates Attorne Law o.b.o Pakama Gatyana	

10/2/82	Mbhashe local municipality vs Mbotu Attorneys o.b.o Sakhie Trading Pro	
10/2/83	Mbhashe local municipality vs N. Z. Mtshaba Attorneys o.b.o N. Ndlo	
10/2/84	Mbhashe local municipality vs Siyo Attorneys o.b.o A. Matakane	
10/2/85	Mbhashe local municipality vs L. Singqumba o.b.o Mawethu Sakwe// Traffic Officers	
10/2/86	Mbhashe local municipality vs Incremate (PTY) LTD o.b.o Sibab Property Developers	
10/2/87	Mbhashe local municipality vs S Z. Dotwana o.b.o Zandisile Stamper	
10/2/88	Mbhashe local municipality vs S. Z Dotwana o.b.o Yanga Saki, Mzika Sakhi	
10/2/89	Mbhashe local municipality vs Clientele Legal o.b.o T. Square Enginee	
10/2/90	Mbhashe local municipality vs Z.Z. Tini o.b.o Ntombesine Ntsundwani	
10/2/91	Mbhashe local municipality vs Babe & Talapile Inc. Attorneys Nomfuzo Mbana	
10/2/92	Mbhashe local municipality vs Siyo Attorneys o.b.o Cope Counc (Nojaca, Xhungu, Lumkwana)	
10/2/93	Mbhashe local municipality vs Marais Muller Hendricks Attorneys Intercape	
	Mbhashe local municipality vs Ndlebe Msuthu Inc. o.b.o Nkosiphe Weduwedu	
10/2/95	Mbhashe local municipality vs Mbane Sokuthu Inc. Attorneys obo L. Mbete	
10/2/96	Mbhashe local municipality vs L. Singqumba Inc. Attorneys obo Lwandile Singqumba	
10/2/97	Mbhashe local municipality vs D.Z Dukada and Company o.b.o Nomzi Mlungu	
10/2/98	Mbhashe local municipality vs Luvuyo Attorneys o.b.o Mzimasi Mkwedi	
10/2/99	Mbhashe local municipality vs Mvuzo Notyesi o.b.o L. Mkhondweni	
10/2/100	Mbhashe local municipality vs N.S Nombambela Inc. Attorneys Inc. Ngubethole J.S.S	
10/2/101	Mbhashe local municipality vs H.S.Tutu Attorneys o.b.o Nonelwa Mhambi	
10/2/102	Mbhashe local municipality vs Vuyani Gwebindlala o.b.o V. Madotyeni	
10/2/103	Mbhashe local municipality vs N.S Nombambela Inc. Attorneys o.b.o Eric Ngcayechibi	
10/2/104	Mbhashe local municipality vs L. Nogaga o.b.o P. Mlakuhlwa	
10/2/105	Mbhashe local municipality vs Vitshima o.b.o N. Sithebe	
10/2/106	Mbhashe local municipality vs Horrena Jilata and Associates o.b.o Mr B. Njoza	
10/2/107	Mbhashe local municipality vs Parkie Attorneys o.b.o L. Mrasi	
10/2/108	Mbhashe local municipality vs S.R. Mhlawuli and Associates o.b.o Lusindiso Matoti	
10/2/109	Mbhashe local municipality vs Mnguni and Associates o.b.o Balintulo	
10/2/110	Mbhashe local municipality vs Mpendulo Stoyile Attorneys o.b.o Mziyanda Plam	
10/2/111	Mbhashe local municipality vs Mbotu Attorneys o.b.o ANC Council Nceba Ndikinda and others	

