

RECORDS MANAGEMENT POLICY



APPROVED BY:

MR M NAKO

MUNICIPAL MANAGER

DATE: 21/06/2023

APPROVED BY:

CLLR S JANDA

EXECUTIVE MAYOR

DATE: 21/06/2023

1. POLICY BACKGROUND

Records management is the process of managing records from creation to disposal thus leading to future retrieval. Archives are defined as those records of an organization that have long term value and are kept for permanent preservation. Archives management the process of maintenance, acquisition, care, arrangement, description, preservation as well as retrieval

2. POLICY PURPOSE

The purpose of this policy is to ensure proper management of municipal records which leads to business continuity as mandated by National Archives and Records Service of South Africa Act No.43 of 1996 (as amended).

A governmental body keeps records to support its operations, as well as to fulfil legal and other obligations. The policy should not only be in line with the Act, but should also link with the Municipality's overall mandate and mission objectives.

3. DEFINITIONS

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.

4. APPLICATION AND 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:

- 4.1 A full understanding of the municipality, its activities, its mission, objectives, components and operations
- 4.2 Level of staff awareness of records management
- 4.3 What records are held and the activities to which they relate
- 4.4 An inventory of record containers (cabinets, strong-rooms, shelves)
- 4.5 Records documentation (file lists, indexes, retention schedule)
- 4.6 Where copies of records exist
- 4.7 Date range of the records
- 4.8 Frequent access of records
- 4.9 Tracking system of the records
- 4.10 Current records management system and competence levels of records management staff
- 4.11 Record keeping costs
- 4.12 Identification of records of archival value

5. LEGISLATIVE FRAMEWORK

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. MAIN TOPICS WITH THEIR SUB-TOPICS (WHERE APPLICABLE)

6.1 GENERAL POLICY PROVISIONS

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

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.

Protection of Personal Information

- To strike balance between right to privacy and access to information
- It regulates how personal information is processed
- The applicant must be informed that his/her personal information is being collected
- The applicant must consent to the processing of his/her personal information
- The record of personal information may not be kept for longer than necessary

6.2 PROCEDURES FOR IMPLEMENTING POLICY

6.2.1 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.

6.3 UNDERSTANDING THE RECORDS GENERATED BY THE MUNICIPALITY

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

6.4 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.

6.5 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

6.6 Electronic Document Management System

Electronic records system

This is the collective noun for all components of an electronic information system, namely: electronic media as well as all connected items such as source documents, output information, software applications, programmes and meta data (background and technical information in respect of the information stored electronically) and in hard copy. All these components are defined as records by the Act. They must therefore be dealt with in accordance with the Act's provisions.

The municipality shall use systems which ensure that its electronic records are:

- authentic;
- not altered or tampered with;
- auditable; and
- produced in systems which utilize security measures to ensure their integrity.

The Electronic Records Management Policy contains specific information regarding the metadata and audit trail information that should be captured to ensure that records are authentic.

A system that provides the ability to capture, describe and categorise, store and retrieve, share and reuse electronic documents regardless of specific format. Electronic records: Information which is generated electronically and stored by means of computer technology. Electronic records can consist of an electronic correspondence system and electronic record systems other than the correspondence system. Electronic Records Management System: A system that supports the medium to long term information needs of an office. It provides functionality over and above that of an electronic document management system to preserve the security, authenticity and integrity of records to enable the permanent preservation of records.

Its primary management functions are:

- to manage a corporate file plan according to which records are filed
- maintaining the relationships between records and files, and between file series and the file plan
- identifying records that are due for disposal and managing the disposal process
- associating the contextual and structural data within a document
- constructing and managing audit trails
- managing record version control
- managing the integrity and reliability of records once they have been declared as such

- managing records in all formats in an integrated manner.

7. STORAGE AREAS

7.1 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

7.2 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

7.3 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.

7.4 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.

7.4.1 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

7.4.2 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

7.4.3 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: _____

ACTIVE FILE PLAN FOR REGISTRY ONLY



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 OT SEPARATELY PROVIDED FOR

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

9. MASTER COPY

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

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

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

10. REGISTER OF FILES OPENED

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

11. DESTRUCTION REGISTER

A register of closed D files should be drawn up as soon a disposal authority has been obtained. This register is divided into years, e.g. 2004, 2005, 2006, etc. When a file volume is closed, this reference number should be entered under the year in which it will be destroyed. A volume which is closed in 2002 and for which the disposal instruction is D3, therefore, will be entered under the year 2004. The register thus indicates which volumes are to be destroyed in any particular year. The use of a loose-leaf binder is recommended as it is not possible to determine the number of pages needed per year beforehand. (For disposal see par. 18)

12. IMPLEMENTATION

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

13. OPENING OF FILES AND DESCRIPTION OF FILE COVERS

Files should be opened only when required. Care should be taken that the numbering and descriptions of the files, as indicated in the file plan, are strictly adhered to. In cases where file descriptions are too lengthy, certain components which do not form 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. STATUTORY AND REGULATORY FRAMEWORK
2. ORGANISATION AND CONTROL

