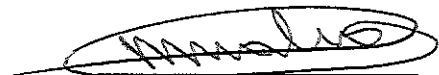


RECORDS MANAGEMENT POLICY



APPROVED BY:


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DATE: 23/06/2021

APPROVED BY:



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DATE: 23/06/2021

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1. PURPOSE OF POLICY

A governmental body keeps records to support its operations, as well as to fulfil legal and other obligations. Records should be managed by the government body in terms of the broad policy guidelines contained in the National Archives and Records Service of South Africa Act No.43 of 1996 as amended. The policy should not only be in line with the Act, but should also link with the Municipality's overall mandate and mission objectives. The purpose of these guidelines is to enable records managers to compile their own records management policy using the guidelines as a basis to work from.

2. OBJECTIVE OF POLICY

- Easy retrieval of information
- Orderly and efficient flow of information enables the organisation to perform efficiently and successful
- Authoritative and reliable records are created and maintained in an accessible, intelligent and usable manner to support the municipality and accountability requirements(of the municipality)
- Efficiency and economy are ensured by eliminating unnecessary duplication of records
- A retention and disposal programme ensures that the organisation maintains only those records it really needs for functional purposes
- Controls are exercised that only authorised persons have access to the information.
- Records becomes effective and efficient if the following are done:
 - Managed /designed to support municipality objectives
 - If records are considered a resource and utilised fully and cost effectively

3. SCOPE

In order to meet records management objectives and user's needs, having regard to the availability of resources, a record audit needs to include the following:

- 3.1 A full understanding of the municipality, its activities, its mission, objectives, components and operations
- 3.2 Level of staff awareness of records management
- 3.3 What records are held and the activities to which they relate
- 3.4 An inventory of record containers (cabinets, strong-rooms, shelves)
- 3.5 Records documentation (file lists, indexes)

- 3.6 Where copies of records exist
- 3.7 Date range of the records
- 3.8 Frequent access of records
- 3.9 Tracking system of the records
- 3.10 Current records management system and competence levels of records management staff
- 3.11 Record keeping costs
- 3.12 Identification of records of archival value

4. POLICY DEFINITION

Registry is one of the components of the general office services in the municipal office. The registry office is responsible for classification of records, receipt and flow of documentation and control, custody, care and disposal of records.

Records management is the process of ensuring the proper creation, receipt, maintenance, use and disposal of records to achieve efficient, transparent accountable governance.

Appraisal means the process of determining the value thus the final disposal of records and the decision regarding the preservation requirements of each record or series of records.

Retention schedule is to prompt disposal of records whose retention period has lapsed.

Disposal means that without prior written authorisation from the National Archivist or Provincial Archivist, no public records shall be destroyed or erased. The records manager manages the disposal schedule

A20- Transfer to archives repository 20 years after the end of the year in which the records were created.

D- Destroy (body of origin itself determines retention period).

D5- Destroy after five years

D7- Destroy 7 years after closure.

AP- Can remain in the custody of the body indefinitely. When disposal does take place, e.g. when the body closes or assets are disposed of, it must be transferred to an archives repository.

DAU- Destroy immediately after auditing is completed.

DAU3- Destroy 3 years after auditing is completed.

DAU7- Destroy 7 years after auditing is completed.

5. LEGAL FRAMEWORK FOR SOUND RECORDS MANAGEMENT PROGRAMME

The following legislations are crucial in records management:

- The Constitution, of the Republic of 108 of 1996
- National Archives of South Africa Act 43 of 1996 (NARSA)
- Promotion of Access to Information Act 2 of 2000 (PAIA)
- Provincial Archives Act 7 of 2003
- Promotion of Administrative Justice 3 of 2000
- The Electronic Communication and Transactions Act No. 25 of 2002
- The Protection of Personal Information Act 4 of 2013

6. POLICY PROCEDURE

6.1 Planning the policy

The municipality cannot draft a records management policy if it does not know what the specific record keeping and service delivery requirements are, it is therefore advisable that a thorough analysis be done of the environment within which the body operates. Doing municipality analysis will provide the following:

- An understanding of the municipality and the administrative, legal, business and social contexts in which it operates
- An understanding of the municipality's record keeping strengths and weaknesses
- An understanding of the records that need to be sustained over the long term
- A sound basis for defining the scope of the municipality's record keeping project and presenting a business case for managerial support
- Information about the requirements of the municipality's stakeholders

The information gathered during an institutional analysis is an essential basis for the compilation of a records management policy as well as a functional subject file plan and the preparation of a records disposal authority.

7. GENERAL POLICY PROVISIONS

Municipal manager, all senior managers, councillors, municipal staff and external stakeholders.

7.1 Promotion of access to information

This is to enhance promotion of access to information, be it personal or institutional by both internal and external stakeholders:

- Develop two separate registers to access municipal information by internal and external stakeholders.

- Turnaround time to respond on requested access to information by internal and external stakeholders should be within 30 days.
- Payment of record copied for external stakeholders should be determined by municipal tariffs.

8. PROCEDURES FOR IMPLEMENTING POLICY

8.1 ROLES AND RESPONSIBILITIES

Senior managers

- Including the Accounting Officer, Senior Managers are responsible for the implementation of this policy in their respective departments
- They shall lead by example and shall themselves maintain good record keeping and records management practices
- Shall ensure that their staff are made aware of their record keeping and records management responsibilities and obligations
- Shall ensure that management of records including e-mail is a key responsibility in the performance agreements of all staff in their departments

Records manager

- To ensure that records management policy is in place (implemented and maintained)
- Staff awareness regarding the policy
- Users of information have a collective responsibility to sound records management and the full cooperation of users is necessary to file documents into the filing system and to protect records against loss and damage, without this there will be no records to manage
- The determination of retention periods in consultation with the users and taking into account the functional, legal and historical need of the municipality to maintain records
- Training of staff to ensure that the municipality's record keeping and record management comply with the records management principles as stated in the National Archives and Records Service Act
- May issue circulars and instructions regarding the record keeping of the municipality
- Ensure that all correspondence received by the municipality are classified according to the approved file plan and that written disposal authority is obtained

Information technology manager

- Is responsible for the day to day maintenance of electronic systems that stores records
- The IT manager shall work in conjunction with the records manager to ensure that public records are properly managed, protected and appropriately preserved for as long as they are required for business, legal and long term preservation purposes
- Shall ensure that appropriate systems technical manuals and systems procedure manuals are designed for each electronic system that manages and stores records
- Shall ensure that all electronic systems capture appropriate data and audit- trail data for all electronic records to ensure that authentic and reliable records are created
- Shall ensure that electronic records in all electronic systems remains accessible by migrating them to new hardware and software platforms when there is a danger of technology obsolescence
- Shall ensure that audit trail data, all data, operating systems and application software are backed up on daily, weekly and monthly basis to enable the recovery of authentic, reliable accessible records should disaster occur
- Shall ensure that systems that manage and store records are virus free

Records and information officer/chief information officer

- Is responsible for approval of requests for information in terms of Promotion of Access to Information Act
- Shall inform Records Manager if a request for information necessitates a disposal hold to be placed on records that are due for disposal
- Physical security of all records
- Keeping the Records Manager updated about legal and statutory environment that may have an impact on the record keeping

Registry staff

- Receive post, parcels and remittances/transferrable items
- Write the correct reference number on all incoming correspondence and other documents
- Filing
- Circulate and search for files

- Control outgoing post
- Control movement of files
- Control the closure and termination of files and records other than correspondence files
- Prepare and open file covers
- Check the use of daily files
- Keep important registers such as remittance and destruction registers
- The Registry staff is responsible for the physical management of the records in their care

Municipal staff

Every staff member shall create records of transactions while conducting business. Every staff member shall manage records effectively and efficiently by:

- allocating correct reference numbers and subjects to paper-based and electronic records according to the file plan
- Sending paper-based records to the Registry for filing
- Ensures that every records created should be aligned to the municipality file plan
- Ensure that records are destroyed only in accordance with the written disposal authority issued by National Archives and or Provincial Archivist.

8.2 UNDERSTANDING THE RECORDS GENERATED BY THE MUNICIPALITY

In order to meet records management objectives and user's needs, having regard to the availability of resources, a record audit needs to include the following:

- A full understanding of the municipality, its activities, its mission, objectives, components and operations
- Level of staff awareness of records management
- What records are held and the activities to which they relate
- An inventory of record containers (cabinets, strong-rooms, shelves)
- Records documentation (file list, indexes)
- Where copies of records exist
- Date range of the records

- Frequent access of records
- Tracking system of the records
- Current records management system and competence levels of records management staff
- Record keeping costs
- Identification of records of archival value

8.3 RECORD KEEPING CLASSIFICATION SYSTEM AND RELATED STORAGE AREAS

- Filing system which is a plan by which documentation is arranged and stored to ensure efficient retrieval and disposal. The filing system is used for both paper-based (manual) and electronic correspondence systems and only the approved file plan shall be used for the classification of records and as for approved file plan for the municipality, records are classified numerically.
- Each staff member shall allocate file reference numbers to all correspondence according to the approved subjects in file plan
- When correspondence is created/received for which no subject exists in the file plan, the records manager should be contacted to assist with additions to the file plan. Under no circumstances may subjects be added to file plan if they have not been approved by the records manager.

8.4 RECORD CONTROL MECHANISM

- Master copy of the file plan
- Register of files opened
- Remittance register
- Register of disposal authorities, contains copies of all disposal authorities issued by National Archives
- Destruction register, which contains information of yearly disposal of ephemeral records
- A register to capture all correspondence received
- A register to capture all documents and correspondence received by registered and certified post
- A register to capture the remittances received by post

- A register to capture all correspondence dispatched by registered or certified mail
- A register to capture items sent by registered post
- A register to record the use of stamps and franking machine
- A register for opened files
- A register to record the movement of files
- A destruction register
- Disposal authorities register
- Facsimile register
- Photocopy register
- Memorandum register

8.5 STORAGE AREAS

8.5.1 The central registry

- This is where all paper-based correspondence system records that are not HR related are housed
- All the records are under management of the records manager who is mandated to ensure that they are managed properly
- The registry is a secure storage area and only registry staff are allowed in the records storage area
- Staff members that need access to files in the registry shall place request for files at the counter
- The registry shall be locked at all times when it is not in operation

8.5.2 The human resources registry

- All human resources related records are housed in the HR registry
- All general HR subject files as well as HR personal files are under the management of records manager
- Paper based personal files for each staff member, and hence they are confidential in nature, they are housed in a secure storage area in HR
- The personal files are managed as part of the list of Series of Separate Personal files that is maintained and managed by records manager

- The files exist only in a paper-based format and the physical tracking of the case files are managed with the file tracking system
- Electronic correspondence records are stored in an electronic repository that is maintained by IT section

8.5.3 Municipal archives

The term archives can refer to more than one thing:

- Firstly, it can be used to describe the actual materials or records of historical value or information value that are preserved for possible future use.
- Archives are records that were created or received by a person, family or organisation, public or private in conduct of their affairs and preserved because of their enduring value.
- Archives are records which are no-longer used for day to day administration which are preserved for reference and research use.
- Archives can also refer to the building in which records are stored and made available to users.
- Visual records like paper-based documents, books, maps, paintings, slides, microforms, auditory records like gramophone records, tapes, cassettes, CD'S, Electronic records such as electronic documents, email and excel spreadsheet are the examples of records that can be found in archives.

8.6 ARCHIVES VERSUS RECORDS MANAGEMENT

- Both archives and records management are concerned with lifespan of records from creation, management and disposal
- Records management is concerned with the maintenance of current records of an organisation while archives are concerned with non-current records of an organisation preserved because of their enduring value.

8.6.1 What is involved in archives management?

- Acquiring and receiving archives from municipal departments
- Arranging and describing archives
- Providing easy retrieval and access to archives
- Preserving archives

8.6.2 Procedure for receiving archives

- All transfers of records to the archival department must be recorded. Receiving archives is called accessioning.
- Place the archives in a secure temporary storage area
- Check the records against the accompanying documentation to ensure that the paperwork really does refer to these materials and that all items have been included.
- There should be documentation giving sufficient information to identify the materials and obtain a signature form the representative of the body sending the materials.
- Check the archives for signs of insect infestation or mould to determine if they need treatment before they come into contact with other unaffected accessions.
- Make entry of the new accessions in the accessions register.
- Conduct preliminary listing of the archives to provide minimal control prior to arrangement and description
- Store the archives adequately

8.6.3 The following are the steps to be followed when transferring records to municipal archives:

Packing of files in archival boxes

- Boxes which do not comply with these requirements will not be accepted by an archives repository and
- Unboxed files will not be accepted

General

- Files transferred to an archives repository/records centre are packed in archival boxes particulars of which are as follows:

Size: 368 mm X 267 mm X 95 mm (outside measurements)

Packing

- The box is placed in front of the packer so that the lid opens to the right or removal of the top lid
- Files are packed in the box in numerical order from right to left e.g. - Left 1/4, 1/3, 1/2, 1/1 right

N.B. (i) Files must not be packed tightly.

(ii) After the files have been packed there should be play of about 1 cm the box.

(iii) If for some or other reason a file is kept back, space should be left for it.

Inscriptions

8 cm from the top: front file number and volume number (in pencil).

13 cm from the top: back file number and volume number (in pencil).

Lateral method

The box is placed on its side with the lid facing the packer and opening to the right.

As above, except that the name of the governmental body appears 18 cm from the top. The inscriptions must be neat, on the vertical or lateral side of the box and, except where indicated above, must be 2 cm high and in pencil.