10/2/112	Mbhashe local municipality vs Sipunzi Attorneys o.b.o Lower Gwadu Community	
10/2/113	Mbhashe local municipality vs N.S. Nombambela Inc. Attorneys Xolelwa Sigwayi Mabusela	
10/2/114	Mbhashe local municipality vs Mbulelo Rotoyi o.b.o Muhammed IQBA	
10/2/115	Mbhashe local municipality vs N.S Nombambela Inc. Attorneys Ndzulwana Qudalele	
10/2/116	Mbhashe local Municipality vs Yandiswa Sonamzi Attorneys o.b.o Thembalesizwe Holdings //Gardend to Floors Pty Ltd	
10/2/117	Mbhashe local municipality vs Mkata Attorneys o.b.o Babalwa Mpikwa	
10/2/118	Mbhashe local municipality vs B. Macingwane o.b.o Z. Siswana	
10/2/119	Mbhashe local municipality vs Chris Bodlani o.b.o Sisa Bikitsha	
10/2/120	Mbhashe local municipality vs Siyo Attorneys o.b.o A. Matakane	
10/2/121	Mbhashe local municipality vs Siyo Attorneys o.b.o Z. Sakwe	
10/2/122	Mbhashe local municipality vs Ximbi Ncobo o.b.o Sikhonathi Sarili Khu	
10/2/123	Mbhashe local municipality vs Mvuzo Notyesi Incorporated o.b.o Mzika Saki and 55 others yourselves	
10/2/124	Mbhashe local municipality vs Fihla and Associates/Divine ma Academy/Cambridge Christian School o.b.o Mr Sando//Mr Z. Siswana	
10/2/125	Mbhashe local municipality vs H.S. Tutu o.b.o Makosomzi Magatyana	
10/2/126	Mbhashe local municipality vs Parkie Attorneys o.b.o B.S. Matshabane	
10/2/127	Mbhashe local municipality vs Luthango Sigcau o.b.o Zizi Agriculture	
10/2/128	Mbhashe local municipality vs Poyo Siwahla Inc. o.b.o Tyeks Security	
10/2/129	Mbhashe local municipality vs Y. Tsipa Attorneys o.b.o M.H. Kepe	
10/2/130	Mbhashe local municipality vs Legal Aid o.b.o Jongisa Janda, Ntombi Mpukumba	
10/2/131	Mbhashe local municipality vs Balfour Myesi Incorporated o.b.o Mthethi Mlonyeni	
10/2/132	Mbhashe local municipality vs Z. Ndzwaiba and Associates o.b.o Gcinu Sondlo and Vuyisa Tembinkosi Zimela	
10/2/133	Mbhashe local municipality vs H.S. Tutu and Sons o.b.o M.C. Fokazi	
10/2/134	Mbhashe local municipality vs Mjindi Attorneys o.b.o Sihle Dinca//Ce Organs of the State	
10/2/135	Mbhashe local municipality vs Fihla and Associates o.b.o Zolisa Ndayi Mlindeli Ntunja, Mlingani Msebenzi//Law Enforcement Officers	
10/2/136	Mbhashe local municipality vs N.S. Nombambela Inc. Attorneys Mnguni Myburgh Nguqu	
10/2/137	Mbhashe Local Municipality vs MV Ceza & Associates o.b.o Mnyur Community Trust	
10/2/138	Mbhashe local municipality vs Scorpion Legal Protection o.b.o Linde Zwini	
10/2/139	Mbhashe local municipality vs Vaughan Holmes and Associates o.b.o L Moringa	
10/2/140	Mbhashe local municipality vs Caps Pangwa and Associates Attorne Law o.b.o Sinovuyo Danti	
10/2/141	Mbhashe local municipality vs Clark Laing Inc. o.b.o Umhlaba Consu Group	
10/2/142	Mbhashe local municipality vs Kirshen Naidoo and Company Inc. o.b.o Van Der Merwe	
10/2/143	Mbhashe local municipality vs Mhlawuli and Associates o.b.o Col Construction	
10/2/144	Mbhashe local municipality vs M.S. Ginya Inc. ob.o Luyanda Tshona	

10/2/145	Mbhashe local municipality vs Maseti Inc. o.b.o Thobile Peme	
10/2/146	Mbhashe local municipality vs Dinizulu Attorneys o.b.o S.Nomoyi	
10/2/147	Mbhashe local municipality vs T. Madyibi Attorneys o.b.o M. Nkamela	
10/2/148	Mbhashe local municipality vs Gcobani Nontswabu Attorneys o.b.o Mzayifani Tiwani	
10/2/149	Mbhashe local municipality vs Loyiso Lennox Ketani o.b.o Sithem Dalkanyo Sicengu	
10/2/150	Mbhashe local municipality vs Pedzisai-Pion Attorneys o.b.o All G Environmental Consultants cc	
10/2/151	Mbhashe local municipality H.S. Tutu and Sons o.b.o Sitebe-Holoti	
10/2/152	Mbhashe local municipality vs Y. Tsipa Attorneys o.b.o N. Faniso	
10/2/153	Mbhashe local municipality vs Mlindazwe and Associates obo Emma Anyimadu	
10/2/154	Mbhashe local municipality vs Bernard Henry McDonald	
10/2/155	Mbhashe local municipality vs Smith Tabata Attorneys o.b.o Phur Imivuyo, Capstone Construction and DPV Construction	
10/2/156	Mbhashe local municipality vs Vuyani Gwebindlala o.b.o Nyubuse	
10/2/157	Mbhashe local municipality vs M. Mnge and Associates o.b.o T. Maraf	
10/2/158	Mbhashe local municipality vs H.S. Tutu o.b.o Meat Centre Taxi Associ	
10/2/159	Mbhashe local municipality vs Jikwana Nginda o.b.o Combo consultin	
10/2/160	Mbhashe local municipality vs S. Canca and Associates o.b.o Skym Marketing	
10/2/161	Mbhashe local municipality vs Jikwana Nginda and Associates Myendeki S. and others	
10/2/162	Mbhashe local municipality vs Jikwana Nginda and Associates o.b.o C Newrest and Farmer	
10/2/163	Mbhashe local municipality vs Mvuzo Notyesi o.b.o Pakamisa Mading	
10/2/164	Mbhashe local municipality vs Jikwana Nginda and Associates Kenneth Mcopele	
10/2/165	Mbhashe local municipality vs Hughes Chilsom and Airey Inc Sikatalele Indalo	
10/2/166	Mbhashe local municipality vs T. Qina and Sons o.b.o Z.D. Nakeni	
10/2/167	Mbhashe local municipality vs Mjuleka Attorneys o.b.o Sive Gangatha	
10/2/168	Mbhashe local municipality vs Lutango Sigcau Attorneys o.b.o Loja Trading	
10/2/169	Mbhashe local municipality vs N.S. Nombambela o.b.o Kholeka Catherine Nogemane	
10/2/170	Mbhashe local municipality vs N.S. Nombambela o.b.o Mputi Administrative Area	
10/2/171	Mbhashe local municipality vs Vitshima Attorneys o.b.o Mzwandile Macholi	
10/2/172	Mbhashe local municipality vs N.S. Nombambela o.b.o Bubele Lugago	
10/2/173	Mbhashe local municipality vs H.S. Tutu & Sons o.b.o GPO, Agriculture and Mabhaceni Squater Camps	
10/2/174	Mbhashe local municipality vs Smith Tabata o.b.o Mr. Nyengule	
10/2/175	Mbhashe local municipality vs Mgxaji Incorporated o.b.o Zone 14 Occupation	