3. HUMAN RESOURCES MANAGEMENT
4. FINANCIAL MANAGEMENT
5. SUPPLY CHAIN MANAGEMENT
6. FACILITIES MANAGEMENT
7. TRAVEL AND TRANSPORT SERVICES
8. INFORMATION SERVICES
9. COMMUNICATIONS
10. LEGAL SERVICES
11. ATTENDING AND HOSTING GATHERINGS
12. MEETINGS OF BODIES AND OTHER GATHERINGS
13. COUNCIL AND WARD MANAGEMENT
14. LICENCES AND PERMITS
15. TOWN PLANNING AND INFRASTRUCTURE DEVELOPMENT
16. MUNICIPAL SERVICES

1. STATUTORY AND REGULATORY FRAMEWORK

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
1/1	<u>Legislation</u>	
1/1/P	Policy	
1/1/R	Routine enquiries	
1/1/1	<u>National Legislation and regulations</u>	
1/1/1/1	Drafting, amendments, and approval (Open a file for each act and/or regulation and number consecutively)	
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)	
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)	
1/1/4	<u>Advertising, Objections and Publications</u> (Open a file for each act and/or regulation and number consecutively)	
1/1/5	<u>Submissions for approval by Premier</u>	

	(Open a file for each act and/or regulation and number consecutively)	
1/1/6	Council Regulations	
1/1/6/1	Drafting and amendment (Representation for Amendment are placed on the file hereunder) (open a file for each bylaw and number consecutively)	

2. ORGANISATION AND CONTROL

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
2/P	Policy	
2/R	Routine enquiries	
2/1	<u>Transfer of Powers and Functions</u>	
2/1/1	By National Government to Municipalities	
2/1/2	By Provincial Government to Municipalities	
2/1/3	By District Municipalities to Local Municipalities	
2/1/4	Surrendered Functions	
2/2	<u>Privatization and Outsourcing</u>	
2/2/P	Policy	
2/2/R	Routine enquiries	
2/2/1	Strategic and Operational Planning	
2/3	<u>Integrated Development Plan</u>	
2/3/1	Compilation Amendment and Approval	
2/3/2	Implementation of IDP	
2/3/3	Arrangement of Meetings	
2/4	<u>Public Participation</u>	
2/4/1	Arrangement of Imbizo/Lekgotla	
2/4/2	Batho Pele Programmes e.g. Road Shows	
2/5	<u>Control and Work Methods/Procedures</u>	
2/5/1	Compiling of procedures, instructions, directives	
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	
2/6/R	Routine enquiries	
2/6/1	<u>Delegation of Authority</u>	
2/6/1/1	By Premier	
2/6/1/2	By Minister and MEC Local Government	
2/6/1/3	By Heads of Department	
2/6/1/4	By Executive Mayor	
2/6/1/5	By Municipal Council	
2/6/1/6	By Municipal Manager	
2/6/1/7	By Senior Managers	
2/7	<u>Security Services</u>	
2/7/P	Policy	
2/7/R	Routine enquiries	
2/7/1	<u>Security Forum and Committees</u>	
2/7/1/1	Arrangement of meetings	
2/7/2	<u>Access Control</u>	

2/7/2/1	Application, request and issuing of Cards and Keys	
2/7/2/2	Investigation	
2/7/2/3	Inspection and Reports	

3. HUMAN RESOURCES MANAGEMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
3/1	Creation and Establishment of Post	
3/1/P	Policy	
3/1/R	Routine enquiries	
3/1/1	Job Evaluation	
3/1/1/1	Evaluation of positions (All correspondences regarding amendments, additions, upgrading and approval of job descriptions and organogram should be filed here)	
3/1/1/2	Organogram	
3/1/1/3	Job requirements	
3/1/1/4	Abolition and freezing of posts	
3/1/1/5	Determination of seniority	
3/1/1/6	Performance evaluation system	
3/1/2	Recruitment and Appointments	
3/1/2/1	<u>Permanent employment</u> 1. These files should include all correspondence regarding the compilation and release of advertisements, selection of panels, determination of selection criteria, short listing, notification of candidates, arrangements and interview questions, proceedings, minutes and recommendations for approval of posts.) Applications should not be placed on correspondence files. 2. Open a file for each Department and number consecutively	
3/1/2/2	Contract Workers/Casual Workers	
3/1/2/3	Internship	
3/1/2/4	Placement	
3/1/2/5	Transfers	
3/1/2/6	Advertisement	
3/1/2/7	Selection of staff	
3/1/2/8	Application for employment	
3/1/2/9	Probation	
3/2	<u>Training and Skills Development</u>	
3/2/P	Policy	
3/2/R	Routine Enquiries	
3/2/1	Scholarship	
3/2/2	Bursaries	
3/2/3	Loans	
3/2/4	<u>Compiling and Designing</u>	
3/2/4/1	Skills Development Strategy	
3/2/4/2	Work Skills Plan/Annual Training Report	
3/2/5	<u>Training Committees</u>	
3/2/5/1	Arrangements and invitations	