Attached herein are the file plan, retention schedule and forms used to transfer and access records in municipal archives:

MBHASHE LOCAL MUNICIPALITY

ARCHIVES ACCESSION FORM



ADMINISTRATIVE FORM

Date of receipt (day/month/year): _____

Accession number/reference number: _____

Donor/Department: _____ Phone number: _____

Fax number: _____ Email address: _____

Address: _____

DESCRIPTIVE INFORMATION

Creator: _____ Inclusive date: _____

Form/Extent:

Textual: _____

Photographs: _____ images

Drawings/Prints: _____ items

Video Recordings/films: _____ items

Cartographic: _____ items

Electronic: _____ items

Other (describe): _____ items

Administrative history/biographical notes: _____

Custodian history: _____

Physical condition/conversation notes:

Method of Acquisition (**circle one**):

Donation/gift

Transfer

Accepted for transfer by: _____

Signature: _____

Date: _____

MBHASHE LOCAL MUNICIPALITY

ARCHIVES ACCESS APPLICATION FORM



Name of applicant: _____

Name of the department: _____

Telephone number: _____

Nature of research:

Date: _____

Signature: _____

For office use only

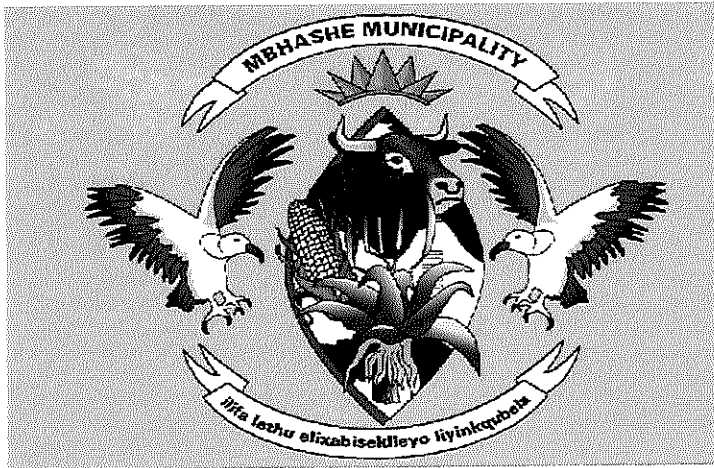
Recommendation or comments by the Records Manager (Officer):

Date: _____

Signature: _____

Approved by: _____

Date: _____



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 THAN 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 NOT 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 paragraph 18)

12. IMPLEMENTATION

This file plan will be implemented on 13 **AUGUST 2015** 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 as 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 to 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. LEGISLATION AND LEGAL SERVICES
- 2. ORGANISATION AND MANAGEMENT
- 3. COUNCIL AND WARD MANAGEMENT
- 4. HUMAN RESOURCES MANAGEMENT
- 5. FINANCE
- 6. SUPPLY CHAIN AND TRANSPORT MANAGEMENT
- 7. REPORTS, STATISTICS AND SPEECHES
- 8. LAND, BUILDING AND HOUSING
- 9. PUBLICITY, INFORMATION AND HERALDRY
- 10. SOCIAL FUNCTIONS, EVENTS AND CELEBRATIONS
- 11. MEETINGS OF MUNICIPAL BODIES AND OTHER
ORGANISATIONS
- 12. LICENCES AND PERMITS
- 13. TOWN PLANNING AND INFRASTRUCTURE DEVELOPMENT
- 14. MUNICIPAL SERVICES

1. LEGISLATION AND LEGAL SERVICES

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
1/1	<u>Legislation</u>	
1/1/P	Policy	A20
1/1/R	Routine enquiries	D3
1/1/1	<u>National Legislation and regulations</u>	
1/1/1/1	Drafting, amendment and approval (open a file for each act and/or regulation and number consecutively)	A20
1/1/2	<u>Provincial Legislation and regulations</u>	
1/1/2/1	Drafting, amendment and approval (open a file for each act and/or regulation and number consecutively)	A20
1/1/3	<u>Council by laws</u>	
1/1/3/1	Drafting and amendment (open a file for each by law and number consecutively)	A20
1/1/4	<u>Advertising , Objections and Publications</u> (open a file for each act and/or regulation and number consecutively)	A20
1/1/5	<u>Submissions for approval by Premier</u> (open a file for each act and/or regulation and number consecutively)	A20
1/1/6	<u>Council Regulations</u>	
1/1/6/1	Drafting and amendment (Representation for Amendment are placed on the file hereunder) (open a file for each by law and number consecutively)	A20
1/2	<u>Legal Services</u>	
1/2/P	Policy	A20
1/2/R	Routine enquiries	D3
1/2/1	<u>Litigations</u>	
1/2/1/1	Legal opinions/Procedures	A20
1/2/1/2	Appointment of Attorneys/Advocates and Judges	A20
1/2/2	<u>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,	
1/2/2/P	Policy	A20
1/2/2/R	Routine enquiries	D3
1/2/2/1	Legal opinions and court decisions	A20
1/2/2/2	Appointment of attorneys	A20
1/2/2/3	Claims	A20
1/2/2/4	By the council	A20
1/2/2/5	Negligence	A20
1/2/2/6	Traffic accidents	A20
1/2/3	Serving of lawsuit documents (where applicable to a specific case, file on relevant file hereunder) <i>See a register of files opened</i>	
1/2/4	<u>Disputes</u>	
1/2/4/1	<u>Civil</u>	

	(Open a file for each civil case/dispute and number consecutively, all letters of demand, summons, attachment orders, warrant of execution appeals, recession of judgement should be file here)	
1/2/4/2	<u>Criminal</u> (Open a file for each criminal case and number consecutively, should be filed here)	
1/2/4/2/1	Traffic Offence	A20
1/2/4/2/2	Payment of Fine	D7
1/2/4/2/3	Prosecutions	A20
1/2/4/2/4	Misuse/Damaging of municipal property (All correspondence regarding theft, vandalism or misuse of movable and immovable property of the municipality)	A20
1/2/4/2/5	Illegal dumping	D7
1/2/4/2/6	Illegal advertising	D7
1/2/4/2/7	Illegal trading	D7
1/2/4/2/8	Illegal motor mechanic	D7
1/2/4/2/9	Public indecency/prostitution	D7
1/3	<u>Contravention of Cases</u>	
1/3/1	Building regulations	A20
1/3/2	Health regulations	A20
1/3/3	Water regulations	A20
1/3/4	Electricity regulations	A20
1/3/5	Business regulations	A20
1/3/6	Keeping	A20
1/3/7	Riots	A20

2. ORGANISATION AND MANAGEMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
2/P	Policy	A20
2/R	Routine enquiries	D3
2/1	<u>Transfer of Powers and Functions</u>	
2/1/1	By National Government to Municipalities	A20
2/1/2	By Provincial Government to Municipalities	A20
2/1/3	By District Municipalities to Local Municipalities	A20
2/1/4	Surrendered Functions	A20
2/2	<u>Privatization and Outsourcing</u>	
2/2/P	Policy	A20
2/2/R	Routine enquiries	D3
2/2/1	Strategic and Operational Planning	A20
2/3	<u>Integrated Development Plan</u>	
2/3/1	Compilation Amendment and Approval	D7
2/3/2	Implementation of IDP	D7
2/3/3	Arrangement of Meetings	D5
2/4	<u>Public Participation</u>	
2/4/1	Arrangement of Imbizo/Lekgotla	D5

2/4/2	Batho Pele Programmes e.g. Road Shows	D5
2/5	<u>Control and Work Methods/Procedures</u>	
2/5/1	Compiling of procedures, instructions, directives	D5
2/6	<u>Delegation of Authority</u> (all correspondence regarding permanent and temporary delegations of authority should be filed respectively as shown below)	
2/6/P	Policy	A20
2/6/R	Routine enquiries	D3
2/6/1	<u>Delegation of Authority</u>	
2/6/1/1	By Premier	A20
2/6/1/2	By Minister and MEC Local Government	A20
2/6/1/3	By Heads of Department	A20
2/6/1/4	By Executive Mayor	A20
2/6/1/5	By Municipal Council	A20
2/6/1/6	By Municipal Manager	A20
2/6/1/7	By Senior Managers	D7
REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
2/7	<u>Record Management</u>	
2/7/P	Policy	A20
2/7/R	Routine enquiries	D3
2/7/1	<u>Records Classification Systems</u>	
2/7/1/1	<u>File Plan</u>	
2/7/1/1/1	Compilation , Amendment, Approval and Implementation	AP
2/7/1/1/2	Unclassified correspondence (See also par. 16 of the Instruction)	
2/7/1/2	<u>Records Control Schedule</u> Compilation, Amendment, Approval and Implementation	AP
2/7/1/3	<u>Registry Procedure Manual</u>	
2/7/1/3/1	Compilation, Amendment, Approval and Implementation	AP
2/7/1/3/2	Circulars	A20
2/7/2	<u>Disposal of records</u>	
2/7/2/1	Request of disposal authority	AP
2/7/2/2	Destruction of Records	AP
2/7/2/3	Transfer to Archives/Centre	A20
2/7/2/4	Retention Schedule	AP
2/7/2/5	Disposal authority	AP
2/7/3	<u>Electronic Records Management</u>	
2/7/3/P	Formulation of Policy	A20
2/7/3/R	Routine enquiries	D3
2/7/3/1	Microfilming	A20
2/7/3/2	Data Capturing and Processing	A20
2/7/3/3	Inspection and Reports	D5
2/7/4	<u>Records Management Forum</u>	
2/7/4/1	Provincial Records Management Forums	D5
2/7/4/3	District Records Management Practitioners Forum	D5
2/8	<u>Security Services</u>	

2/8/P	Policy	A20
2/8/R	Routine enquiries	D3
2/8/1	<u>Security Forum and Committees</u>	
2/8/1/1	Arrangement of meetings	D3
2/8/2	<u>Access Control</u>	
2/8/2/1	Application, request and issuing of Cards and Keys	D5
2/8/2/2	Investigation	D5
2/8/2/3	Inspection and Reports	D5

3. **COUNCIL AND WARD MANAGEMENT**

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
3/1	<u>Establishment of Council</u>	
3/1/P	Policy	A20
3/1/R	Routine enquiries	D3
3/1/1	Election and By-elections	D7
3/1/2	Appointment and additional	A20
3/1/3	Resignation, dismissals and replacement	A20
3/1/4	Declaration of gifts and business interest	A20
3/1/5	<u>Grievance and Compliance</u>	
3/1/5/1	<u>By Political Parties</u> (Open a file for each Political Party and number consecutively)	
3/1/5/2	African National Congress	A20
3/1/5/3	Democratic Alliance	A20
3/1/5/4	United Democratic Movement	A20
3/1/5/5	Congress of the People	A20
3/1/5/6	By Communities	AP
3/1/5/7	By Councillors	AP
3/2	<u>Remuneration of Councillors/Upper limits and Ward Committee members</u>	
3/2/P	Policy	A20
3/2/R	Routine enquiries	D3
3/2/1	Concurrences/Approval by the MEC	A20
3/2/2	Allowances and Benefits (All correspondence regarding travelling, cell phones, petrol, housing and pension allowance paid to councillors should be filed here)	D5
3/3	<u>Meetings of Councillors</u>	
3/3/P	Policy	A20
3/3/R	Routine enquiries	D3
3/3/1	Leave of absence	D5
3/3/2	Tabling of motions	AP
3/3/3	Caucus meeting (Open a file for each political party and number consecutively)	D5
3/3/4	African National Congress	D5
3/3/5	Democratic Alliance	D5

3/3/6	United Democratic Movement	D5
3/3/7	Congress of the People	D5
3/3/8	Questions by Council members	D5
3/3/9	Circulating and Implementing of outstanding resolutions	AP
3/3/10	Compilation, amendment and approval of Standing orders	AP
3/4	<u>Executive Committees</u>	
3/4/1	<u>Exco</u>	
3/4/1/1	Invitations	D5
3/4/1/2	<u>Portfolio Committees</u> (Open a file for each Portfolio Committee and number consecutively)	
3/4/1/2/1	Invitations and arrangement of meetings	D5
3/4/1/2/2	Planning development	D5
3/4/1/2/3	Infrastructure	D5
3/4/1/2/4	Community Services (Social needs)	D5
3/4/1/2/5	Municipal Public Accounts Committee	D5
3/4/1/2/6	Finance and Human Resources	D5
3/4/2	<u>Other Committees</u>	
3/4/2/1	Audit Committee	AP
3/4/2/2	Performance Audit committee	AP
3/4/2/3	Risk Management Committee	AP
3/4/2/4	Training Committee	AP
3/4/2/5	ICT Steering Committee	AP
3/4/2/6	Operational Risk Management Committee	AP
3/4/2/7	Bid Specification Committee	AP
3/4/2/8	Bid Evaluation Committee	AP
3/4/2/9	Bid Adjudication Committee	AP
3/4/2/10	Local Labour Forum	AP
3/4/2/11	Women's Caucus	AP
3/4/2/12	Health and Safety Committee	AP
3/4/2/13	Employment Equity Committee	AP
3/4/2/14	Selection Committee	AP
3/5	<u>Wards Management</u>	
3/5/P	Policy	A20
3/5/R	Routine enquiries	D3
3/5/1	Establishment of wards	AP
3/6	<u>Wards Committees</u>	
3/6/1	Election/establishment of	D5
3/6/2	Public participation	D5
3/6/3	Complaints/Grievance	AP
3/6/4	Dissolution of Council Committee/Board	AP
3/6/5	Meeting of wards committee (Open a file for each ward committee and file as per ward number)	D5
3/6/6	Dismissals/resignations/exclusions	A20
3/7	<u>Invitations</u>	
3/7/1	Meetings	D5
3/7/2	Management meetings	D5

3/7/3	Personal particulars of councillors	A20
3/7/4	Council representatives on public bodies	A20
3/7/5	Civic functions and entertainment	D5