11. ATTENDING AND HOSTING GATHERINGS

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
11/1	<u>Arrangement of Municipal Functions</u>	
11/1/R	Routine Enquiries	
11/1/1	Invitation and Arrangements	
11/1/2	Official opening/handover of buildings	
11/1/3	Official funerals and memorial services	
11/1/4	End year functions	
11/1/5	Reports	
11/2	<u>National Celebrations</u>	
11/2/P	Policy	
11/2/R	Routine Enquiries	
11/2/1	<u>Invitation and arrangements of</u> (Open a file for each commemorated day/ celebration and number consecutively e.g. Heritage Day, Arbor week etc.)	
11/2/1/1	Heritage Day	
11/2/1/2	Arbor Week	
11/2/1/3	Women's day	
11/2/1/4	Exhibitions and shows	
11/2/1/5	Reports	
11/3	<u>Provincial Celebrations</u> (Open a file for each celebration and number consecutively)	
11/4	<u>Local Celebrations</u> (Open a file for each celebration and number consecutively)	
11/4/1	Participation in commemorations	
11/4/2	Report	
11/5	<u>Arrangement of Festivals and events</u>	
11/5/1	Mayoral Invitations and functions	
11/5/2	Mayor's Imbizo	
11/5/3	Mayor's Entertainment	
11/5/4	Letter of thanks, congratulations and condolences	
11/5/5	Awards to the public	
11/5/6	Sport events	
11/5/7	Reports	

12. MEETINGS OF MUNICIPAL BODIES AND OTHER INSTITUTIONS

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
12/1	Composition and Meetings	
12/1/P	Policy	
12/1/R	Routine Enquiries	
12/1/1	Municipal Bodies	
12/1/1/1	Invitation and Arrangements	
	(All correspondences regarding invitations/arrangements of meetings from these bodies should be filed respectively below)	
12/1/1/1/1	South African Local Government Bargaining Council	
12/1/1/1/2	District Municipalities	
12/1/1/1/3	Other Local Municipalities	
12/1/2	National Departments and Organizations (Open a file for each National Organization and number consecutively)	
12/1/2/1	Institute: Local Government Management	
12/1/2/2	Institute of Municipal Finance Officers	
12/1/2/3	Municipal Support Programme	
12/1/2/4	Municipal Mentoring Programme	
12/1/2/5	South African Local Government Association	
12/1/2/6	The Institute of Purpose Directed Leadership and management	
12/1/2/7	Department of Housing, Local Government and Traditional Affairs	
12/1/2/8	Amathole District Municipality	
12/1/2/9	Department of Labour	
12/1/2/10	Department of Minerals and Energy	
12/1/2/11	Department of Public Works	
12/1/2/12	Department of Land Affairs	
12/1/2/13	Department of Transport	
12/1/2/14	Department of Agriculture	
12/1/2/15	Office of the Premier	
12/1/2/16	National Treasury	
12/1/2/17	South African Management Development Institute	
12/1/2/18	Department of Water Affairs and Forestry	
12/1/2/19	Department of Health	
12/1/2/20	Institute of Traffic and Municipal Police Officers of Southern Africa	
12/1/2/21	Institution of Municipal Engineering of Southern Africa	
12/1/2/22	Department of Social Development	
12/1/2/23	Department of Sport, Recreation, Arts and Culture	
12/1/2/24	Department of Economic Affairs, Environment and Tourism	
12/1/2/25	Department of Justice	
12/1/2/26	Department of Communication and Information System	
12/1/2/27	Provincial Legislature	
12/1/2/28	Department of Education	
12/1/2/29	South African Police Service	
12/1/2/30	Department of Safety and Liaison	
12/1/2/31	Department of Science and Technology	
12/1/2/32	Eastern Cape Youth Commission	