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

3/5/P	Policy	
3/5/R	Routine Enquiries	
3/5/1	EAP Committee	
3/5/2	Arrangement of Meetings	
3/6	<u>Occupational Health and Safety</u>	
3/6/P	Policy	
3/6/R	Routine Enquiries	
3/6/1	OHS Committee	
3/6/2	Arrangement of Meetings	
3/6/3	Drafting, amendment and approval of Workplace Risk Assessment Plan	
3/6/4	Inspection and Reports	
3/6/5	Awareness campaigns	
3/6/6	Injury on duty reports	
3/7	<u>Basic Conditions of Employment</u>	
3/7/1	<u>Salaries</u>	
3/7/P	Policy	
3/7/R	Routine Enquiries	
3/7/1/1	Salary scales	
3/7/1/2	Service Bonus	
3/7/1/3	Overtime/Standby	
3/7/1/4	Leave and relief arrangements	
3/7/1/5	Uniforms and Protective clothing	
3/7/1/6	Complaints about working conditions	
3/7/1/7	Office hours of work	
3/7/1/8	Holiday work	
3/7/1/9	Salaries	
3/8	<u>Labour Relations</u>	
3/8/P	Policy	
3/8/R	Routine Enquiries	
3/8/1	Salary negotiations and resolutions	
3/8/2	Bargaining Council	
3/8/3	Strikes and Picketing	
3/8/4	<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)	
3/8/4/1	South African Municipal Workers Union	
3/8/4/2	Independent Municipal Allied Trade Union	
3/8/4/3	Releasing of shop stewards and member for union activities	
3/9	<u>Grievances and Disciplinary</u>	
3/9/P	Policy	
3/9/R	Routine Enquiries	
3/9/1	Charges of Misconduct	
3/9/2	Procedure and Grievance Procedure	
3/9/3	Complaints against staff	
3/9/4	Code of conduct	
3/10	<u>Termination of services</u>	
3/10/1	Termination of Services	
3/10/2	Resignation	

3/10/3	Retirement	
3/10/4	Dissolution of Post	
3/10/5	Dismissals	
3/10/6	Abscondments	
3/10/7	Death	
3/10/8	Testimonials and service certificates	

4. FINANCIAL MANAGEMENT

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

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

4/9/1/1	Municipal Manager	
4/9/1/2	Chief Finance Officer	
4/9/1/3	Others	
4/9/2	<u>Banking institutions</u>	
4/9/2/1	Standard Bank	
4/9/2/2	First National Bank	
4/9/2/3	Absa Bank	
4/9/2/4	Nedbank	
4/9/2/5	Development Bank of Southern Africa	
4/9/2/6	Capitec	
4/9/2/7	U-bank	
4/10	<u>Valuations</u>	
4/10/P	Policy	
4/10/R	Routine Enquiries	
4/10/1	Appointment of Valuator/Appraiser	
4/10/2	Compilation and submission Valuation Rolls	
4/10/3	Valuation disputes/objections	
4/10/4	<u>Appeal Board</u>	
4/10/4/1	Appointment of members	
4/10/4/2	Appeals and reviews	
4/10/4/3	Valuation Certificates	
4/10/4/4	Objections against valuations	
4/11	<u>Insurance</u>	
4/11/1	Appointment of brokers	
4/11/2	Vehicles and municipal plant	
4/11/3	Building and Equipment	
4/11/4	Cash in Transit	
4/11/5	Employees	
4/11/6	Councillors	
4/11/7	Section 57 Employees	
4/11/8	Library Material	
4/12	<u>Auditing</u>	
4/12/1	<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)	
4/12/1/1	Submission of internal audit report	
4/12/2	<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)	
4/12/2/1	Submission of Audit Reports	
4/12/2/2	Chartered Accountants	
4/12/2/3	Auditor General	
4/13	<u>Taxation</u>	
4/13/P	Policy	
4/13/R	Routine Enquiries	
4/13/1	Submission of tax returns (All correspondence regarding submission of tax returns from SARS, Statistics SA should be filed here)	
4/13/2	Issuing and submission of clearance certificates	

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

4/15/29	Mbhashe Municipality and Vumani Computer Solutions	
4/15/30	Mbhashe Municipality and Camelsa	
4/15/31	Mbhashe Municipality and Vodacom	
4/15/32	Mbhashe Municipality and MIE	
4/15/33	Mbhashe Municipality and Transport Seta	
4/15/34	Mbhashe Municipality and Mngquma Local Municipality	
4/15/35	Mbhashe Municipality and DeLTEQ Information Systems	
4/15/36	Mbhashe Municipality and Trackos Projects	
4/15/37	Mbhashe Municipality and -----to be filled	
4/15/38	Mbhashe Municipality and Resilient Servers and Networks	
4/15/39	Mbhashe Municipality and Genbiz Trading 1001 (PTY) LTD T/A Xerox East Cape	