4. HUMAN RESOURCES MANAGEMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
4/1	<u>Creation and Establishment of Post</u>	
4/1/P	Policy	A20
4/1/R	Routine enquiries	D3
4/1/1	<u>Job Evaluation</u>	
4/1/1/1	Evaluation of positions (All correspondences regarding amendments, additions, upgrading and approval of job descriptions and organogram should be filed here)	AP
4/1/1/2	Organogram	A20
4/1/1/3	Job requirements	D5
4/1/1/4	Abolition and freezing of posts	AP
4/1/1/5	Determination of seniority	D5
4/1/1/6	Performance evaluation system	AP
4/1/2	<u>Recruitment and Appointments</u>	
4/1/2/1	<u>Permanent employment</u> <ol style="list-style-type: none"> 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. Open a file for each Department and number consecutively 	
4/1/2/2	Contract Workers/Casual Workers	D5
4/1/2/3	Internship	D5
4/1/2/4	Placement	AP
4/1/2/5	Transfers	AP
4/1/2/6	Advertisement	D5
4/1/2/7	Selection of staff	AP
4/1/2/8	Application for employment	D1
4/2	<u>Training and Skills Development</u>	
4/2/P	Policy	A20
4/2/R	Routine Enquiries	D3
4/2/1	Scholarship	AP
4/2/2	Bursaries	AP
4/2/3	Loans	AP
4/2/4	<u>Compiling and Designing</u>	
4/2/4/1	Skills Development Strategy	D5

4/2/4/2	Work Skills Plan/Annual Training Report	D5
4/2/5	<u>Training Committees</u>	
4/2/5/1	Arrangements and invitations	D5
4/2/6	<u>Workshops, Training, Seminars/Conference</u>	
4/2/6/1	Arrangements and invitations	D5
4/2/6/2	Councillors	D5
4/2/6/3	Executive Management/Section 56 Employees	D5
4/2/7	<u>Learning Programmes</u>	
4/2/7/P	Policy	A20
4/2/7/R	Routine Enquiries	D3
4/2/7/1	Arrangement and invitations (Open a file of each learning programme and number consecutively)	D5
4/3	<u>Allowances and Subsidies</u>	
4/3/P	Policy	A20
4/3/R	Routine Enquiries	D3
4/3/1	<u>Payment of allowances</u> (for councillors see 3/2)	
4/3/1/1	Salaries and Bonuses	D5
4/3/1/2	Long service allowance	D5
4/3/1/3	Housing and rental	D5
4/3/1/4	Subsistence and Travelling	D5
4/3/1/5	Acting	AP
4/3/1/6	Temporary Accommodation	D5
4/3/1/7	Resettlement/Relocation	D5
4/3/1/8	Overtime/Standby	D5
4/3/1/9	Cell phone	D5
4/3/1/10	Entertainment	D5
4/3/1/11	Car allowance	D5
4/3/1/12	Stop orders	D5
4/3/1/13	Upper limits: councillors and traditional leaders	D5
4/3/2	<u>Statutory Deductions</u>	
4/3/2/1	UIF	D5
4/3/2/2	Income Tax	D5
4/3/2/3	Pension	D5
4/3/2/4	Insurance	D5
4/3/2/5	Garnishee	D5
4/3/3	<u>Medical Aid</u> (Open a file for each Medical aid and number consecutively e.g. Key Health, La Health, Bonitas, Hosmed)	
4/3/3/R	Routine Enquires	D3
4/3/3/1	La Health	D5
4/3/3/2	Bonitas	D5
4/3/3/3	Samwu Med	D5
4/3/3/4	Hosmed	D5
4/3/3/5	Key Health	D5
4/4	<u>Performance Assessment</u>	

4/4/P	Policy	A20
4/4/R	Routine Enquiries	D3
4/4/1	Nomination for merit awards	D5
4/4/2	Arrangement of assessment meeting	D5
4/4/3	<u>Performance Committee</u>	
4/4/3/1	Arrangement of meetings	D5
4/4/3/2	Performance appraisal	D5
4/5	<u>Employee Assistance Programme (EAP)</u>	
4/5/P	Policy	A20
4/5/R	Routine Enquiries	D3
4/5/1	EAP Committee	D5
4/5/2	Arrangement of Meetings	D5
4/6	<u>Occupational Health and Safety</u>	
4/6/P	Policy	A20
4/6/R	Routine Enquiries	D3
4/6/1	OHS Committee	D5
4/6/2	Arrangement of Meetings	D5
4/6/3	Drafting, amendment and approval of Workplace Risk Assessment Plan	D5
4/6/4	Inspection and Reports	D5
4/6/5	Awareness campaigns	D5
4/6/6	Injury on duty reports	AP
4/7	<u>Basic Conditions of Employment</u>	
4/7/1	<u>Salaries</u>	
4/7/P	Policy	A20
4/7/R	Routine Enquiries	D5
4/7/1/1	Salary scales	AP
4/7/1/2	Service Bonus	D5
4/7/1/3	Overtime/Standby	D5
4/7/1/4	Leave and relief arrangements	D5
4/7/1/5	Uniforms and Protective clothing	D5
4/7/1/6	Complaints about working conditions	D5
4/7/1/7	Office hours of work	D5
4/7/1/8	Holiday work	D5
4/7/1/9	Salaries	D5
4/8	<u>Labour Relations</u>	
4/8/P	Policy	A20
4/8/R	Routine Enquiries	D3
4/8/1	Salary negotiations and resolutions	AP
4/8/2	Bargaining Council	D5
4/8/3	Strikes and Picketing	D5
4/8/4	<u>Trade Unions</u> (All correspondence regarding launching of trade unions, meetings should be filed here, Open a file for each union and number consecutively)	
4/8/4/1	South African Municipal Workers Union	D5
4/8/4/2	Independent Municipal Allied Trade Union	D5

4/8/4/3	Releasing of shop stewards and member for union activities	D5
4/9	<u>Grievances and Disciplinary</u>	
4/9/P	Policy	A20
4/9/R	Routine Enquiries	D3
4/9/1	Charges of Misconduct	AP
4/9/2	Procedure and Grievance Procedure	A20
4/9/3	Complaints against staff	AP
4/9/4	Code of conduct	AP
4/10	<u>Termination of services</u>	
4/10/1	Termination of Services	AP
4/10/2	Resignation	AP
4/10/3	Retirement	AP
4/10/4	Dissolution of Post	AP
4/10/5	Dismissals	AP
4/10/6	Abscondments	AP
4/10/7	Death	AP
4/10/8	Testimonials and service certificates	A20

5. FINANCE

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
5/1/P	Policy	A20
5/1/R	Routine Enquiries	D3
5/1	<u>Municipal Budget</u>	
5/1/1	Compilation, amendment, approval 1. All correspondence regarding submissions of estimates by different components/sections departments of municipal budget should be filed in here 2. Open a file for each financial year	
5/1/1	2014/2015 budget	D5
5/1/1	2015/2016 budget	D5
5/1/1/1	Transfer, shifting and Virements of fund	D5
5/1/1/2	Excess budget	D5
5/1/1/3	Unauthorised/fruitless expenditure	AP
5/1/1/4	Public Participation	D5
5/1/2	<u>Budget committees</u>	
5/1/2/1	Arrangement of meetings	D5
5/1/2/2	Compilation, amendment and approval of Financial statements	AP
5/2	<u>Municipal Revenue/Funds</u>	
5/2/1	Electricity	D5
5/2/2	Swimming Pool	D5
5/2/3	Refuse Removal	D5
5/2/4	Trading Licences	AP
5/2/5	Building plans submission fees	D5

5/2/6	Cemeteries and crematoriums	D5
5/2/7	Traffic Fines	D5
5/2/8	Learner's Licenses	D5
5/2/9	Driver's Licenses	D5
5/3	<u>Rental/Hire fees</u>	
5/3/1	Land and Property	D5
5/3/2	Equipment and Machinery	D5
5/3/3	Residential Housing	D5
5/3/4	Halls	D5
5/3/5	Sports Grounds	D5
5/3/6	Open spaces	D5
5/4	<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)	A20
5/4/1	Tourism Grant	A20
5/4/2	Housing Grant	A20
5/4/3	MSIG	A20
5/4/4	MIG	A20
5/4/5	FMG	A20
5/4/6	LGSETA	A20
5/4/7	LGSG	A20
5/6	<u>Donations</u>	
5/6/1	Financial institutions (open a file for each financial institution that donated and number consecutively)	
5/6/2	International Organizations (Open a file for each international Institution/organization that donated to the Municipality e.g. United Nations, Common Wealth, African Union)	A20
5/6/3	Non-Governmental Organization (Open a file for each non-governmental organization that donated to Municipality)	A20
5/6/4	By the Council	AP
5/6/5	Through Mayors fund	AP
5/6/6	To sporting and other bodies	AP
5/7	<u>Loans</u>	
5/7/P	Policy	A20
5/7/R	Routine Enquiries	D3
5/7/1	Borrowing powers/authorities	AP
5/7/2	Application and Approval	A20
5/7/3	Staff loans and bursaries	AP
5/7/4	<u>Private companies and investors</u> (Open a file for each investment programmes granted by private companies)	
5/7/4/1	Short term investments	AP
5/7/4/2	Long term investments	AP

5/7/5	<u>Investments by the municipality</u>	
5/7/5/1	Absa	AP
5/7/5/2	First National Bank	AP
5/7/5/3	Standard Bank	AP
5/8	<u>Settlement of Accounts</u>	
5/8/R	Routine enquiries	D5
5/8/1	Electricity	D5
5/8/2	Telephones	D5
5/8/3	Accommodation	D5
5/9	<u>Fines and Penalties</u>	
5/9/1	Pounds	D5
5/9/2	Library	D5
5/9/3	Services	D5
5/9/4	Licence	AP
5/10	<u>Banking and withdrawal of municipal funds</u>	
5/10/1	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)	
5/10/P	Policy	A20
5/10/R	Routine Enquiries	D5
5/10/1/1	Municipal Manager	AP
5/10/1/2	Chief Finance Officer	AP
5/10/1/3	Others	AP
5/10/2	<u>Banking institutions</u>	
5/10/2/1	Standard Bank	AP
5/10/2/2	First National Bank	AP
5/10/2/3	Absa Bank	AP
5/10/2/4	Nedbank	AP
5/10/2/5	Development Bank of Southern Africa	AP
5/11	<u>Valuations</u>	
5/11/P	Policy	A20
5/11/R	Routine Enquiries	D5
5/11/1	Appointment of Valuator/Appraiser	D7
5/11/2	Compilation and submission Valuation Rolls	D5
5/11/3	Valuation disputes/objections	A20
5/11/4	<u>Appeal Board</u>	
5/11/4/1	Appointment of members	A20
5/11/4/2	Appeals and reviews	A20
5/11/4/3	Valuation Certificates	A20
5/11/4/4	Objections against valuations	A20
5/12	<u>Insurance</u>	
5/12/1	Appointment of brokers	D5
5/12/2	Vehicles and municipal plant	A20
5/12/3	Building and Equipment	A20

5/12/4	Cash in Transit	A20
5/12/5	Employees	A20
5/12/6	Councillors	A20
5/12/7	Section 57 Employees	A20
5/12/8	Library Material	D5
5/13	<u>Auditing</u>	
5/13/1	<u>Internal Auditing</u> (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)	
5/13/1/1	Submission of internal audit report	AP
5/13/2	<u>External Auditing</u> (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)	
5/13/2/1	Submission of Audit Reports	AP
5/13/2/2	Chartered Accountants	D5
5/13/2/3	Auditor General	AP
5/14	<u>Taxation</u>	
5/14/P	Policy	A20
5/14/R	Routine Enquiries	D3
5/14/1	Submission of tax returns (All correspondence regarding submission of tax returns from SARS, Statistics SA should be filed here)	D5
5/14/2	Issuing and submission of clearance certificates	D5
5/14/3	South African Revenue Services	D5
5/14/4	Statistics South Africa	D7
5/15	<u>Rates and Tariffs</u>	
5/15/P	Policy	A20
5/15/R	Routine enquiries	D3
5/15/1	Determination of Rates and Tariffs	AP
5/16	<u>Agreements with service provider</u>	
5/16/R	Routine enquiries	D3
5/16/1	Photocopiers	AP
5/16/2	Municipality and water services	AP
5/16/3	Municipality and cell C	AP
5/16/4	Municipality and Eskom	AP
5/16/5	Municipality and Siyaphambili	AP
5/16/6	Memorandum of understanding between Municipality and Amathole District Municipality (Internal Audit Shared Service)	AP
5/16/7	Funding agreement between Mbhashe municipality and Local Government SETA	AP
5/16/8	Mbhashe municipality and Development Bank of Southern Africa	AP

5/16/9	Memorandum of understanding between Mbhashe municipality and ADM-Local Government Sector Education and Training Authority	AP
5/16/10	Resource and cost sharing agreement between Amathole District Municipality and Mbhashe Municipality	AP
5/16/11	Mbhashe municipality and ADM-Fire brigade services	AP
5/16/12	Mbhashe municipality and Primedia Outdoor(Pty)Ltd	AP
5/16/13	Mbhashe municipality and Eastern Cape Municipal Support Services	AP
5/16/14	Mbhashe municipality and Department of Sport, Recreation, Arts and Culture	AP
5/16/15	Mbhashe municipality and ABSA	AP
5/16/16	Mbhashe municipality and Business Connexion	AP
5/16/17	Mbhashe municipality and Payday	AP
5/16/18	Mbhashe municipality and SZN Consulting services	AP
5/16/19	Mbhashe municipality and MTN Base station	AP
5/16/20	Mbhashe municipality and Maximum Profit Recovery (Pty) Ltd	AP
5/16/21	Mbhashe municipality and Panasonic Facsimile Machine	AP
5/16/22	Mbhashe municipality and Eastern Cape Department of Transport	AP
5/16/23	Mbhashe municipality and Yikho Sanli Properties Development (Pty)(Ltd)	AP
5/16/24	Mbhashe municipality and ECDC, Eastern Cape Development Corporation	AP
5/16/25	Mbhashe Municipality and G4S Cash Solutions	AP
5/16/26	Mbhashe Municipality and Department of Minerals and Energy	AP
5/16/27	Mbhashe municipality and Fotad (future of the african daughter)	AP