12/1/2/33	Department of Home Affairs	
12/1/2/34	South African Municipal Sports and Recreation Association	
12/1/2/35	Eastern Cape Gambling Betting Board	
12/1/2/36	Institute of Municipal Administration (IMASA)	
12/1/2/37	House of Traditional Leaders-Eastern Cape	
12/1/2/38	National Wool Growers Association	
12/1/2/39	UNICEF	
12/1/2/40	South African Social Security Agency (SASSA)	
12/1/2/41	The Presidency	
12/1/2/42	Pan South African Language Board	
12/1/2/43	Eastern Cape Appropriate Technology Unit	
12/1/2/44	Department of Public Service & Administration	
12/1/2/45	National Intelligence Agency (NIA)	
12/1/2/46	Kula Development Facilitators	
12/1/2/47	Department of Trade and Industry	
12/1/2/48	Department of Correctional Services	
12/1/2/49	Department of Cooperative Governance and Traditional Affairs	
12/1/2/50	National Prosecuting Authority (NPA)	
12/1/2/51	Department of Rural Development and Land Reform	
12/1/2/52	Special Investigating Unit	
12/1/2/53	Society Prevention Cruelty to Animals	
12/1/2/54	Road Traffic Management Cooperation	
12/1/2/55	Provincial Local Economic Development Support Programme	
12/1/2/56	Concerned Bomvana Patriotic Youth	
12/1/2/57	National Youth Development Agency	
12/1/2/58	The South African National Road Agency	
12/1/2/59	Parliament	
12/1/2/60	National Energy Regulator of South Africa	
12/1/2/61	Ministry of Defence and Military Veterans	
12/1/2/62	Department of International Relations and Cooperation(Foreign Affairs)	
12/1/2/63	South African Human Rights Commission	
12/1/2/64	Public Protector South Africa	
12/1/2/65	National and Provincial Community Police Forum	
12/1/2/66	South African Civil Organisation	
12/1/2/67	National School of Government	
12/1/2/68	South African Youth Council	
12/1/2/69	Eastern Cape Park and Tourism Agency	
12/1/2/70	Government Printing Works	
12/1/2/71	South African Council for planners	
12/1/2/72	Commission of Gender Equality	
12/1/2/73	State Security Agency	
12/1/2/74	National and Provincial Commission of Restitution Land Rights	
12/1/2/75	Imbokodo Yabathembu Women's League	
12/1/2/76	Soul City Institute for Social Justice	
12/1/2/77	Imbumba Yamakhosikazi Akomkhulu, Snako Community Development and Skoko Charities	
12/1/2/78	Commission for Conciliation, Mediation, and Arbitration	
12/1/2/79	South African Law Reform Commission	

12/1/2/80	Congress of South African Trade Unions (COSATU)	
12/1/3	<u>Mbhashe Local Bodies</u>	
12/1/3/1	Mbhashe Ratepayers Associations	
12/1/3/2	Mbhashe Farmers Associations	
12/1/3/3	Mbhashe Local Tourism Organisation	
12/1/3/4	Mbhashe Hawkers Associations	
12/1/3/5	Mbhashe Co-operatives	
12/1/3/6	Mbhashe Maize Production Team	
12/1/3/7	Mbhashe Business Forum	
12/1/3/8	Imbumba Yamakhosikazi Akomkhulu	
12/1/3/9	Mbhashe Msendo Development Trust	
12/1/3/10	Mbhashe NERPO	
12/1/3/11	Xhosa Kingdom	
12/1/3/12	Willowvale Development Trust	
12/1/4	<u>Provincial Departments and Organization</u> (Open a file for each Provincial Department/Organization and number consecutively according to Annexure A)	
12/1/4/1	<u>District and Local Municipalities</u> (Open a file for each District and Local Municipality according to Annexure B and C)	
12/1/4/2	<u>District Municipalities</u>	
12/1/4/2/1	Buffalo City Metro	
12/1/4/2/2	Nelson Mandela Metro	
12/1/4/2/3	Amathole District Municipality	
12/1/4/2/4	OR Tambo District Municipality	
12/1/4/2/5	Cacadu District Municipality	
12/1/4/2/6	Joe Gqabi District Municipality	
12/1/4/2/7	Alfred Nzo District Municipality	
12/1/4/2/8	Chris Hani District Municipality	
12/1/4/3	<u>Local Municipalities</u>	
12/1/4/3/1	<u>Amathole District</u>	
12/1/4/3/1/1	Amahlathi Local Municipality	
12/1/4/3/1/2	Mbhashe Local Municipality	
12/1/4/3/1/3	Great Kei Local Municipality	
12/1/4/3/1/4	Mnquma Local Municipality	
12/1/4/3/1/5	Nkonkobe Local Municipality	
12/1/4/3/1/6	Ngqushwa Local Municipality	
12/1/4/3/1/7	Nxuba Local Municipality	

12/1/6	Institutes (Open a file for each Institute and number consecutively)	
12/1/7	Boards and Councils (Open a file for each board and council and number consecutively)	
12/1/8	Non-Governmental Bodies (Open a file for each NGO and number consecutively)	
12/1/9	Committees/Task Teams/Forums (Open a file for each and number consecutively)	
12/1/10	Private Companies (Open a file for each company and number consecutively)	