5. SUPPLY CHAIN MANAGEMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
5/1	<u>Supply Chain Management</u>	
5/1/P	Policy	
5/1/R	Routine Enquiries	
5/1/1	<u>Bid and Contract Management</u>	
5/1/1/1	Appointment and termination of Bid Committee members	
5/1/1/2	Declaration of interest	
5/1/1/3	Invitation of Quotations/Proposals	
5/1/1/4	Approval and Awarding of Tenders and Contracts	
5/1/1/5	<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)	
5/1/1/5/1	Bid Specification Committee	
5/1/1/5/2	Bid Evaluation Committee	
5/1/1/5/3	Bid Adjudication Committee	
5/1/1/6	<u>Specific Contracts</u>	
5/1/1/6/1	Mbhashe VIP installation	
5/1/1/6/2	Building of public ablutions and upgrading of stadium at Willowvale	
5/1/1/6/3	Community Hall-Mbhashe Ward 3	
5/1/1/6/4	Community Hall-Mbhashe Ward 19	
5/1/1/6/5	Community Hall-Ward 22	
5/1/1/6/6	Installation of street lighting to Extension 4 Elevated reservoir-Mbhashe	
5/1/1/6/7	Waste water treatment works-Elliotdale	
5/1/1/6/8	Indoor sport facility-Idutywa	
5/1/1/6/9	New taxi rank at Dutywa	
5/1/1/6/10	Waste disposal site at Elliotdale	
5/1/1/6/11	Community art centre	
5/1/1/6/12	Water reticulation to the nearest rural villages-Willowvale	
5/1/1/6/13	Upgrading of Extension 4 access road project-Dutywa	

5/1/1/6/14	PHP housing project-Elliotdale	
5/1/1/6/15	New hawkers stalls project	
5/1/1/6/16	Waste water treatment Phase2	
5/1/1/6/17	Central business district area-construction of internal roads	
5/1/1/6/18	Servicing of roads in CBD area-Dutywa	
5/1/1/6/19	Erection of dipping tanks-Mbhashe	
5/1/1/6/20	Ext-6, 33 sites-Mbhashe	
5/1/1/6/21	Reconditioning of windmills and boreholes-Dutywa	
5/1/1/6/22	Water supply to 3 villages Phase II-Willowvale	
5/1/1/6/23	Water project Phase I-Willowvale	
5/1/1/6/24	Electrification of 424 formal houses for Eskom-Dutywa	
5/1/1/6/25	Extension 4 street lighting-Dutywa	
5/1/1/6/26	Gravel roads-Dutywa	
5/1/1/6/27	Construction of hawkers stalls Phase I-Dutywa	
5/1/1/6/28	Taxi rank toilets-Dutywa	
5/1/1/6/29	Electrification pumps at Nqadu river-Willowvale	
5/1/1/6/30	Library of 54- Elliotdale	
5/1/1/6/31	Rehabilitation of waste water treatment Phasel	
5/1/1/6/32	Water supply at Mputhi	
5/1/1/6/33	Infrastructure development Extension 6	
5/1/1/6/34	New municipal store yard and fire department-Dutywa	
5/1/1/6/35	Public ablutions-Elliotdale	
5/1/1/6/36	Infrastructure services for Sakwe Park Ext 2	
5/1/1/6/37	Majavu, Mzomtsha, Mangathi access road	
5/1/1/6/38	New waste water package plant-Willowvale	
5/1/1/6/39	Construction of 4 multipurpose halls	
5/1/1/6/40	Upgrading of sport facilities-Dutywa	
5/1/1/6/41	Upgrading of taxi rank-Willowvale	
5/1/1/6/42	Sewerage disposal site-Willowvale	
5/1/1/6/43	New library at Elliotdale	
5/1/1/6/44	Sport facilities-Elliotdale	
5/1/1/6/45	Building of new ablution and fencing at Elliotdale	
5/1/1/6/46	Water standpipes pump station with reservoir	
5/1/1/6/47	Installation of electrical pump (golf course dam) Dutywa	
5/1/1/6/48	Low-cost housing units Extension 4-Dutywa	
5/1/1/6/49	Upgrading of pump house-Dutywa	
5/1/1/6/50	Kotyana to Jongilanga access road	
5/1/1/6/51	Rehabilitation of gravel roads-Willowvale	
5/1/1/6/52	Waterborne sewerage and treatment works-Elliotdale	
5/1/1/6/53	Construction of sport fields-Willowvale	
5/1/1/6/54	Civil engineering services (Servicing of roads) Phase I	
5/1/1/6/55	Civil engineering services (Servicing of roads) Phase II	
5/1/1/6/56	Construction of internal of roads-Dutywa	
5/1/1/6/57	Rehabilitation, repairs and surfacing of Kings road-Dutywa	
5/1/1/6/58	Shinira/Bolotwa access road	
5/1/1/6/59	Fort Malan new community hall-Mbhashe	
5/1/1/6/60	Construction of hawker's stalls Phase I-Dutywa	
5/1/1/6/61	Nyakana access road	
5/1/1/6/62	Construction of culverts at Esingumeni/Nqabara	