6. SUPPLY CHAIN AND TRANSPORT MANAGEMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
6/1	<u>Supply Chain Management</u>	
6/1/P	Policy	A20
6/1/R	Routine Enquiries	D3
6/1/1	<u>Bid and Contract Management</u>	
6/1/1/1	Appointment and termination of Bid Committee members	D3
6/1/1/2	Declaration of interest	D5
6/1/1/3	Invitation of Quotations/Proposals	
6/1/1/4	Approval and Awarding of Tenders and Contracts	AP
6/1/1/5	<u>Arrangement of Meetings</u> (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)	
6/1/1/5/1	Bid Specification Committee	D2
6/1/1/5/2	Bid Evaluation Committee	D2
6/1/1/5/3	Bid Adjudication Committee	D2
6/1/1/6	Specific Contracts	
6/1/1/6/1	Mbhashe VIP installation	AP
6/1/1/6/2	Building of public ablutions and upgrading of stadium at Willowvale	
6/1/1/6/3	Community Hall-Mbhashe Ward 3	AP
6/1/1/6/4	Community Hall-Mbhashe Ward 19	AP
6/1/1/6/5	Community Hall-Ward 22	AP
6/1/1/6/6	Installation of street lighting to Extension 4 Elevated reservoir-Mbhashe	AP
6/1/1/6/7	Waste water treatment works-Elliotdale	AP
6/1/1/6/8	Indoor sport facility-Idutywa	AP
6/1/1/6/9	New taxi rank at Dutywa	AP
6/1/1/6/10	Waste disposal site at Elliotdale	AP
6/1/1/6/11	Community art centre	AP
6/1/1/6/12	Water reticulation to the nearest rural villages-Willowvale	AP
6/1/1/6/13	Upgrading of Extension 4 access road project-Dutywa	AP
6/1/1/6/14	PHP housing project-Elliotdale	AP
6/1/1/6/15	New hawkers stalls project	AP
6/1/1/6/16	Waste water treatment Phase2	AP
6/1/1/6/17	Central business district area-construction of internal roads	AP
6/1/1/6/18	Servicing of roads in CBD area-Dutywa	AP
6/1/1/6/19	Erection of dipping tanks-Mbhashe	AP
6/1/1/6/20	Ext-6, 33 sites-Mbhashe	AP
6/1/1/6/21	Reconditioning of windmills and boreholes-Dutywa	AP
6/1/1/6/22	Water supply to 3 villages Phase II-Willowvale	AP
6/1/1/6/23	Water project Phase I-Willowvale	AP
6/1/1/6/24	Electrification of 424 formal houses for Eskom-Dutywa	AP
6/1/1/6/25	Extension 4 street lighting-Dutywa	AP
6/1/1/6/26	Gravel roads-Dutywa	AP
6/1/1/6/27	Construction of hawkers stalls Phase I-Dutywa	AP
6/1/1/6/28	Taxi rank toilets-Dutywa	AP
6/1/1/6/29	Electrification pumps at Nqadu river-Willowvale	AP
6/1/1/6/30	Library of 54- Elliotdale	AP
6/1/1/6/31	Rehabilitation of waste water treatment Phase I	AP
6/1/1/6/32	Water supply at Mputhi	AP
6/1/1/6/33	Infrastructure development Extension 6	AP
6/1/1/6/34	New municipal store yard and fire department-Dutywa	AP
6/1/1/6/35	Public ablutions-Elliotdale	AP
6/1/1/6/36	Infrastructure services for Sakwe Park Ext 2	AP
6/1/1/6/37	Majavu, Mzomtsha, Mangathi access road	AP
6/1/1/6/38	New waste water package plant-Willowvale	AP

6/1/1/6/39	Construction of 4 multipurpose halls	AP
6/1/1/6/40	Upgrading of sport facilities-Dutywa	AP
6/1/1/6/41	Upgrading of taxi rank-Willowvale	AP
6/1/1/6/42	Sewerage disposal site-Willowvale	AP
6/1/1/6/43	New library at Elliotdale	AP
6/1/1/6/44	Sport facilities-Elliotdale	AP
6/1/1/6/45	Building of new ablution and fencing at Elliotdale	AP
6/1/1/6/46	Water standpipes pump station with reservoir	AP
6/1/1/6/47	Installation of electrical pump(golf course dam)Dutywa	AP
6/1/1/6/48	Low cost housing units Extension 4-Dutywa	AP
6/1/1/6/49	Upgrading of pump house-Dutywa	AP
6/1/1/6/50	Kotyana to Jongilanga access road	AP
6/1/1/6/51	Rehabilitation of gravel roads-Willowvale	AP
6/1/1/6/52	Waterborne sewerage and treatment works-Elliotdale	AP
6/1/1/6/53	Construction of sport fields-Willowvale	AP
6/1/1/6/54	Civil engineering services(Servicing of roads)Phase I	AP
6/1/1/6/55	Civil engineering services(Servicing of roads)Phase II	AP
6/1/1/6/56	Construction of internal of roads-Dutywa	AP
6/1/1/6/57	Rehabilitation, repairs and surfacing of Kings road-Dutywa	AP
6/1/1/6/58	Shinira/Bolotwa access road	AP
6/1/1/6/59	Fort Malan new community hall-Mbhashe	AP
6/1/1/6/60	Construction of hawkers stalls Phase I-Dutywa	AP
6/1/1/6/61	Nyakana access road	AP
6/1/1/6/62	Construction of culverts at Esinqumeni/Nqabara	AP
6/1/1/6/63	Construction of taxi pick-up facilities	AP
6/1/1/6/64	Bush shelters along bus routes	AP
6/1/1/6/65	Nebelele access road	AP
6/1/1/6/66	Public ablutions at the new taxi rank-Dutywa	AP
6/1/1/6/67	Renovation of tourist centre-Dutywa	AP
6/1/1/6/68	Undercover parking area-Elliotdale	AP
6/1/1/6/69	Erection of welded mesh fencing undercover parking-Willowvale	AP
6/1/1/6/70	Surfacing of roads-Willowvale Phase II	AP
6/1/1/6/71	Bulk water supply at Nqadu	AP
6/1/1/6/72	Renovations and alteration-TRTC building-Elliotdale	AP
6/1/1/6/73	New taxi rank-Elliotdale	AP
6/1/1/6/74	Water disposal site at Elliotdale	AP
6/1/1/6/75	Upgrade of new library-Willowvale	AP
6/1/1/6/76	Upgrade of stadium-Willowvale	AP
6/1/1/6/77	Building of public ablutions-Willowvale	AP
6/1/1/6/78	Water reticulation at Dutywa	AP
6/1/1/6/79	Rehabilitation of internal street-Dutywa	AP
6/1/1/6/80	Renovation and additions to tourist centre-Dutywa	AP
6/1/1/6/81	New library at Willowvale	AP
6/1/1/6/82	Installation of gravity main water supply-Ndelana/Ncihana Village	AP
6/1/1/6/83	Vonqo Access Road	AP

6/1/1/6/84	Bulk water supply-Elliotdale	AP
6/1/1/6/85	Upgrading raw water supply-Elliotdale	AP
6/1/1/6/86	Civil works for elevated reservoirs	AP
6/1/1/6/87	Water project Phase II-Willowvale	AP
6/1/1/6/88	Tarring of roads at Elliotdale	AP
6/1/1/6/89	Construction of platform and earthworks at new traffic testing grounds-Dutywa	AP
6/1/1/6/90	Ablutions at Willowvale	AP
6/1/1/6/91	Housing project at Willowvale	AP
6/1/1/6/92	Upgrading of internal roads-Willowvale	AP
6/1/1/6/93	Construction of streets-Willowvale	AP
6/1/1/6/94	Water supply scheme-Willowvale	AP
6/1/1/6/95	Community hall ward 11	AP
6/1/1/6/96	Taxi rank ablutions-Willowvale	AP
6/1/1/6/97	Reconditioning of windmills and boreholes-Dutywa	AP
6/1/1/6/98	Construction of road and storm water structures	AP
6/1/1/6/99	Bangweni and Vonqo access roads	AP
6/1/1/6/100	Erection of dipping tank-Willowvale	AP
6/1/1/6/101	Extension 4 Access road	AP
6/1/1/6/102	New sport facility-Dutywa	AP
6/1/1/6/103	Bumbane access road	AP
6/1/1/6/104	Dutywa CBD site	AP
6/1/1/6/105	Dabane access road-C/EC/1089/R02/03	AP
6/1/1/6/106	Mkatazo/Mbutye/Madwaleni access road	AP
6/1/1/6/107	New municipal offices-Mbhashe Municipality	AP
6/1/1/6/108	Mente access road	AP
6/1/1/6/109	Ngxakaxa dipping tank	AP
6/1/1/6/110	Mputi dipping tank	AP
6/1/1/6/111	Keti dipping tank	AP
6/1/1/6/112	Singeni dipping tank	AP
6/1/1/6/113	DR08257: Upgrade to surfaced standard between DR08264 and Dutywa	AP
6/1/1/6/114	Design of bridges at Dutywa-APP/20/405 & 406 Maxhama water project Nkonkobe: Seymour Ext 6 water supply	AP
6/1/1/6/115	Mndundu, Ramra and Bikane water supply	AP
6/1/1/6/116	Hlakoti and Ntsimbakazi water supply/C/EC/1104/W03/04	AP
6/1/1/6/117	Kulo-Khala and Gotyibeni access road C/EC1098/R,SW/03/04	AP
6/1/1/6/118	Nduku access road	AP
6/1/1/6/119	Multipurpose Hall-Elliotdale destruction	AP
6/1/1/6/120	Dutywa water supply feasibility study C/EC/1064/W/03/04 EC687/W/03/04	AP
6/1/1/6/121	Space to be filled	AP
6/1/1/6/122	Extension 6 Dutywa LB/1R/2103/N221	AP
6/1/1/6/123	Kosana access road	AP
6/1/1/6/124	Elliotdale housing project Extension 4	AP
6/1/1/6/125	Upgrading of road Willowvale to Dwesa	AP

6/1/1/6/126	Mpame/Manzibomvu access road DR04046 and DR08044	AP
6/1/1/6/127	Space to be filled	AP
6/1/1/6/128	Construction of Makakanzima access road	AP
6/1/1/6/129	Renovations to water treatment works-Elliotdale project	AP
6/1/1/6/130	Elevated water treatment-Dutywa Phase I	AP
6/1/1/6/131	Qingqala access road	AP
6/1/1/6/132	Renovations to Dutywa Library	AP
6/1/1/6/133	Mgwebi access road	AP
6/1/1/6/134	Mhlohlozi borehole water supply	AP
6/1/1/6/135	Qwaninga surface water supply	AP
6/1/1/6/136	Space to be filled	AP
6/1/1/6/137	Qungqana access road	AP
6/1/1/6/138	Ngxakaxa access road	AP
6/1/1/6/139	New health centre-Dutywa	AP
6/1/1/6/140	Upper Ciko access road	AP
6/1/1/6/141	Renovations and alterations to TRTC building	AP
6/1/1/6/142	Mtonjeni to Bulunga access road	AP
6/1/1/6/143	Water supply to Phongoma-Elliotdale	AP
6/1/1/6/144	Construction of Matanzima to Dadamba Access Road	AP
6/1/1/6/145	Undercover parking capital project	AP
6/1/1/6/146	Mhlenzana-Mnandi access road	AP
6/1/1/6/147	Shixini and Ntsimbakazi Electrification projects, 59 villages	AP
6/1/1/6/148	Protective clothing	AP
6/1/1/6/149	Road signs at Willowvale	AP
6/1/1/6/150	Weedeaters-Willowvale	AP
6/1/1/6/151	Paving outside town hall-Willowvale	AP
6/1/1/6/152	Building of Mbhashe sign posts	AP
6/1/1/6/153	Building of security walls at tourist centre	AP
6/1/1/6/154	Supply and delivery of dirt bin drums	AP
6/1/1/6/155	Upgrade of stadium Phase II	AP
6/1/1/6/156	Earthworks to new traffic testing grounds-Dutywa	AP
6/1/1/6/157	Tafalehashe/Kulomate/Matinyane/Delingubo Access road	AP
6/1/1/6/158	Bushcutter machine-Willowvale	AP
6/1/1/6/159	Bushcutter machine-Elliotdale	AP
6/1/1/6/160	Grass cutting equipment-Willowvale	AP
6/1/1/6/161	Roads signs-Willowvale	AP
6/1/1/6/162	Nduku-Mhlanga access road	AP
6/1/1/6/163	Hadi access road	AP
6/1/1/6/164	Doti water supply	AP
6/1/1/6/165	Construction of tar road-Phase III Willowvale	AP
6/1/1/6/166	Mndundu access road	AP
6/1/1/6/167	Nquba-Esihlawini access road	AP
6/1/1/6/168	Nkitshana-Mbelu access road	AP
6/1/1/6/169	Ndakeni access road	AP
6/1/1/6/170	Emazizini access road	AP