13. COUNCIL AND WARD MANAGEMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
13/1	<u>Establishment of Council</u>	
13/1/P	Policy	
13/1/R	Routine enquiries	
13/1/1	Election and By-elections	
13/1/2	Appointment and additional	
13/1/3	Resignation, dismissals and replacement	
13/1/4	Declaration of gifts and business interest	
13/1/5	<u>Grievance and Compliance</u>	
13/1/5/1	<u>By Political Parties</u> (Open a file for each Political Party and number consecutively)	
13/1/5/2	African National Congress	
13/1/5/3	Democratic Alliance	
13/1/5/4	United Democratic Movement	
13/1/5/5	Congress of the People	
13/1/5/6	By Communities	
13/1/5/7	By Councillors	
13/2	<u>Remuneration of Councillors/Upper limits and Ward Committee members</u>	
13/2/P	Policy	
13/2/R	Routine enquiries	
13/2/1	Concurrences/Approval by the MEC	
13/2/2	Allowances and Benefits (All correspondence regarding travelling, cell phones, petrol, housing and pension allowance paid to councillors should be filed here)	
13/3	<u>Meetings of Councillors</u>	
13/3/P	Policy	
13/3/R	Routine enquiries	
13/3/1	Leave of absence	
13/3/2	Tabling of motions	
13/3/3	Caucus meeting (Open a file for each political party and number consecutively)	
13/3/4	African National Congress	
13/3/5	Democratic Alliance	
13/3/6	United Democratic Movement	

13/3/7	Congress of the People	
13/3/8	Questions by Council members	
13/3/9	Circulating and Implementing of outstanding resolutions	
13/3/10	Compilation, amendment and approval of Standing orders	
13/4	Executive Committees	
13/4/1	Exco	
13/4/1/1	Invitations	
13/4/1/2	Portfolio Committees (Open a file for each Portfolio Committee and number consecutively)	
13/4/1/2/1	Invitations and arrangement of meetings	
13/4/1/2/2	Planning development	
13/4/1/2/3	Infrastructure	
13/4/1/2/4	Community Services (Social needs)	
13/4/1/2/5	Municipal Public Accounts Committee	
13/4/1/2/6	Finance and Human Resources	
13/4/2	Other Committees	
13/4/2/1	Audit Committee	
13/4/2/2	Performance Audit committee	
13/4/2/3	Risk Management Committee	
13/4/2/4	Training Committee	
13/4/2/5	ICT Steering Committee	
13/4/2/6	Operational Risk Management Committee	
13/4/2/7	Bid Specification Committee	
13/4/2/8	Bid Evaluation Committee	
13/4/2/9	Bid Adjudication Committee	
13/4/2/10	Local Labour Forum	
13/4/2/11	Women's Caucus	
13/4/2/12	Health and Safety Committee	
13/4/2/13	Employment Equity Committee	
13/4/2/14	Selection Committee	
13/5	Wards Management	
13/5/P	Policy	
13/5/R	Routine enquiries	
13/5/1	Establishment of wards	
13/6	Wards Committees	
13/6/1	Election/establishment of	
13/6/2	Public participation	
13/6/3	Complaints/Grievance	
13/6/4	Dissolution of Council Committee/Board	
13/6/5	Meeting of wards committee (Open a file for each ward committee and file as per ward number)	
13/6/6	Dismissals/resignations/exclusions	
13/7	Invitations	
13/7/1	Meetings	
13/7/2	Management meetings	
13/7/3	Personal particulars of councillors	
13/7/4	Council representatives on public bodies	
13/7/5	Civic functions and entertainment	

14. LICENCES AND PERMITS

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
14/1	<u>Licences</u>	
14/1/P	Policy	
14/1/R	Routine Enquiries	
14/1/1	<u>Application and Issuing</u>	
14/1/1/1	By the Minister	
14/1/1/2	By Municipalities	
14/2	<u>Partnership with other bodies</u>	
14/2/1	Transport Board	
14/2/2	Liquor Board	
14/2/3	Gambling Board	
14/3	<u>Types of Licences</u>	
14/3/1	<u>Trading Licences</u> (Open a file for each license and number consecutively e.g. Hawkers, dairies, Fire-arms, Aerodrome, SAMRO.)	
14/3/1/1	Hawkers	
14/3/1/2	Dairies	
14/3/1/3	Fire-arms	
14/3/1/4	<u>Aerodrome</u>	
14/3/1/5	<u>Shops</u>	
14/3/2	<u>Vehicle Licence</u>	
14/3/2/1	Issuing of Learners/Driver's License	
14/3/2/2	Registration of Vehicles	
14/3/3	<u>Occupational Licenses</u> (Open a file for each license and number consecutively e.g. Plumbers, Electricians)	
14/4	<u>Permits</u>	
14/4/P	Policy	
14/4/R	Routine Enquiries	
14/4/1	Granting of authority to issue permits	
14/4/2	Application, issuing and withdrawal	
14/4/3	<u>Mining permits</u>	

15. TOWN PLANNING AND INFRASTRUCTURAL DEVELOPMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
15/1	<u>Town Planning</u>	
15/1/P	Policy	
15/1/R	Routine Enquiries	
15/1/1	<u>Demarcation of boundaries</u>	
15/1/1/1	Municipal Boundaries (Open a file for each ward, local boundaries)	
15/1/1/2	Demarcation of wards boundaries	
15/1/1/3	Demarcation of wards	
15/1/1/4	Delimitation of wards	
15/1/2	<u>Appointment of consultants</u>	
15/1/2/1	Town planners and engineers	
15/1/2/2	Land surveyors	