5/1/1/6/63	Construction of taxi pick-up facilities	
5/1/1/6/64	Bush shelters along bus routes	
5/1/1/6/65	Nebelele access road	
5/1/1/6/66	Public ablutions at the new taxi rank-Dutywa	
5/1/1/6/67	Renovation of tourist centre-Dutywa	
5/1/1/6/68	Undercover parking area-Elliotdale	
5/1/1/6/69	Erection of welded mesh fencing undercover parking-Willowvale	
5/1/1/6/70	Surfacing of roads-Willowvale Phase II	
5/1/1/6/71	Bulk water supply at Nqadu	
5/1/1/6/72	Renovations and alteration-TRTC building-Elliotdale	
5/1/1/6/73	New taxi rank-Elliotdale	
5/1/1/6/74	Water disposal site at Elliotdale	
5/1/1/6/75	Upgrade of new library-Willowvale	
5/1/1/6/76	Upgrade of stadium-Willowvale	
5/1/1/6/77	Building of public ablutions-Willowvale	
5/1/1/6/78	Water reticulation at Dutywa	
5/1/1/6/79	Rehabilitation of internal street-Dutywa	
5/1/1/6/80	Renovation and additions to tourist centre-Dutywa	
5/1/1/6/81	New library at Willowvale	
5/1/1/6/82	Installation of gravity main water supply-Ndelana/Ncihana Village	
5/1/1/6/83	Vonqo Access Road	
5/1/1/6/84	Bulk water supply-Elliotdale	
5/1/1/6/85	Upgrading raw water supply-Elliotdale	
5/1/1/6/86	Civil works for elevated reservoirs	
5/1/1/6/87	Water project Phase II-Willowvale	
5/1/1/6/88	Tarring of roads at Elliotdale	
5/1/1/6/89	Construction of platform and earthworks at new traffic testing grounds-Dutywa	
5/1/1/6/90	Ablutions at Willowvale	
5/1/1/6/91	Housing project at Willowvale	
5/1/1/6/92	Upgrading of internal roads-Willowvale	
5/1/1/6/93	Construction of streets-Willowvale	
5/1/1/6/94	Water supply scheme-Willowvale	
5/1/1/6/95	Community hall ward 11	
5/1/1/6/96	Taxi rank ablutions-Willowvale	
5/1/1/6/97	Reconditioning of windmills and boreholes-Dutywa	
5/1/1/6/98	Construction of road and storm water structures	
5/1/1/6/99	Bangweni and Vonqo access roads	
5/1/1/6/100	Erection of dipping tank-Willowvale	
5/1/1/6/101	Extension 4 Access road	
5/1/1/6/102	New sport facility-Dutywa	
5/1/1/6/103	Bumbane access road	
5/1/1/6/104	Dutywa CBD site	
5/1/1/6/105	Dabane access road-C/EC/1089/R02/03	
5/1/1/6/106	Mkatazo/Mbutye/Madwaleni access road	
5/1/1/6/107	New municipal offices-Mbhashe Municipality	
5/1/1/6/108	Mente access road	
5/1/1/6/109	Ngxakaxa dipping tank	
5/1/1/6/110	Mputi dipping tank	
5/1/1/6/111	Keti dipping tank	
5/1/1/6/112	Singeni dipping tank	