6/1/1/6/171	Komkulu-Luthuthu access road	AP
6/1/1/6/172	Mputhi-Ngonyama access road	AP
6/1/1/6/173	Melitafa-Riverview access road	AP
6/1/1/6/174	Installation of traffic lights	AP
6/1/1/6/175	Kumbanga, Cwebe, Kwelentombi, Bumbane and Lencane access road	AP
6/1/1/6/176	Idutywa car wash	AP
6/1/1/6/177	City beautification	AP
6/1/1/6/178	North of Nqabara river bulk water supply	AP
6/1/1/6/179	Community hall ward 4	AP
6/1/1/6/180	Community hall ward 8	AP
6/1/1/6/181	Community hall ward 16	AP
6/1/1/6/182	Community hall ward 17	AP
6/1/1/6/183	Community hall ward 21	AP
6/1/1/6/184	Construction of community halls-ward 22	AP
6/1/1/6/185	Construction of community hall-ward 20	AP
6/1/1/6/186	Community hall ward 11	AP
6/1/1/6/187	Community hall ward 2	AP
6/1/1/6/188	Community hall ward 1	AP
6/1/1/6/189	Community hall ward 8	AP
6/1/1/6/190	Community hall ward 7	AP
6/1/1/6/191	Community hall ward 6	AP
6/1/1/6/192	Community hall ward 5	AP
6/1/1/6/193	Community hall ward 18	AP
6/1/1/6/194	MBSA commonage fencing-Elliotdale	AP
6/1/1/6/195	Mbhashe IT development and equipment	AP
6/1/1/6/196	Bomela access road	AP
6/1/1/6/197	Bolotwa Multi-purpose centre	AP
6/1/1/6/198	Xobo access road	AP
6/1/1/6/199	Tyekelebende access road	AP
6/1/1/6/200	Taleni access road	AP
6/1/1/6/201	Caphaza to Mvezo pedestrian bridge	AP
6/1/1/6/202	350 VIP latrines at Jingqi	AP
6/1/1/6/203	Construction of 850 VIP latrines in Mpozolo and Ngxakaxa	AP
6/1/1/6/204	Gangatha access road	AP
6/1/1/6/205	Sheshegu access road	AP
6/1/1/6/206	Msikithi-Siyibane access road	AP
6/1/1/6/207	Ntlonyane banana project	AP
6/1/1/6/208	Ntlonyane vegetable project	AP
6/1/1/6/209	Rural livelihoods	AP
6/1/1/6/210	Isandla Partners in Development	AP
6/1/1/6/211	Aefesis corplan	AP
6/1/1/6/212	Department of Public Services and Administration	AP
6/1/1/6/213	East London to Mthatha Railway line project	AP
6/1/1/6/214	Lower Weza Bull barter project	AP
6/1/1/6/215	Fencing of Candu maize fields	AP
6/1/1/6/216	Gcalekaland cultural centre	AP

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

6/1/1/6/261	Construction of Folokwe access road	AP
6/1/1/6/262	Dutywa township Ext 7	AP
6/1/1/6/263	Dutywa Community Health Centre	AP
6/1/1/6/264	Update of books and preparation of GRAP compliant of Financial Statements and asset register	AP
6/1/1/6/265	Tandiwe-Jungqwana access road	AP
6/1/1/6/266	Xeni access road	AP
6/1/1/6/267	Dadamba to Gwabe access road	AP
6/1/1/6/268	Housing project-Lencane, New Town and Bolotwa villages	AP
6/1/1/6/269	Construction of Qakazana Access Road	AP
6/1/1/6/270	Kasa-Marhwexeni access road	AP
6/1/1/6/271	Update of the DR18033: Elliotdale to the Intersection with the DR08327	AP
6/1/1/6/272	City beautification	AP
6/1/1/6/273	Msikithi Access road	AP
6/1/1/6/274	Lubomvini access road	AP
6/1/1/6/275	Construction of vegetable processing plant, Idutywa	AP
6/1/1/6/276	Construction of visitor information centre, phase 11, Idutywa	AP
6/1/1/6/277	Construction of storeroom for wool and wool washing plant, Idutywa	AP
6/1/1/6/278	Construction of market and hawkers centre, Idutywa	AP
6/1/1/6/279	Melithafa to Sirhosheni Access Road	AP
6/1/1/6/280	Construction of Gudlingu to Lunweleni Access Road	AP
6/1/1/6/281	Nkanya Access Road	AP
6/1/1/6/282	Jongulwandle to Gqubuzeni Access Road, Elliotdale	AP
6/1/1/6/283	Manzibomvu to Zithulele Access Road	AP
6/1/1/6/284	Nolungile Fokoshe Access Road	AP
6/1/1/6/285	Colosa Mission Access Road	AP
6/1/1/6/286	Supply and delivery of paraffin	AP
6/1/1/6/287	Mboya Access Road	AP
6/1/1/6/288	Tywaka-Ludiza Access Road	AP
6/1/1/6/289	Qhilingqana Access Road	AP
6/1/1/6/290	Maxama Water Projects	AP
6/1/1/6/291	Extension6 Idutywa LB.1R.2103.N221	AP
6/1/1/6/292	Upper Ciko Access Road	AP
6/1/1/6/293	Water Supply to Pongoma	AP
6/1/1/6/294	Repairs and maintenance of Youth Centre	AP
6/1/1/6/295	Mqhele to Mtshekelweni Access Road	AP
6/1/1/6/296	Design of bridges at Idutywa APP/20/405 AND 406	AP
6/1/1/6/297	Civil Engineering Services Phase1 Idutywa	AP
6/1/1/6/298	Mgwebi Access Road	AP
6/1/1/6/299	Rehabilitation of Idutywa Wastewater Treatment works	AP
6/1/2	Acquisition of Stores and Services	
6/1/2/1	Stores	D5
6/1/2/1/1	Office Furniture and Equipment	D5
6/1/2/1/2	Stationery (including printing forms)	D5

6/1/2/1/3	Library material	D5
6/1/2/1/4	Uniform/Protective clothing	D5
6/1/2/1/5	Disposal of redundant stores/assets	D5
6/1/2/1/6	Stock taking	D5
6/1/2/1/7	Purchasing and schedule	D5
6/1/2/1/8	Acquisition of computers	D5
6/1/2/2	<u>Services</u>	
6/1/2/2/1	Postal Services (All correspondence regarding management of Franking Machine. Post Bag, Courier and Bulk mail)	D5
6/1/2/2/2	Catering	D5
6/1/2/2/3	Telephones	D5
6/1/2/2/4	Franking Machine	D5
6/1/2/2/5	Fax and Photocopying Machine	D5
6/1/2/2/6	Printing	D5
6/1/2/2/7	Security	D5
6/1/2/2/8	PA System	D5
6/1/3	<u>Information Technology</u>	
6/1/3/1	Computer Accessories/Devices/Programmes (All correspondence regarding the purchasing, installation, repair and maintenance of computer accessories, devices or programmes should be filed here)	D5
6/1/3/2	Communication Network Licences	D5
6/1/3/3	Emails	D5
6/2	<u>Transport Management</u>	
6/2/P	Policy	A20
6/2/R	Routine Enquiries	D3
6/2/1	<u>Municipal Vehicles</u> (Open a file for each vehicle and number according to registration number)	
6/2/1/1	Requisition, Requests and Allocation	D5
6/2/1/2	Licences and Registration	D5
6/2/1/3	Maintenance and Repairs	D5
6/2/1/4	Auction Sale and Disposal of Vehicles (All correspondence regarding the arrangement of Auction Sale and Disposal of Municipal Vehicles should be filed here)	AP
6/2/1/5	Misuse of Municipal Vehicles (All correspondence regarding theft, vandalism of misuse of Movable and immovable property of the Municipality)	AP
6/2/1/6	Accident reports of Vehicles	AP
6/2/1/7	Vehicle controls	D5
6/2/1/8	Fuel supplies	D5
6/2/2	<u>Asset Management</u>	
6/2/2/P	Policy	A20
6/2/2/1	Asset verification	D5
6/2/2/2	Maintenance plans	D5

6/2/2/3	Disposals	D5
6/2/2/4	Theft and losses	AP
6/2/3	<u>Accommodation and Travel Arrangements</u>	
6/2/3/1	<u>National Travelling</u> (All correspondence regarding proposals, recommendations and approval of National trips should be filed here)	
6/2/3/1/2	Approval of Journeys and Itineraries	D5
6/2/3/1/3	Bookings for Accommodation	D5
6/2/3/1/4	Flight Bookings	D5
6/2/3/1/5	Car Rental	D5
6/2/3/2	<u>International Travelling</u> (All correspondence regarding proposals, recommendations and approval of International trips should be filed here)	

7. REPORTS, STATISTICS AND SPEECHES

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
7/P	Policy	A20
7/1/R	Routine Enquiries	D3
7/1/1	<u>Submission of Reports</u> (All correspondence regarding submission of monthly, quarterly mid-term and annual reports should be filed here. NB Copies of reports should not be filed here because they are not correspondence)	
7/1/1/1	Financial report (Act 209 of 1993) (Submission of Income and Expenditure reports/statistics to Council for approval)	AP
7/1/1/2	Annual reports	AP
7/1/2	<u>Contribution and distribution by</u>	
7/1/2/1	Council	AP
7/1/2/2	Council Committees	D5
7/1/2/3	Wards Committees	D5
7/1/2/4	Office of the Mayor	D5
7/1/2/5	Office of the Speaker	D5
7/1/2/6	Office of the Municipal Manager	D5
7/1/2/7	Directorate : Finance	D5
7/1/2/8	Directorate : Infrastructure	D5
7/1/2/9	Directorate : Community Services	D5
7/1/2/10	Directorate : Corporate Services	D5
7/1/2/11	Directorate : Developmental Planning	D5
7/1/2/12	South African Local Government Association (SALGA)	D5
7/1/2/13	Status quo reports (This report is submitted by outgoing or acting Municipal Manager to newly appointed Municipal manager or Head of Department regarding the status or functioning of the Municipality during his/her term of office)	AP
7/1/3	<u>Chapter 9 Institutions</u>	

7/1/3/1	The Public Protector	D5
7/1/3/2	The Human Rights Commission	D5
7/1/3/3	The Commission for the Promotion and Protection of Rights of Cultural, Religious and Linguistic Communities	D5
7/1/3/4	The commission for Gender Equality	D5
7/1/3/5	The Auditor-General	D5
7/1/3/6	The Electoral Commission (IEC)	D5
7/2	<u>Statistics</u>	
7/2/P	Policy	A20
7/2/R	Routine Enquires	D3
7/2/1	Building Plans and statistics	D5
7/2/3	Population census	D5
7/2/4	Electricity	D5
7/2/5	Quarterly labour force survey	D5
7/2/6	General household survey	D5
7/2/7	Domestic Tourism survey	D5
7/3	<u>Speeches</u>	
7/3/R	Routine Enquiries	D3
7/3/1	State of the Nation Address	D1
7/3/2	State of the Nation Budget	D1
7/3/3	Provincial Address	D1
7/3/4	Mayors Budget Speech	D1

8. LAND, BUILDINGS AND HOUSING

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
8/1	<u>Municipal Buildings</u>	
8/1/P	Policy	A20
8/1/R	Routine Enquiries	D3
8/1/1	<u>Acquisition</u> (Open a file for each building, land and number consecutively)	
8/1/1/1	Purchasing	AP
8/1/1/2	Renting and Leasing	A20
8/1/1/3	Expropriation	A20
8/1/1/4	Hall hiring or letting	D5
8/1/2	<u>Construction of</u>	
8/1/2/1	Municipal offices	AP
8/1/2/2	Application and Allocation of Houses	A20
8/1/2/3	Traffic Testing Grounds	D5
8/1/2/4	Request for Partitioning of Municipal Offices	D5
8/1/2/5	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)	D5
8/1/2/6	Erection and demolishing	A20

8/1/2/7	Handovers	A20
8/1/2/8	Building plans applications and approvals	A20
8/2	<u>Land Administration</u>	
8/2/P	Policy	A20
8/2/R	Routine Enquiries	D3
8/2/1	<u>Request for Land</u>	
8/2/1/1	Buying and Selling (open a file for each land and number consecutively)	A20
8/2/1/2	Donating	A20
8/2/1/3	Expropriating	A20
8/2/1/4	Renting and Leasing	A20
8/2/1/5	Application for mineral rights (Prospecting)	A20
8/2/1/6	Hiring of grounds	D5
8/2/2	<u>Reservation of sites for</u>	
8/2/2/1	RDP Houses	A20
8/2/2/2	Shopping mall/Centre	A20
8/2/2/3	Libraries	A20
8/2/2/4	Industrial Site	A20
8/2/2/5	Cemeteries and Crematoria's	A20
8/2/2/6	Sanitation and Sewage	A20
8/2/2/7	Schools, Early Learning Centre	A20
8/2/2/8	Hospitals	A20
8/2/2/9	Sports and Recreation	A20
8/2/2/10	Caravan Park	A20
8/2/2/11	Churches	A20
8/2/2/12	Memorial sites	A20
8/2/3	<u>Restitution of Land</u>	
8/2/3/P	Policy	A20
8/2/3/R	Routine Enquiries	D3
8/2/3/1	Land Claims (All correspondence regarding the courts proceedings and the land involved should be filed here)	A20
8/2/3/2		
8/2/4	<u>Landscaping</u> (All correspondence regarding planting of trees, grass, flowers and construction of retaining walls should be filed here)	D5
8/3	<u>Housing</u>	
8/3/P	Policy	A20
8/3/R	Routine Enquiries	D3
8/3/1	Construction Project (open a file per area and number consecutively)	D5
8/3/2	<u>Allocation of Houses</u>	
8/3/2/1	Request and Applications	A20
8/3/2/2	Waiting list and Allocations	A20
8/3/2/3	Public complaints and Queries	A20
8/3/2/4	Repossession of Houses by Municipality	A20

8/3/2/5	Inspection and repairs of house	D5
8/3/2/6	Handovers	A20
8/3/3	<u>Succession Disputes</u> (Open a file for each house and number consecutively)	
8/3/3/1		
8/3/4	<u>Illegal Squatting and Slum Clearance</u>	
8/3/4/P	Policy	AP
8/3/4/R	Routine Enquires	D3
8/3/4/1	Evictions and re-settlements	A20