15/1/2/3	Geological survey	
15/1/3	<u>Compilation amendment and approval of Structure and developments plans</u>	
15/1/3/1	Compilation, amendment and approval of town Planning Scheme	
15/1/4	<u>Control of township Establishment of Townships</u>	
15/1/4/P	Policy	
15/1/4/R	Routine Enquiries	
15/1/5	<u>Name of Townships</u> (Open a file for each new township and number consecutively)	
15/1/5/1	Amendment of conditions of establishment	
15/1/5/2	Subdivision and consolidations	
15/1/5/3	Servitudes	
15/1/5/4	Control of construction of buildings	
15/1/5/5	Building line restrictions and encroachments	
15/1/5/6	Permitted practices	
15/1/5/7	Existing	
15/1/5/8	Rezoning	
15/1/5/9	Sectional titles	
15/1/6	<u>Rezoning</u> (Open a file for each new rezoning and number consecutively)	
15/1/7	<u>Subdivision/consolidation Within Municipal boundaries</u> (open a file for each town area and number consecutively)	
15/1/8	<u>Permission and Current use</u> (Open a file for each area and number consecutively)	
15/1/9	<u>Registration of servitudes</u> (open a file for each servitude and number consecutively)	
15/1/10	<u>Erection of building/building restrictions</u> (Open a file for each area and number consecutively)	
15/1/10/1	Encroachments	
15/11	<u>Demolition of Buildings</u> (For prosecution refer to 1/2/2/3/1/2)	
15/11/1	Rulings, Instructions, applications and approval	
15/11/1/1	Rulings	
15/11/1/2	Instructions	
15/11/1/3	Applications and approvals	
15/12	<u>Reservation of Sites</u>	
15/12/1	Industry	
15/12/2	Churches	
15/12/3	Educational Institutions	
15/12/4	Sport and recreation	
15/12/5	Residential	

16. MUNICIPAL SERVICES

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
16/1	<u>Supply of Indigent Services</u>	
16/1/1	Electricity	
16/1/2	Grants for burials	
16/2	<u>Traffic Control Services</u>	
16/2/P	Policy	
16/2/R	Routine Enquiries	
16/2/1	Promotion of road safety	
16/2/2	<u>Vehicle Control</u>	
16/2/2/1	Road worthiness Testing	
16/2/2/2	Disposal of abandoned vehicles	
16/2/2/3	Impounding and clamping vehicles	
16/3	<u>Control of traffic flow</u>	
16/3/1	Marches/Rallies/Cycle races/fun runs/walks and use of loud speakers	
16/3/2	Abnormal loads/ and closure of roads	
16/3/3	Speed traps/cameras	
16/3/4	Provision of road signs	
16/3/5	Massive traffic operations (roadblocks)	
16/4	<u>Allocation of Parking</u>	
16/4/1	Public Parking	
16/4/2	Loading zones	
16/5	<u>Control of live stock</u>	
16/5/P	Policy	
16/5/R	Routine Enquiries	
16/5/1	Impounding of live stock	
16/5/2	Licensing and immunization of dogs/cats	
16/5/3	Fencing (All correspondence regarding fencing of Provincial and Municipal roads and pounds should be filed here)	
16/5/4	Dipping tanks	
16/6	<u>Health Services</u>	
16/6/P	Policy	
16/6/R	Routine Enquiries	
16/6/1	Notice of occurrence	
16/6/2	Measures for prevention	
16/6/3	Epidemics	
16/6/4	Combating spread and diseases and plagues	
16/6/5	Investigation/Research	
16/6/6	<u>Inspections</u>	
16/6/6/1	Premises and food	
16/6/3	<u>Health Education Programme</u> (Open a file for each programme and number consecutively)	

16/7	Environmental Protection	
16/7/P	Policy	
16/7/R	Routine Enquiries	
16/7/1	Inspections	
14/7/1/1	Anti-pollution campaign for air and water	
16/7/1/2	Environmental Impact Assessments	
16/7/2	Marsh area	
16/8	Welfare and Disaster Management	
16/8/P	Policy	
16/8/R	Routine Enquiries	
16/8/1	Provision of Housing and Protection of	
16/8/1/1	Street kids	
16/8/1/2	Senior Citizens/Old age	
16/8/1/3	Disabled People	
16/8/1/4	Victims of Domestic Violence	
16/8/1/5	HIV and AIDS Victims and Orphanage	
16/8/1/6	Rehabilitation Centres	
16/8/2	Disaster Management	
16/8/2/1	Investigations	
16/8/2/2	Declaration of Disaster areas	
16/9	Disaster Relief Fund	
16/9/P	Policy	
16/9/R	Routine Enquiries	
16/9/1	Donation to the Fund	
16/9/2	Request for assistance from the fund	
16/9/3	Assistance to victims from the fund (All correspondence regarding the issue of rolling out of Assistance such as clothes, food parcels, tents, blankets, toilets, water, mobile clinics to victim of disaster should be filed here)	
16/10	Sports and recreation	
16/10/P	Policy	
16/10/R	Routine Enquiries	
16/10/1	Games and Events	
16/10/1/1	Games (All correspondence regarding arrangement of games should be filed here)	
16/10/1/2	Cultural/Religious Events (All correspondence regarding cultural events should be filed here)	
16/11	Tourism	
16/11/P	Policy	
16/11/R	Routine Enquiries	
16/11/1	Identification/reconstruction of Heritage sites	
16/11/2	Establishment of Heritage Information Centre's	
16/11/3	Arrangements of Tours	
16/12	Library	
16/12/P	Policy	
16/12/R	Routine Enquiries	
16/12/1	Invitation and arrangements	