5/1/1/6/113	DR08257: Upgrade to surfaced standard between DR08264 and Dutywa	
5/1/1/6/114	Design of bridges at Dutywa-APP/20/405 & 406 Maxhama water project Nkonkobe: Seymour Ext 6 water supply	
5/1/1/6/115	Mndundu, Ramra and Bikane water supply	
5/1/1/6/116	Hlakoti and Ntsimbakazi water supply/C/EC/1104/W03/04	
5/1/1/6/117	Kulo-Khala and Gotyibeni access road C/EC1098/R,SW/03/04	
5/1/1/6/118	Nduku access road	
5/1/1/6/119	Multipurpose Hall-Elliotdale destruction	
5/1/1/6/120	Dutywa water supply feasibility study C/EC/1064/W/03/04 EC687/W/03/04	
5/1/1/6/121	Proposal for provision of construction machinery equipment(yellow fleet)	
5/1/1/6/122	Extension 6 Dutywa LB/1R/2103/N221	
5/1/1/6/123	Kosana access road	
5/1/1/6/124	Elliotdale housing project Extension 4	
5/1/1/6/125	Upgrading of road Willowvale to Dwesa	
5/1/1/6/126	Mpame/Manzibomvu access road DR04046 and DR08044	
5/1/1/6/127	Space to be filled	
5/1/1/6/128	Construction of Makakanzima access road	
5/1/1/6/129	Renovations to water treatment works-Elliotdale project	
5/1/1/6/130	Elevated water treatment-Dutywa Phase I	
5/1/1/6/131	Qingqala access road	
5/1/1/6/132	Renovations to Dutywa Library	
5/1/1/6/133	Mgwebi access road	
5/1/1/6/134	Mhlohlozi borehole water supply	
5/1/1/6/135	Qwaninga surface water supply	
5/1/1/6/136	Space to be filled	
5/1/1/6/137	Qungqana access road	
5/1/1/6/138	Ngxakaxa access road	
5/1/1/6/139	New health centre-Dutywa	
5/1/1/6/140	Upper Ciko access road	
5/1/1/6/141	Renovations and alterations to TRTC building	
5/1/1/6/142	Mtonjeni to Bulunga access road	
5/1/1/6/143	Water supply to Phongoma-Elliotdale	
5/1/1/6/144	Construction of Matanzima to Dadamba Access Road	
5/1/1/6/145	Undercover parking capital project	
5/1/1/6/146	Mhlenzana-Mnandi access road	
5/1/1/6/147	Shixini and Ntsimbakazi Eletrification projects, 59 villages	
5/1/1/6/148	Protective clothing	
5/1/1/6/149	Road signs at Willowvale	
5/1/1/6/150	Weedeaters-Willowvale	
5/1/1/6/151	Paving outside town hall-Willowvale	
5/1/1/6/152	Building of Mbhashe sign posts	
5/1/1/6/153	Building of security walls at tourist centre	
5/1/1/6/154	Supply and delivery of dirt bin drums	
5/1/1/6/155	Upgrade of stadium Phase II	
5/1/1/6/156	Earthworks to new traffic testing grounds-Dutywa	

5/1/1/6/157	Tafalehashe/Kulomate/Matiyane/Delingubo Access road	
5/1/1/6/158	Bushcutter machine-Willowvale	
5/1/1/6/159	Bushcutter machine-Elliotdale	
5/1/1/6/160	Grass cutting equipment-Willowvale	
5/1/1/6/161	Roads signs-Willowvale	
5/1/1/6/162	Nduku-Mhlanga access road	
5/1/1/6/163	Hadi access road	
5/1/1/6/164	Doti water supply	
5/1/1/6/165	Construction of tar road-Phase III Willowvale	
5/1/1/6/166	Mndundu access road	
5/1/1/6/167	Nquba-Esihlawini access road	
5/1/1/6/168	Nkitshana-Mbelu access road	
5/1/1/6/169	Ndakeni access road	
5/1/1/6/170	Emazizini access road	
5/1/1/6/171	Komkulu-Luthuthu access road	
5/1/1/6/172	Mputhi-Ngonyama access road	
5/1/1/6/173	Melitafa-Riverview access road	
5/1/1/6/174	Installation of traffic lights	
5/1/1/6/175	Kumbanga, Cwebe, Kwelentombi, Bumbane and Lencane access road	
5/1/1/6/176	Idutywa car wash	
5/1/1/6/177	City beautification	
5/1/1/6/178	North of Ngabara river bulk water supply	
5/1/1/6/179	Community hall ward 4	
5/1/1/6/180	Community hall ward 8	
5/1/1/6/181	Community hall ward 16	
5/1/1/6/182	Community hall ward 17	
5/1/1/6/183	Community hall ward 21	
5/1/1/6/184	Construction of community halls-ward 22	
5/1/1/6/185	Construction of community hall-ward 20	
5/1/1/6/186	Community hall ward 11	
5/1/1/6/187	Community hall ward 2	
5/1/1/6/188	Community hall ward 1	
5/1/1/6/189	Community hall ward 8	
5/1/1/6/190	Community hall ward 7	
5/1/1/6/191	Community hall ward 6	
5/1/1/6/192	Community hall ward 5	
5/1/1/6/193	Community hall ward 18	
5/1/1/6/194	MBSA commonage fencing-Elliotdale	
5/1/1/6/195	Mbhashe IT development and equipment	
5/1/1/6/196	Bomela access road	
5/1/1/6/197	Bolotwa Multi-purpose centre	
5/1/1/6/198	Xobo access road	
5/1/1/6/199	Tyekelebende access road	
5/1/1/6/200	Taleni access road	
5/1/1/6/201	Caphaza to Mvezo pedestrian bridge	
5/1/1/6/202	350 VIP latrines at Jingqi	
5/1/1/6/203	Construction of 850 VIP latrines in Mpozolo and Ngxakaxa	
5/1/1/6/204	Gangatha access road	
5/1/1/6/205	Sheshegu access road	