9. **PUBLICITY, INFORMATION AND HERALDRY**

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
9/1	<u>Publications</u>	
9/1/P	Policy	A20
9/1/R	Routine Enquires heraldry	D3
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	D3
9/1/1/1/2	Billboard/Lighted signs/Posters/Notices	D5
9/1/1/1/3	Municipal coat of arms	AP
9/1/2	<u>Publications by Other Bodies</u>	
9/1/2/1	Contribution in article writing	D5
9/2	<u>Publicity</u>	
9/2/P	Policy	A20
9/2/R	Routine Enquiries	D3
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	D5
9/3	<u>Information</u>	
9/3/P	Policy	A20
9/3/R	Routine Enquiries	D3
9/3/1	<u>Access to information</u>	
9/3/1/1	Requests, Denials and Appeals	D5
9/3/2	<u>Communication with and Supply of Information</u>	
9/3/2/1	<u>Provincial Departments</u> (Open a file for each Provincial Department according to Annexure A)	
9/3/2/2	<u>National Departments</u> (Open a file for each National Department and number consecutively)	

9/3/2/2/1	Institute: Local Government Management	D5
9/3/2/2/2	Institute of Municipal Finance Officers	D5
9/3/2/2/3	Municipal Support Programme	D5
9/3/2/2/4	Municipal Mentoring Programme	D5
9/3/2/2/5	South African Local Government Association	D5
9/3/2/2/6	The Institute of Purpose Directed Leadership and management	D5
9/3/2/2/7	Department of Housing, Local Government and Traditional Affairs	D5
9/3/2/2/8	Amathole District Municipality	D5
9/3/2/2/9	Department of Labour	D5
9/3/2/2/10	Department of Minerals and Energy	D5
9/3/2/2/11	Department of Public Works	D5
9/3/2/2/12	Department of Land Affairs	D5
9/3/2/2/13	Department of Transport	D5
9/3/2/2/14	Department of Agriculture	D5
9/3/2/2/15	Office of the Premier	D5
9/3/2/2/16	National Treasury	D5
9/3/2/2/17	South African Management Development Institute	D5
9/3/2/2/18	Department of Water Affairs and Forestry	D5
9/3/2/2/19	Department of Health	D5
9/3/2/2/20	Institute of Traffic and Municipal Police Officers of Southern Africa	D5
9/3/2/2/21	Institution of Municipal Engineering of Southern Africa	D5
9/3/2/2/22	Department of Social Development	D5
9/3/2/2/23	Department of Sport, Recreation, Arts and Culture	D5
9/3/2/2/24	Department of Economic Affairs, Environment and Tourism	D5
9/3/2/2/25	Department of Justice	D5
9/3/2/2/26	Department of Communication and Information System	D5
9/3/2/2/27	Provincial Legislature	D5
9/3/2/2/28	Department of Education	D5
9/3/2/2/29	South African Police Service	D5
9/3/2/2/30	Department of Safety and Liaison	D5
9/3/2/2/31	Department of Science and Technology	D5
9/3/2/2/32	Eastern Cape Youth Commission	D5
9/3/2/2/33	Department of Home Affairs	D5
9/3/2/2/34	South African Municipal Sports and Recreation Association	D5
9/3/2/2/35	Eastern Cape Gambling Betting Board	D5
9/3/2/2/36	Institute of Municipal Administration(IMASA)	D5
9/3/2/2/37	House of Traditional Leaders-Eastern Cape	D5
9/3/2/2/38	National Wool Growers Association	D5
9/3/2/2/39	UNICEF	D5
9/3/2/2/40	South African Social Security Agency (SASSA)	D5
9/3/2/2/41	The Presidency	D5
9/3/2/2/42	Pan South African Language Board	D5

9/3/2/2/43	Eastern Cape Appropriate Technology Unit	D5
9/3/2/2/44	Department of Public Service & Administration	D5
9/3/2/2/45	National Intelligence Agency (NIA)	D5
9/3/2/2/46	Kula Development Facilitators	D5
9/3/2/2/47	Department of Trade and Industry	D5
9/3/2/2/48	Department of Correctional Services	D5
9/3/2/2/49	Department of Cooperative Governance and Traditional Affairs	D5
9/3/2/2/50	National Prosecuting Authority (NPA)	D5
9/3/2/2/51	Department of Rural Development and Land Reform	D5
9/3/2/2/52	Special Investigating Unit	D5
9/3/2/2/53	Society Prevention Cruelty to Animals	D5
9/3/2/2/54	Road Traffic Management Cooperation	D5
9/3/2/2/55	Provincial Local Economic Development Support Programme	D5
9/3/2/2/56	Concerned Bomvana Patriotic Youth	D5
9/3/2/2/57	National Youth Development Agency	D5
9/3/2/2/58	The South African National Road Agency	D5
9/3/2/2/59	Parliament	D5
9/3/2/2/60	National Energy Regulator of South Africa	D5
9/3/2/2/61	Ministry of Defence and Military Veterans	D5
9/3/2/2/62	Department of International Relations and Cooperation(Foreign Affairs)	D5
9/3/2/2/63		D5

10. SOCIAL FUNCTIONS, EVENTS AND CELEBRATIONS

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
10/1	<u>Arrangement of Municipal Functions</u>	
10/1/R	Routine Enquiries	D3
10/1/1	Invitation and Arrangements	D5
10/1/2	Official opening/handover of buildings	D5
10/1/3	Official funerals and memorial services	D5
10/1/4	End year functions	D5
10/2	<u>National Celebrations</u>	
10/2/P	Policy	A20
10/2/R	Routine Enquiries	D3
10/2/1	<u>Invitation and arrangements of</u> (Open a file for each commemorated day/ celebration and number consecutively e.g. Heritage Day, Arbor week etc.)	
10/2/1/1	Heritage Day	D3
10/2/1/2	Arbor Week	D3
10/2/1/3	Womens day	D3
10/2/1/4	Exhibitions and shows	D3
10/3	<u>Provincial Celebrations</u> (Open a file for each celebration and number consecutively)	
10/4	<u>Local Celebrations</u>	

	(Open a file for each celebration and number consecutively)	
10/4/1	Participation in commemorations	
10/5	<u>Arrangement of Festivals and events</u>	
10/5/1	Mayoral Invitations and functions	D3
10/5/2	Mayor's Imbizo	D3
10/5/3	Mayor's Entertainment	D3
10/5/4	Letter of thanks, congratulations and condolences	D3
10/5/5	Awards to the public	D5
10/5/6	Sport events	D5

11. MEETINGS OF MUNICIPAL BODIES AND OTHER INSTITUTIONS

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
11/1	<u>Composition and Meetings</u>	
11/1/P	Policy	A20
11/1/R	Routine Enquiries	D3
11/1/1	<u>Municipal Bodies</u>	
11/1/1/1	<u>Invitation and Arrangements</u>	
	(All correspondences regarding invitations/arrangements of meetings from these bodies should be filed respectively below)	
11/1/1/1/1	South African Local Government Bargaining Council	D2
11/1/1/1/2	District Municipalities	D2
11/1/1/1/3	Other Local Municipalities	D2
11/1/2	<u>National Departments and Organizations</u> (Open a file for each National Organization and number consecutively)	
11/1/2/1	Institute: Local Government Management	D5
11/1/2/2	Institute of Municipal Finance Officers	D5
11/1/2/3	Municipal Support Programme	D5
11/1/2/4	Municipal Mentoring Programme	D5
11/1/2/5	South African Local Government Association	D5
11/1/2/6	The Institute of Purpose Directed Leadership and management	D5
11/1/2/7	Department of Housing, Local Government and Traditional Affairs	D5
11/1/2/8	Amathole District Municipality	D5
11/1/2/9	Department of Labour	D5
11/1/2/10	Department of Minerals and Energy	D5
11/1/2/11	Department of Public Works	D5
11/1/2/12	Department of Land Affairs	D5
11/1/2/13	Department of Transport	D5
11/1/2/14	Department of Agriculture	D5
11/1/2/15	Office of the Premier	D5
11/1/2/16	National Treasury	D5
11/1/2/17	South African Management Development Institute	D5
11/1/2/18	Department of Water Affairs and Forestry	D5

11/1/2/19	Department of Health	D5
11/1/2/20	Institute of Traffic and Municipal Police Officers of Southern Africa	D5
11/1/2/21	Institution of Municipal Engineering of Southern Africa	D5
11/1/2/22	Department of Social Development	D5
11/1/2/23	Department of Sport, Recreation, Arts and Culture	D5
11/1/2/24	Department of Economic Affairs, Environment and Tourism	D5
11/1/2/25	Department of Justice	D5
11/1/2/26	Department of Communication and Information System	D5
11/1/2/27	Provincial Legislature	D5
11/1/2/28	Department of Education	D5
11/1/2/29	South African Police Service	D5
11/1/2/30	Department of Safety and Liaison	D5
11/1/2/31	Department of Science and Technology	D5
11/1/2/32	Eastern Cape Youth Commission	D5
11/1/2/33	Department of Home Affairs	D5
11/1/2/34	South African Municipal Sports and Recreation Association	D5
11/1/2/35	Eastern Cape Gambling Betting Board	D5
11/1/2/36	Institute of Municipal Administration(IMASA)	D5
11/1/2/37	House of Traditional Leaders-Eastern Cape	D5
11/1/2/38	National Wool Growers Association	D5
11/1/2/39	UNICEF	D5
11/1/2/40	South African Social Security Agency (SASSA)	D5
11/1/2/41	The Presidency	D5
11/1/2/42	Pan South African Language Board	D5
11/1/2/43	Eastern Cape Appropriate Technology Unit	D5
11/1/2/44	Department of Public Service & Administration	D5
11/1/2/45	National Intelligence Agency (NIA)	D5
11/1/2/46	Kula Development Facilitators	D5
11/1/2/47	Department of Trade and Industry	D5
11/1/2/48	Department of Correctional Services	D5
11/1/2/49	Department of Cooperative Governance and Traditional Affairs	D5
11/1/2/50	National Prosecuting Authority (NPA)	D5
11/1/2/51	Department of Rural Development and Land Reform	D5
11/1/2/52	Special Investigating Unit	D5
11/1/2/53	Society Prevention Cruelty to Animals	D5
11/1/2/54	Road Traffic Management Cooperation	D5
11/1/2/55	Provincial Local Economic Development Support Programme	D5
11/1/2/56	Concerned Bomvana Patriotic Youth	D5
11/1/2/57	National Youth Development Agency	D5
11/1/2/58	The South African National Road Agency	D5
11/1/2/59	Parliament	D5
11/1/2/60	National Energy Regulator of South Africa	D5
11/1/2/61	Ministry of Defence and Military Veterans	D5

11/1/2/62	Department of International Relations and Cooperation(Foreign Affairs)	D5
11/1/2/63	South African Human Rights Commission	D5
11/1/2/64	Public Protector South Africa	D5
11/1/2/65	National and Provincial Community Police Forum	D5
11/1/2/66	South African Civil Organisation	D5
11/1/2/67	National School of Government	D5
11/1/2/68	South African Youth Council	D5
11/1/2/69	Eastern Cape Park and Tourism Agency	D5
11/1/2/70	Government Printing Works	D5
11/1/2/71	South African Council for planners	D5
11/1/2/72	Commission of Gender Equality	D5
11/1/2/73	State Security Agency	D5
11/1/2/74	National and Provincial Commission of Restitution Land Rights	D5
11/1/2/75	Imbokodo Yabathembu Women's League	D5
11/1/3	<u>Mbhashe Local Bodies</u>	
11/1/3/1	Mbhashe Ratepayers Associations	AP
11/1/3/2	Mbhashe Farmers Associations	AP
11/1/3/3	Mbhashe Local Tourism Organisation	AP
11/1/3/4	Mbhashe Hawkers Associations	AP
11/1/3/5	Mbhashe Co-operatives	AP
11/1/3/6	Mbhashe Maize Production Team	AP
11/1/3/7	Mbhashe Business Forum	AP
11/1/3/8	Imbumba YamaKhosikazi Akomkhulu (IYA) Elliotdale	AP
11/1/5	<u>Provincial Departments and Organization</u> (Open a file for each Provincial Department/ Organization and number consecutively according to Annexure A)	
11/1/5/1	<u>District and Local Municipalities</u> (Open a file for each District and Local Municipality according to Annexure B and C)	
11/1/5/2	<u>District Municipalities</u>	
11/1/5/2/1	Buffalo City Metro	D5
11/1/5/2/2	Nelson Mandela Metro	D5
11/1/5/2/3	Amathole District Municipality	D5
11/1/5/2/4	OR Tambo District Municipality	D5
11/1/5/2/5	Cacadu District Municipality	D5
11/1/5/2/6	Joe Gqabi District Municipality	D5
11/1/5/2/7	Alfred Nzo District Municipality	D5
11/1/5/2/8	Chris Hani District Municipality	D5
11/1/5/3	<u>Local Municipalities</u>	

11/1/5/3/1	Amathole District	
11/1/5/3/1/1	Amahlathi Local Municipality	D5
11/1/5/3/1/2	Mbhashe Local Municipality	D5
11/1/5/3/1/3	Great Kei Local Municipality	D5
11/1/5/3/1/4	Mnquma Local Municipality	D5
11/1/5/3/1/5	Nkonkobe Local Municipality	D5
11/1/5/3/1/6	Ngqushwa Local Municipality	D5
11/1/5/3/1/7	Nxuba Local Municipality	D5
11/1/6	<u>Institutes</u> (Open a file for each Institute and number consecutively)	
11/1/7	<u>Boards and Councils</u> (Open a file for each board and council and number consecutively)	
11/1/8	<u>Non-Governmental Bodies</u> (Open a file for each NGO and number consecutively)	
11/1/9	<u>Committees/Task Teams/Forums</u> (Open a file for each and number consecutively)	
11/1/10	<u>Private Companies</u> (Open a file for each company and number consecutively)	