	(All correspondence regarding invitations and arrangement of library programmes, selection displays and quarterly stakeholders meeting)	
16/12/2	Management of books and publications	
16/12/2/P	Policy	
16/12/2/R	Routine Enquiries	
16/12/2/1	Purchase	
16/12/2/2	Donation	
16/12/2/3	Distributions/Dispatching/transfer	
16/12/2/4	Disposal	
16/12/2/5	Operating of Depots	
16/13	Cemetery and Crematorium Services	
16/13/P	Policy	
16/13/R	Routine Enquiries	
16/13/1	Exhumation and reburials	
16/13/2	Erection of tombstones	
16/13/3	Indigent/ Pauper burials	
16/13/4	Provision of graves	
16/14	Management of Recreational Facilities	
16/14/P	Policy	
16/14/R	Routine Enquiries	
16/14/1	Booking and Leasing	
16/14/2	Complaints and Complements	
16/15	Waste Management/Sanitation	
16/15/P	Policy	
16/15/R	Routine Enquiries	
16/15/1	Collection and recycling of waste/rubbish	
16/15/2	Distribution of overgrown stands All correspondence from the community with regards to cleaning/ clearing of overgrown stands and complaints)	
16/15/3	Maintenance of dumping sites	
16/15/3/1	Sanitation	
16/15/3/R	Routine Enquiries	
16/15/3/1/1	Complaints (All correspondence on bucket systems and vacuum tanks must be filed here)	
16/15/3/1/2	Sewer Pump stations (all correspondence with regards to pump stations must be filed here)	
16/15/4	Rubbish removal	
16/15/4/R	Routine Enquiries	
16/15/4/1	Street rubbish bins	
16/15/4/2	Home rubbish bins	
16/15/4/3	Recycling	
16/16	Supply of Electricity	
16/16/P	Policy	
16/16/R	Routine Enquiries	
16/16/1	Purchasing Eskom/Municipality	
16/16/2	Provision of street lights	
16/16/3	Complaints	
16/16/4	Interruption and reconnection	

16/16/5	Supply free basic services	
16/17	Management of water services	
16/17/P	Policy	
16/17/R	Routine Enquiries	
16/17/1	Sources	
16/17/1/1	Application for boreholes/dams	
16/17/1/2	Installation and maintenance of water pipes and meters/testing	
16/17/1/3	Restriction of water use	
16/17/1/4	Purification of water	
16/17/1/5	Distribution of water	
16/17/1/6	Purchasing of water	
16/18	Welfare	
16/18/P	Policy	
16/18/R	Routine Enquiries	
16/18/1	Organisations (all correspondence on welfare, registrations, applications – cakes sales, markets, jumble sales, street collections must be filed here)	
16/19	Roads and Streets	
16/19/R	Routine Enquiries	
16/19/P	Policy	
16/19/1	Roads construction programme	
16/19/2	Proclamation	
16/19/3	Upgrading of main street	
16/20	Education	
16/20/P	Policy	
16/20/R	Routine enquiries	

D. LIST OF SERIES OF CASE FILES

PERSONAL FILES

SP Contains correspondence or documents of an employee regarding his/her appointment, academic qualifications, CV, promotion, assessment, transfer, training, placement and issuing of testimonial and service certificates.

SL Contains correspondence or documents regarding leave application forms e.g. vacation, sick, maternity, family responsibility, study leave or special leave. All correspondences regarding leave queries should be filed here.

SF Contains correspondence of documents regarding financial issues of the employee e.g. salary advices, increments, subsidy allowance, housing allowance, car allowance, overnight accommodation, accommodation bookings, air transport bookings, Garnish orders monetary and merit awards.

SLR Contains correspondence or documents regarding misconduct, incapacity, grievances, investigations, disciplinary notices, written allegations against the employee,

labour disputes between employer and employee, CCMA awards, labour court judgements and resolution of the bargaining council.

SM Contains correspondence or documents regarding job descriptions, work plans, personal development plans, quarterly reviews, reports of assessment committees, merit awards.

ERF/SITE

PLOT NUMBER

ONLY These are files that are opened for each house. Lot no of property, initials, surname, Id number. Files are opened as per property. Correspondence will include estimates on the size and measurement of the site, sketch, house plan, inspector's comments on the property, copies of title deeds and permission to occupy/value the property.

VH All correspondence regarding purchasing, registration, number requisition, repairing, fuelling, accident, toll gates, traffic fines and disposal of vehicle should be filed here.