5/1/1/6/206	Msikithi-Siyibane access road	
5/1/1/6/207	Ntlonyane banana project	
5/1/1/6/208	Ntlonyane vegetable project	
5/1/1/6/209	Rural livelihoods	
5/1/1/6/210	Isandla Partners in Development	
5/1/1/6/211	Aefesis corplan	
5/1/1/6/212	Department of Public Services and Administration	
5/1/1/6/213	East London to Mthatha Railway line project	
5/1/1/6/214	Lower Weza Bull barter project	
5/1/1/6/215	Fencing of Candu maize fields	
5/1/1/6/216	Gcalekaland cultural centre	
5/1/1/6/217	Fencing at Lota Administrative Area	
5/1/1/6/218	Fencing at Jadezweni Administrative Area	
5/1/1/6/219	Nkanya Holiday Resort	
5/1/1/6/220	Wild coast project	
5/1/1/6/221	Spatial Development Framework Project	
5/1/1/6/222	Mbhashe Sanitation-Phase I	
5/1/1/6/223	Mbhashe Sanitation Project-Phase II	
5/1/1/6/224	Database cleansing project	
5/1/1/6/225	Ntabozuko School water supply scheme	
5/1/1/6/226	Nqabara conservancy and Tourism project	
5/1/1/6/227	Fencing at Dutywa commonage	
5/1/1/6/228	Tembisa access road	
5/1/1/6/229	New Xhora community art centre	
5/1/1/6/230	Building of pre-school at Luthuthu ward 11	
5/1/1/6/231	Mandlutsha access road	
5/1/1/6/232	Bese to Gosani access road	
5/1/1/6/233	Cizele/Candu Sanitation project	
5/1/1/6/234	Fencing at Nywara administrative area	
5/1/1/6/235	Supply and delivery of seeds and seedlings	
5/1/1/6/236	Timani access road	
5/1/1/6/237	Motor vehicle testing centre-Elliotdale	
5/1/1/6/238	Security movable park homes	
5/1/1/6/239	Supply, delivery and erection of Willowvale commonage	
5/1/1/6/240	Fencing, changeroom, spectator stands and toilets-Mqhele sportfield	
5/1/1/6/241	Construction of municipal workshop	
5/1/1/6/242	Mputi shearing shed	
5/1/1/6/243	Amathole Frontier Wars: Phalo route project	
5/1/1/6/244	Community Hall- Ward 9	
5/1/1/6/245	Dutywa Ext 8 housing project	
5/1/1/6/246	Mbhashe drought relief project	
5/1/1/6/247	Lower Mbangcolo pre-school	
5/1/1/6/248	Fencing of Dutywa sewerage treatment works	
5/1/1/6/249	Mbhashe sanitation project	
5/1/1/6/250	Rural housing project:Mbhashe Ward villages Phase I	
5/1/1/6/251	Exploring opportunities for communities in the gaming industry	
5/1/1/6/252	Construction of Elliotdale cluster offices	
5/1/1/6/253	Irrigation at Lower Ndesi	
5/1/1/6/254	Dutywa transport interchange: Phase	
5/1/1/6/255	Mangweni access road	

5/1/1/6/256	Melitafa-Mwezeni access road	
5/1/1/6/257	Lututu access road	
5/1/1/6/258	Ndalata access road	
5/1/1/6/259	Tyolomi-Gqupu access road	
5/1/1/6/260	Upgrading of the Dutywa Bus/Taxi rank Phase II- 8/2/247/2006	
5/1/1/6/261	Construction of Folokwe access road	
5/1/1/6/262	Dutywa township Ext 7	
5/1/1/6/263	Dutywa Community Health Centre	
5/1/1/6/264	Update of books and preparation of GRAP compliant of Financial Statements and asset register	
5/1/1/6/265	Tandiwe-Jungqwana access road	
5/1/1/6/266	Xeni access road	
5/1/1/6/267	Dadamba to Gwabe access road	
5/1/1/6/268	Housing project-Lencane, New Town and Bolotwa villages	
5/1/1/6/269	Construction of Qakazana Access Road	
5/1/1/6/270	Kasa-Marhwexeni access road	
5/1/1/6/271	Update of the DR18033: Elliotdale to the Intersection with the DR08327	
5/1/1/6/272	City beautification	
5/1/1/6/273	Msikithi Access road	
5/1/1/6/274	Lubomvini access road	
5/1/1/6/275	Construction of vegetable processing plant, Idutywa	
5/1/1/6/276	Construction of visitor information centre, phase 11, Idutywa	
5/1/1/6/277	Construction of storeroom for wool and wool washing plant, Idutywa	
5/1/1/6/278	Construction of market and hawkers centre, Idutywa	
5/1/1/6/279	Melithafa to Sirhosheni Access Road	
5/1/1/6/280	Construction of Gudlingu to Lunweleni Access Road	
5/1/1/6/281	Nkanya Access Road	
5/1/1/6/282	Jongulwandle to Gqubuzeni Access Road, Elliotdale	
5/1/1/6/283	Manzibomvu to Zithulele Access Road	
5/1/1/6/284	Nolungile Fokoshe Access Road	
5/1/1/6/285	Colosa Mission Access Road	
5/1/1/6/286	Supply and delivery of paraffin	
5/1/1/6/287	Mboya Access Road	
5/1/1/6/288	Tywaka-Ludiza Access Road	
5/1/1/6/289	Qhilingqana Access Road	
5/1/1/6/290	Maxama Water Projects	
5/1/1/6/291	Extension6 Idutywa LB.1R.2103.N221	
5/1/1/6/292	Upper Ciko Access Road	
5/1/1/6/293	Water Supply to Pongoma	
5/1/1/6/294	Repairs and maintenance of Youth Centre	
5/1/1/6/295	Mqhele to Mtshekelweni Access Road	
5/1/1/6/296	Design of bridges at Idutywa APP/20/405 AND 406	
5/1/1/6/297	Civil Engineering Services Phase1 Idutywa	
5/1/1/6/298	Mgwebi Access Road	
5/1/1/6/299	Rehabilitation of Idutywa Wastewater Treatment works	
5/2	Asset Management	
5/2/P	Policy	
5/2/R	Routine Enquiries	