12. LICENCES AND PERMITS

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
12/1	<u>Licences</u>	
12/1/P	Policy	A20
12/1/R	Routine Enquiries	D3
12/1/1	<u>Application and Issuing</u>	
12/1/1/1	By the Minister	A20
12/1/1/2	By Municipalities	A20
12/2	<u>Partnership with other bodies</u>	
12/2/1	Transport Board	A20
12/2/2	Liquor Board	A20
12/2/3	Gambling Board	A20
12/3	<u>Types of Licences</u>	
12/3/1	<u>Trading Licences</u> (Open a file for each license and number consecutively e.g. Hawkers, dairies, Fire-arms, Aerodrome, SAMRO.)	
12/3/1/1	Hawkers	D5
12/3/1/2	Dairies	D5
12/3/1/3	Fire-arms	D5
12/3/1/4	Aerodrome	D5

12/3/2	Vehicle Licence	
12/3/2/1	Issuing of Learners/Driver's License	D5
12/3/2/2	Registration of Vehicles	D5
12/3/3	Occupational Licenses (Open a file for each license and number consecutively e.g. Plumbers, Electricians)	
12/4	Permits	
12/4/P	Policy	A20
12/4/R	Routine Enquiries	D3
12/4/1	Granting of authority to issue permits	D5
12/4/2	Application, issuing and withdrawal	D5

13. TOWN PLANNING AND INFRASTRUCTURAL DEVELOPMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
13/1	Town Planning	
13/1/P	Policy	A20
13/1/R	Routine Enquiries	D3
13/1/1	Demarcation of boundaries	
13/1/1/1	Municipal Boundaries (Open a file for each ward, local boundaries)	A20
13/1/1/2	Demarcation of wards boundaries	A20
13/1/1/3	Demarcation of wards	A20
13/1/1/4	Delimitation of wards	A20
13/1/2	Appointment of consultants	
13/1/2/1	Town planners and engineers	D5
13/1/2/2	Land surveyors	D5
13/1/2/3	Geological survey	D5
13/1/3	Compilation amendment and approval of Structure and developments plans	
13/1/3/1	Compilation, amendment and approval of town Planning Scheme	A20
13/1/4	Control of township Establishment of Townships	
13/1/4/P	Policy	A20
13/1/4/R	Routine Enquiries	D3
13/1/5	Name of Townships (Open a file for each new township and number consecutively)	
13/1/5/1	Amendment of conditions of establishment	A20
13/1/5/2	Subdivision and consolidations	A20
13/1/5/3	Servitudes	A20
13/1/5/4	Control of construction of buildings	A20
13/1/5/5	Building line restrictions and encroachments	A20
13/1/5/6	Permitted practices	A20
13/1/5/7	Existing	A20

13/1/5/8	Rezoning	A20
13/1/5/9	Sectional titles	A20
13/1/6	<u>Rezoning</u> (Open a file for each new rezoning and number consecutively)	
13/1/7	<u>Subdivision/consolidation</u> <u>Within Municipal boundaries</u> (open a file for each town area and number consecutively)	
13/1/8	<u>Permission and Current use</u> (Open a file for each area and number consecutively)	
13/1/9	<u>Registration of servitudes</u> (open a file for each servitude and number consecutively)	
13/1/10	<u>Erection of building/building restrictions</u> (Open a file for each area and number consecutively)	
13/1/10/1	Encroachments	A20
13/11	<u>Demolition of Buildings</u> (For prosecution refer to 1/2/2/3/1/2)	
13/11/1	Rulings, Instructions, applications and approval	AP
13/11/1/1	Rulings	AP
13/11/1/2	Instructions	AP
13/11/1/3	Applications and approvals	AP
13/12	<u>Reservation of Sites</u>	
13/12/1	Industry	AP
13/12/2	Churches	AP
13/12/3	Educational Institutions	AP
13/12/4	Sport and recreation	AP
13/12/5	Residential	AP

14. MUNICIPAL SERVICES

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
14/1	<u>Supply of Indigent Services</u>	
14/1/1	Electricity	D5
14/1/2	Grants for burials	D5
14/2	<u>Traffic Control Services</u>	
14/2/P	Policy	A20
14/2/R	Routine Enquiries	D3
14/2/1	Promotion of road safety	D5
14/2/2	<u>Vehicle Control</u>	
14/2/2/1	Road worthiness Testing	D5
14/2/2/2	Disposal of abandoned vehicles	AP
14/2/2/3	Impounding and clamping vehicles	D5
14/3	<u>Control of traffic flow</u>	

14/3/1	Marches/Rallies/Cycle races/fun runs/walks and use of loud speakers	D5
14/3/2	Abnormal loads/ and closure of roads	D5
14/3/3	Speed traps/cameras	D5
14/3/4	Provision of road signs	D5
14/4	<u>Allocation of Parking</u>	
14/4/1	Public Parking	D5
14/4/2	Loading zones	D2
14/5	<u>Control of live stock</u>	
14/5/P	Policy	A20
14/5/R	Routine Enquiries	D3
14/5/1	Impounding of live stock	D3
14/5/2	Licensing and immunization of dogs/cats	D3
14/5/3	Fencing (All correspondence regarding fencing of Provincial and Municipal roads and pounds should be filed here)	D3
14/6	<u>Health Services</u>	
14/6/P	Policy	A20
14/6/R	Routine Enquiries	D3
14/6/1	Notice of occurrence	D5
14/6/2	Measures for prevention	D5
14/6/3	Epidemics	D5
14/6/4	Combating spread and diseases and plagues	D5
14/6/5	Investigation/Research	D5
14/6/6	<u>Inspections</u>	
14/6/6/1	Premises and food	D5
14/6/3	<u>Health Education Programme</u> (Open a file for each programme and number consecutively)	
14/7	<u>Environmental Protection</u>	
14/7/P	Policy	A20
14/7/R	Routine Enquiries	D3
14/7/1	<u>Inspections</u>	
14/7/1/1	Anti-pollution campaign for air and water	D3
14/7/1/2	Environmental Impact Assessments	D5
14/7/2	Marsh area	D3
14/8	<u>Welfare and Disaster Management</u>	
14/8/P	Policy	A20
14/8/R	Routine Enquiries	D3
14/8/1	<u>Provision of Housing and Protection of</u>	
14/8/1/1	Street kids	A20
14/8/1/2	Senior Citizens/Old age	A20
14/8/1/3	Disabled People	A20
14/8/1/4	Victims of Domestic Violence	A20

14/8/1/5	HIV and AIDS Victims and Orphanage	A20
14/8/1/6	Rehabilitation Centres	A20
14/8/2	<u>Disaster Management</u>	
14/8/2/1	Investigations	AP
14/8/2/2	Declaration of Disaster areas	D7
14/9	<u>Disaster Relief Fund</u>	
14/9/P	Policy	A20
14/9/R	Routine Enquiries	D3
14/9/1	Donation to the Fund	A20
14/9/2	Request for assistance from the fund	A20
14/9/3	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)	A20
14/10	<u>Sports and recreation</u>	
14/10/P	Policy	A20
14/10/R	Routine Enquiries	D3
14/10/1	<u>Games and Events</u>	
14/10/1/1	Games (All correspondence regarding arrangement of games should be filed here)	D5
14/10/1/2	Cultural/Religious Events (All correspondence regarding cultural events should be filed here)	D5
14/11	<u>Tourism</u>	
14/11/P	Policy	A20
14/11/R	Routine Enquiries	D3
14/11/1	Identification/reconstruction of Heritage sites	D5
14/11/2	Establishment of Heritage Information Centre's	D5
14/11/3	Arrangements of Tours	D5
14/12	<u>Library</u>	
14/12/P	Policy	A20
14/12/R	Routine Enquiries	D3
14/12/1	Invitation and arrangements (All correspondence regarding invitations and arrangement of library programmes, selection displays and quarterly stakeholders meeting)	D3
14/12/2	<u>Management of books and publications</u>	
14/12/2/P	Policy	A20
14/12/2/R	Routine Enquiries	D3
14/12/2/1	Purchase	D3
14/12/2/2	Donation	D3
14/12/2/3	Distributions/Dispatching/transfer	D3
14/12/2/4	Disposal	D3
14/12/2/5	Operating of Depots	D3
14/13	<u>Cemetery and Crematorium Services</u>	
14/13/P	Policy	A20

14/13/R	Routine Enquiries	D3
14/13/1	Exhumation and reburials	A20
14/13/2	Erection of tombstones	D5
14/13/3	Indigent/ Pauper burials	A20
14/13/4	Provision of graves	D5
14/14	<u>Management of Recreational Facilities</u>	
14/14/P	Policy	A20
14/14/R	Routine Enquiries	D3
14/14/1	Booking and Leasing	D3
14/14/2	Complaints and Complements	D5
14/15	<u>Waste Management/Sanitation</u>	
14/15/P	Policy	A20
14/15/R	Routine Enquiries	D3
14/15/1	Collection and recycling of waste/rubbish	D5
14/15/2	Distribution of overgrown stands All correspondence from the community with regards to cleaning/ clearing of overgrown stands and complaints)	D5
14/15/3	Maintenance of dumping sites	D5
14/15/3/1	<u>Sanitation</u>	
14/15/3/1/1	Routine Enquiries/Complaints (All correspondence on bucket systems and vacuum tanks must be filed here)	D3
14/15/3/1/2	Sewer Pump stations (all correspondence with regards to pump stations must be filed here)	D5
14/15/4	<u>Rubbish removal</u>	
14/15/R	Routine Enquiries	D3
14/15/1	Street rubbish bins	D5
14/15/2	Home rubbish bins	D5
14/15/3	Recycling	D5
14/16	<u>Supply of Electricity</u>	
14/16/P	Policy	A20
14/16/R	Routine Enquiries	D3
14/16/1	Purchasing Eskom/Municipality	D3
14/16/2	Provision of street lights	D5
14/16/3	Complaints	D7
14/16/4	Interruption and reconnection	D7
14/16/5	Supply free basic services	D7
14/17	<u>Management of water services</u>	
14/17/P	Policy	A20
14/17/R	Routine Enquiries	D3
14/17/1	<u>Sources</u>	
14/17/1/1	Application for boreholes/dams	A20
14/17/1/2	Installation and maintenance of water pipes and meters/testing	D5
14/17/1/3	Restriction of water use	D5
14/17/1/4	Purification of water	D5
14/17/1/5	Distribution of water	D5

14/17/1/6	Purchasing of water	D5
14/18	Welfare	
14/18/P	Policy	A20
14/18/R	Routine Enquiries	D3
14/18/1	Organisations (all correspondence on welfare, registrations, applications – cakes sales, markets, jumble sales, street collections must be filed here)	D5
14/19	Roads and Streets	
14/19/R	Routine Enquiries	D3
14/19/P	Policy	A20
14/19/1	Roads construction programme	A20
14/19/2	Proclamation	A20
14/19/3	Upgrading of main street	A20
14/20	Education	
14/20/P	Policy	A20
14/20/R	Routine enquiries	D3

APPRAISAL, RETENTION AND DISPOSAL OF MUNICIPAL RECORDS

1. APPRAISAL

Appraisal means the process of determining the value of the records and thus determining the final disposal of records and the decision regarding the preservation requirements of each record or series of the records. Some records are more important than the others. Appraisal is the method used to determine what to keep and what to discard. According to national norms and standards, only 5% of records are deemed to have permanent value.

Appraisal is inextricably linked to retention of records. It can be done both, at creation or at the end of the active life of a record. Against this background, appraisal involves the process of evaluating business activities and determining how long records need to be kept to meet business needs, the requirements of organization accountability and community expectations.

The value of a record is categorized into two, namely, **primary value and secondary value**. All records have primary value, that is, it contains the information for which it was created. As a rule, the primary value of records ceases when the record moves from an active to a semi-active or inactive stage. Most records have one or more secondary values, that is, the potential uses of information for purposes other than the purpose for which the record was created. Records with secondary value provide information of importance to researchers, statisticians or historians and therefore have information value.

2. RETENTION

- For the purpose of the records management policy, retention refers to a process of deciding, which records to keep permanently and which records to be destroyed after they no longer serve a useful purpose.
- The power to decide on the retention period resides with the department or organization.

- c) The organization has to develop a records retention schedule and it should be approved by the Accounting Officer and it should also form part of records management policy.

3. RECORDS RETENTION SCHEDULE

The purpose of records retention schedule is to prompt disposal of records whose retention period lapsed. Storage of records which must be temporarily retained after they are no longer needed. Preservation of records with long-term archival value. The retention program is not only to identify records that should be kept permanently and to dispose but also to protect organization's vital records. The retention periods can also be written on the filing system (file plan) next to the subject they refer to.

Explanation of disposal symbols

A20- Transfer to archives repository 20 years after the end of the year in which the records were created.

D- Destroy (body of origin itself determines retention period).

D5- Destroy after five years

D7- Destroy 7 years after closure.

AP- Can remain in the custody of the body indefinitely. When disposal does take place, e.g. when the body closes or assets are disposed of, it must be transferred to an archives repository.

DAU- Destroy immediately after auditing is completed.

DAU3- Destroy 3 years after auditing is completed.

DAU7- Destroy 7 years after auditing is completed.