ANNEXURE A

LIST OF PROVINCIAL DEPARTMENTS

1. Office of the Premier
2. Eastern Cape Provincial Legislature
3. Eastern Provincial Treasury
4. Rural Development and Agrarian Reform
5. Education
6. Economic Development and Environmental Affairs
7. Health
8. Human Settlement
9. Safety and Liaison
10. Local Government and Traditional Affairs
11. Roads and Public Works
12. Social Development
13. Sport, Recreation, Arts and Culture

ANNEXURE B

LIST OF METROS AND DISTRICT MUNICIPALITIES

1. BUFFALO CITY METRO
2. NELSON MANDELA METRO
3. AMATHOLE DISTRICT MUNICIPALITY
4. OR TAMBO DISTRICT MUNICIPALITY
5. CACADU DISTRICT MUNICIPALITY
6. JOE GQABI DISTRICT MUNICIPALITY
7. ALFRED NZO DISTRICT MUNICIPALITY
8. CHRIS HANI DISTRICT MUNICIPALITY

ANNEXURE C

LIST OF LOCAL MUNICIPALITIES

AMATHOLE

1. MNQUMA LOCAL MUNICIPALITY
2. MBHASHE LOCAL MUNICIPALITY
3. GREAT KEI LOCAL MUNICIPALITY
4. NKONKOBÉ LOCAL MUNICIPALITY
5. NGQUSHWA LOCAL MUNICIPALITY
6. NXUBA LOCAL MUNICIPALITY
7. AMAHLATHI LOCAL MUNICIPALITY

CACADU

1. CAMDEBOO LOCAL MUNICIPALITY
2. BAVIAANS LOCAL MUNICIPALITY
3. BLUE CRANE ROUTE LOCAL MUNICIPALITY
4. IKWEZI LOCAL MUNICIPALITY
5. KOU-KAMMA LOCAL MUNICIPALITY
6. KOUGA LOCAL MUNICIPALITY
7. MAKANA LOCAL MUNICIPALITY
8. NDLAMBE LOCAL MUNICIPALITY
9. SUNDAYS RIVER VALLEY LOCAL MUNICIPALITY

CHRIS HANI

1. LUKHANJI LOCAL MUNICIPALITY
2. ENGCOBO LOCAL MUNICIPALITY
3. EMALAHLENI LOCAL MUNICIPALITY
4. SAKHISIZWE LOCAL MUNICIPALITY
5. INKWANCA LOCAL MUNICIPALITY
6. INTSIKA YETHU LOCAL MUNICIPALITY
7. INXUBA YETHEMBA LOCAL MUNICIPALITY
8. TSOLWANA LOCAL MUNICIPALITY

JOE GQABI

1. MALETSWAI LOCAL MUNICIPALITY
2. GARIEP LOCAL MUNICIPALITY
3. ELUNDINI LOCAL MUNICIPALITY
4. SENQU LOCAL MUNICIPALITY

ALFRED NZO

1. UMZIMVUBU LOCAL MUNICIPALITY
2. MATATIELE LOCAL MUNICIPALITY
3. MBIZANA LOCAL MUNICIPALITY
4. NTABANKULU LOCAL MUNICIPALITY

OR TAMBO

1. KING SABATA DALINDYEBO LOCAL MUNICIPALITY
2. INGQUZA HILL LOCAL MUNICIPALITY
3. MHLONTLO LOCAL MUNICIPALITY
4. NYANDENI LOCAL MUNICIPALITY
5. PORT ST JOHNS LOCAL MUNICIPALITY

ANNEXURE D

PUBLIC ENTITIES

1. EAST LONDON INDUSTRIAL DEVELOPMENT ZONE (ELIDZ)
2. EASTERN CAPE DEVELOPMENT CORPORATION (ECDC)
3. EASTERN CAPE PROVINCIAL LEGISLATURE POLITICAL PARTY FUND (ECPLPPF)
4. EASTERN CAPE RURAL DEVELOPMENT AGENCY (ECRDA)
5. EASTERN CAPE SOCIO ECONOMIC CONSULTATIVE COUNCIL (ECSECC)

6. EASTERN CAPE GAMBLING AND BETTING BOARD (**ECGBB**)
7. EASTERN CAPE LIQUOR BOARD (**ECLB**)
8. EASTERN CAPE PARKS AND TOURISM AGENCY (**ECPTA**)
9. EASTERN CAPE PROVINCIAL ARTS AND CULTURE COUNCIL (**ECPACC**)

ANNEXURE E

Eastern Cape Provincial Archives and Records Services

1. **The Head:** Mrs L Mtiki (Provincial Archivist)

Postal address: Department of Sports, Recreation, Arts and Culture

Private Bag X7486

KING WILLIAMS TOWN

5600

Street address: No. 5 Eales Street

KING WILLIAMS TOWN

5600

Tel: 043 604 4017 **Fax:** 043 642 2014

Cell: 078 529 6370

2. **The Head:** MTHATHA REPOSITORY

Street address: Corner Nelson Mandela Drive & Owen Street

MTHATHA

Tel: 047 5325 148/2

Fax: 047 531 1011

3. **The Head:** PORT ELIZABETH REPOSITORY

Street address: No.1 De Villiers Street, North End

PORT ELIZABETH

Tel: 041 484 6467

Fax: 041 484 6451