MISCELLANEOUS RECORDS

Broad Record Type	Disposal Instruction	Description	Retention period	Empowering provisions
Miscellaneous Records	D	Records pertaining occupational injuries	15 years	Disposal Authority
	A20	Legal records and claims against the municipality	20 years and be transferred to the archives repository	National Archives and Records Services Directive
	AP	Municipal policies	Permanent Preservation in the office of origin	National Archives and Records Services Directive

Broad Record Type	Disposal Instruction	Description	Retention period	Empowering provisions
	AP	Municipal Bylaws	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	AP	Transfer of powers and functions by: National Government to municipalities By Provincial Government to municipalities By District Municipalities to Local Municipalities	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	D	IDP	Dispose after 7 years	Political Office Bearers Terms of Office
	A20	Delegation of Authority by: Premier MEC Local Government Heads of Department Executive Mayor Municipal Council Municipal Manager Senior Managers/Directors	20 years and be transferred to the archives repository	National Archives and Records Services Directive
	AP	Municipal File Plan	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	AP	Retention control schedule	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	AP	Procedures Manuals	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	AP	Council minutes	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	A20	Concurrence	20 years and be transferred to the archives repository	National Archives and Records Services Directive
	D	Minutes of Management meetings	D1	Disposal Authority

B. HUMAN RESOURCE MANAGEMENT RECORDS

Broad Record Type	Disposal Instruction	Description	Retention Period	Empowering Provisions
Human Resource Records	D1	Unsuccessful application forms	12 months after the post has been successfully filled	Disposal Authority
	A20	Personal files	20 years and be transferred to the archives repository	National Archives and Records Services Directive
	D	Skills Audit Questionnaires	D1	Disposal authority
	D	Contracts of Internship	D1	Disposal authority
	D	Performance agreements	D5	Disposal authority
	AP	Collective Agreements	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	AP	Arbitration Awards	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	D	Human Resources Plan	D2	Disposal authority
	D	Human Resources Strategies	D10	Disposal authority

C. FINANCE RECORDS

Broad Records Type	Disposal Instruction	Description	Retention Period	Empowering Provisions
	D	Cash Receipt books	D15	Disposal Authority
	D	Petty cash register	D5	Disposal Authority
	DAU	Payment vouchers	D7 after auditing	Disposal Authority
	D	Remittance registers	D7	Disposal Authority
	D	Registered slip registers	D7	Disposal Authority

	D	Accounting records (Annual Financial Statements)	D5	Disposal Authority
	D	Journals	D7	Disposal Authority
	D	Official postage stamp registers	D5	Disposal Authority
	D	Telephone register	D1	Disposal Authority
	AP	Payroll files	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	D	Departmental transfers (Virements)	D2	Disposal Authority
	D	Trip authority	D2	Disposal Authority
	A20	Valuation rolls	20 years and be transferred to the archives repository	National Archives and Records Services Directive

D. SUPPLY CHAIN MANAGEMENT RECORDS

Broad Record Type	Disposal Symbol	Description	Retention Period	Empowering Provisions
SCM Records	D	Unsuccessful Tenders	D5	Disposal Authority
	D	Successful RFQS awarded	D7	Disposal Authority
	AP	Successful tenders (Contract/SLA)	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	D	Unsuccessful RFQS	D5	Disposal Authority

E. INFRASTRUCTURE RECORDS

Broad Record Type	Disposal Symbol	Description	Retention Period	Empowering Provisions
Infrastructure Records	AP	INEP Memorandum of Agreements	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	AP	Maintenance Plans	Permanent Preservation in the office of origin	National Archives and Records Services Directive

	AP	Close-up Projects Report	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	AP	As build reports	Permanent Preservation in the office of origin	National Archives and Records Services Directive

F. COMMUNITY SERVICES RECORDS

Broad Record Type	Disposal Symbol	Description	Retention Period	Empowering Provisions
EPWP	D	Annual Contracts employment of EPWP employees	D2	Disposal Authority
	D	EPWP Reports	D5	Disposal Authority
Free-Basic Services	D	Application forms for electricity	D5	Disposal Authority
	D	Verification forms, free-basic services	D5	Disposal Authority
	D	Indigent registers	D5	Disposal Authority
Traffic	D	Applications for Learners Licenses	D5	Disposal Authority
	D	PRDP	D5	Disposal Authority
	D	License renewals	D5	Disposal Authority
	D	Traffic Fines register	D10	Disposal Authority

G. DEVELOPMENTAL PLANNING RECORDS

Broad Record Type	Disposal Symbol	Description	Retention Period	Empowering Provisions
Housing Subsidy forms and Ownership forms	D	Application forms	D10	Disposal Authority
	AP	Title deeds	Permanent Preservation in the office of origin	National Archives and Records Services Directive
Town Planning Records	A20	Transfers of ownership	20 years and be transferred to the archives repository	National Archives and Records Services Directive

	A20	Rezoning	20 years and be transferred to the archives repository	National Archives and Records Services Directive
	A20	Deeds of sales	20 years and be transferred to the archives repository	National Archives and Records Services Directive
	AP	Lease agreements	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	A20	Building plans	20 years and be transferred to the archives repository	National Archives and Records Services Directive
Local Economic Development records	AP	Business plans	Permanent Preservation in the office of origin	National Archives and Records Services Directive
Environmental records	D	Rehabilitation Plans	D2	Disposal authority
	D	Climate Change Strategy	D2	Disposal authority

H. MUNICIPAL MANAGERS OFFICE

Broad Record Type	Disposal Symbol	Description	Retention Period	Empowering Provisions
Audit records	D	Internal Audit Report	D6	Disposal authority
	AP	Forensic Report	To be kept permanently within the office of origin	National Archives and Records Services Directive
	AP	AG Report	To be kept permanently within the office of origin	National Archives and Records Services Directive
	D	Internal Audit Plan	D5	Disposal authority
	D	Internal Audit Files	D5	Disposal authority

	D	Internal Auditing Charter	D3	Disposal authority
	D	Audit Committee Charter	D3	Disposal authority
	D	Performance Management Strategy	D5	Disposal authority
Special Programs	D	Special Programs Unit	D5	Disposal authority
Public Participation	D	Public Participation Strategy	D5	Disposal authority
Legal records	D	Risk management framework	D5	Disposal authority
	D	Fraud Prevention Strategy	D5	Disposal authority
Communications records	D	Communication Strategy	D5	Disposal authority
	D	Communication Plan	D5	Disposal authority

8.7 DISPOSAL OF RECORDS

- Without prior written authorisation from the National Archivist or Provincial Archivist, no public records shall be destroyed or erased. The records manager manages the disposal schedule
- Retention periods indicated on the file plan and schedule were determined by taking municipality's legal obligations and functional needs into account
- All disposal actions should be authorised by the records manager prior to their execution to ensure that archival records are not destroyed inadvertently
- Non-archival records that are needed for litigation, Promotion of access to Information requests or Promotion of Administrative Justice actions may not be destroyed until such time that the manager indicated that the destruction hold can be lifted

- Paper-based archival records shall be safely kept in strong-room until they are due to transfer to the National Archives Repository, transfer procedures shall be as prescribed by National Archives in the records management policy manual
- Specific guidelines regarding the procedure to dispose electronic should be stipulated in the electronic management policy
- All records with disposal authority should be disposed by the department concerned under the supervision of the Registry officials overseeing that they are accurately disposed.
- Different methods of disposal should include incineration, pulping, pulverizing, shredding or macerating.
- All records disposed should have destruction certificate filled as follows:

DESTRUCTION CERTIFICATE

I hereby certify that the records listed below which occupied..... linear metres of Shelving /storage space were destroyed today in terms of disposal authority/authorities number(s).....

Name of Office:
 Name of Records Manager
 Telephone:
 Fax:
 Cell :
 E-mail:
 Signature:
 Date:

8.8 ACCESS AND SECURITY

- Records at all times be protected against unauthorised access and tampering
- Security classified records shall be managed in terms of the Information Security Policy which is available from the security manager
- No staff member shall remove records that are not available in the public domain from the premises of the municipality without the explicit permission of the records manager in consultation with the information security manager
- No staff member shall provide information and records that are not in the public domain to the public without consulting Records and Information Officer. Specific

guidelines regarding requests for information are contained in the Promotion of Access to Information which is maintained by Records and Information Officer

- Personal information shall be managed in terms of the Promotion of Access to Information Act
- No staff member shall disclose personal information of any member of staff or client to any member of the public without consulting the Records and Information Officer
- An audit trail shall be logged of all attempts to edit/alter electronic records
- Records storage areas shall at all times be protected against unauthorised access, that means they shall be locked when not in use and access to Registry and storage areas shall be managed with key card access or otherwise keys should **ONLY** be kept by Registry officials.

8.9 TRAINING

- The Records Manager shall successfully complete the National Archives and Records Service's Records Management Course, as well as any other records management training that would equip him/her for his/her duties
- The records manager shall identify such training courses that are relevant to the duties of the registry staff and shall ensure that the registry staff are trained appropriately
- The records manager shall ensure that all staff members are aware of the records management policies and shall conduct or arrange such training as is necessary for the staff to equip them for their records management duties

8.10 PROTECTION OF RECORDS

PROTECTING RECORDS AGAINST VARIOUS PERILS

1. General

Records are constantly subject to perils that may either damage or destroy the physical record. Ideally, records should be stored in premises specifically built and equipped for effective record storage. This way records could be completely protected thus ensuring durability.

It is essential that all records be effectively stored and protected. The heads of all governmental bodies must ensure that adequate steps are taken to ensure that the records in their custody are protected against the dangers discussed below.

2. Fire

This can be one of the most destructive dangers to records and all possible precautions should be taken to protect the records.

- **Position of record storage areas**

The records should not be stored in areas near or alongside areas where flammable materials, like paint, petrol, etc. are stored as this could easily result in a fire breaking out.

- **Construction of storage areas**

As far as possible, the walls, floors and roof should be constructed of non-flammable materials, like brick and cement. The doors should be sturdy, made from steel and lock properly. The windows should be equipped with burglar proofing. Both the windows and should be constructed in such a manner that no unauthorised persons may gain access to the records to cause a fire. Electrical installations should be installed in such a way as to prevent electrical faults from causing a fire.

- **Shelving and cabinets**

These should be constructed from non-flammable materials to provide additional protection to the records.

- **Fire sources**

Like matches, smoking and inflammable materials should be prohibited in the record storage areas. Oiled rags and wax used during cleaning can also lead to spontaneous combustion.

- **Fire extinguishers**

These should be easily available and in good working order. Water, dry powder or foam based extinguishers should not be used as these will in any event damage the records. Preferably carbon dioxide (CO₂) extinguishers should be used as the gas will not destroy or damage the records. Fire-fighting apparatus should be inspected annually. If a fire should break out, it should be extinguished as soon as possible. Staff should be adequately trained and aware of the dangers of CO₂ to humans.

3. Water

Water on documents results in the records becoming illegible. Every precaution should be taken to avoid records being damaged by this peril.

No water pipes should be in or near the registry or other record storage areas as these may leak, burst or flood the area.

Every possible precaution should be taken to prevent rainwater from entering the record area. Leaking roofs and water pipes should be repaired timeously to prevent records from being damaged.

When records are damaged by water, efforts to dry them should be made quickly. The recommended procedure is to separate the documents carefully, place the documents between sheets of blotting paper and with a fan or hairdryer direct warm air over the documents. Records should never be opened or placed in direct sunlight to dry.

4. Pests

Pests, plagues, fish moths, cockroaches, termites, rodents, like rats and mice, etc, sometimes damage records. Records that are stored in cellars, attics and outbuildings are particularly vulnerable to these hazards. Damage can be prevented by not storing records in these areas.

Registry and other record storage areas should be regularly examined by the Registry Head and Records Manager to check that none of these pests are found amongst the records. Regular fumigation of records storage premises should occur by utilizing pesticides that won't damage the records. The safety of personnel and the records must be considered.

5. Extremes of temperature and humidity

This peril is one that is gradual and least observed. In extremely damp and humid, paper-based records become mildewed. While in extremely dry climatic conditions, paper records become brittle and break easily. The best way of protecting records against these conditions is to select premises that are not exposed to extremes of temperature and humidity.

At sea level, premises beneath ground level should be avoided as these areas are inclined to remain damp. In addition, sharp changes in temperatures should also be avoided in record storage areas. In urban and industrial areas, care must be taken the effects of smog conditions, as the chemical constituents in the air are harmful to paper-based records.

However, care should also be taken to ensure that storage areas receive sufficient clean fresh air to avoid records being infected with mildew. Another important way of protecting records from being affected by extreme climatical conditions is to ensure that good quality stationery is used which increases the records' durability.

6. Light

When records are exposed to light, their durability is severely affected. Paper-based records bleach and the writing fades. This is particularly the case of records exposed to direct sunlight. However, even exposure to indirect sunlight and artificial light damages records over time. Thus, no direct sunlight should be allowed to shine on the records. In the storage areas of those records consulted less frequently all light sources should be limited. The electrical lights should be switched off when nobody is working in the storage areas. Similarly, the lights between the shelves in registry should be off when files are not being sought or repacked.

7. Dust

The record storage areas should be cleaned and dusted regularly. Records should be kept in boxes and in cabinets in order to protect the records against dust.

8. Handling

Constant handling results in records becoming damaged. Documents should be stored securely in file covers to provide protection from handling.

The file covers that a body considers using should be determined by the amount of physical wear and tear to which they will be subjected. The staff using the records should be encouraged to handle the records carefully in order to protect the records from being unnecessarily damaged.

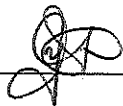
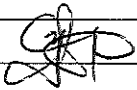

9. Unauthorised removal

To prevent records from becoming damaged, removed or destroyed, the Records Manager must ensure that measures are in place to prevent unauthorised persons from having access to registry and record storage areas during and after office hours. The control of keys to these areas should be assigned to a specific person who should ensure that access to these areas only occurs under supervision. Precautions should also be taken to burglar-proof all windows that are accessible from the street. A counter should be erected to separate the registry work area from the entrance so as to prevent the entry of unauthorised persons. Staff from other division/sections should not have free access to the records and that includes personal files.

8 POLICY GOVERNANCE

RECORDS MANAGEMENT POLICY

Policy Governance

Policy Title		
Policy Version		
<u>Role & Process</u>	<u>Responsible Individual Name and/or Date</u>	<u>Responsibility Accepted Signature</u>
<i>Senior Manager Corporate Services</i>	N. MAHLATI - Nkomo	
Policy Custodian		
Policy Author		
LLF Consultation Date		
LLF Consultation Reference		
Council Approval Date	26/05/2021	
Council Approval Reference		
<i>(UNIT) eg. Manager ICT</i>	S.A. MASHOLEGUE	
Policy Approved		
Policy Inception Date		
Review Start Date		
Review Completion Date		
Legislative References		
Policy Review "Triggers"		
Comments		