5/2/1	Asset verification	
5/2/2	Maintenance plans	
5/2/3	Disposals	
5/2/4	Theft and losses	

6. FACILITIES MANAGEMENT

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

6/2/2/9	Sports and Recreation	
6/2/2/10	Caravan Park	
6/2/2/11	Churches	
6/2/2/12	Memorial sites	
6/2/3	<u>Restitution of Land</u>	
6/2/3/P	Policy	
6/2/3/R	Routine Enquiries	
6/2/3/1	Land Claims (All correspondence regarding the courts proceedings and the land involved should be filed here)	
6/2/4	<u>Landscaping</u> (All correspondence regarding planting of trees, grass, flowers and construction of retaining walls should be filed here)	
6/3	<u>Housing</u>	
6/3/P	Policy	
6/3/R	Routine Enquiries	
6/3/1	Construction Project (open a file per area and number consecutively)	
6/3/2	<u>Allocation of Houses</u>	
6/3/2/1	Request and Applications	
6/3/2/2	Waiting list and Allocations	
6/3/2/3	Public complaints and Queries	
6/3/2/4	Repossession of Houses by Municipality	
6/3/2/5	Inspection and repairs of house	
6/3/2/6	Handovers	
6/3/3	<u>Succession Disputes</u> (Open a file for each house and number consecutively)	
6/3/4	<u>Illegal Squatting and Slum Clearance</u>	
6/3/4/P	Policy	
6/3/4/R	Routine Enquires	
6/3/4/1	Evictions and re-settlements	
6/4/1	<u>Acquisition of Stores and Services</u>	
6/4/1/1	<u>Stores</u>	
6/4/1/1/1	Office Furniture and Equipment	
6/4/1/1/2	Stationery (including printing forms)	
6/4/1/1/3	Library material	
6/4/1/1/4	Uniform/Protective clothing	
6/4/1/1/5	Disposal of redundant stores/assets	
6/4/1/1/6	Stock taking	
6/4/1/1/7	Purchasing and schedule	
6/4/1/1/8	Acquisition of computers	
6/4/2	<u>Services</u>	
6/4/2/1	Postal Services (All correspondence regarding management of Franking Machine. Post Bag, Courier and Bulk mail)	
6/4/2/2	Catering	
6/4/2/3	Telephones	
6/4/2/4	Franking Machine	
6/4/2/5	Fax and Photocopying Machine	
6/4/2/6	Printing	
6/4/2/7	Security	

6/4/2/8	PA System	
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7. TRAVEL AND TRANSPORT SERVICES

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

8. INFORMATION SERVICES

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
8/1	Record Management	
8/1/P	Policy	
8/1/R	Routine enquiries	
8/1/1	Records Classification Systems	
8/1/1/1	File Plan	
8/1/1/1/1	Compilation, Amendment, Approval and Implementation	

8/1/1/1/2	Unclassified correspondence (See also par. 16 of the Instruction)	
8/1/1/2	Records Control Schedule Compilation, Amendment, Approval and Implementation	
8/1/3	Registry Procedure Manual	
8/1/3/1	Compilation, Amendment, Approval and Implementation	
8/1/3/2	Circulars	
8/1/4	Disposal of records	
8/1/4/1	Request of disposal authority	
8/1/4/2	Destruction of Records	
8/1/4/3	Transfer to Archives/Centre	
8/1/4/4	Retention Schedule	
8/1/4/5	Disposal authority	
8/1/5	Electronic Records Management	
8/1/5/P	Formulation of Policy	
8/1/5/R	Routine enquiries	
8/1/5/1	Microfilming	
8/1/5/2	Data Capturing and Processing	
8/1/5/3	Inspection and Reports	
8/1/6	Records Management Forum	
8/1/6/1	Provincial Records Management Forums	
8/1/6/2	District Records Management Practitioners Forum	
8/2	Promotion of Access to Information	
8/2/P	Policy	
8/2/R	Routine enquiries	
8/2/1	Requests internally	
8/2/2	Requests externally	
8/3	Information Technology	
8/3/1	Computer Accessories/Devices/Programmes (All correspondence regarding the purchasing, installation, repair and maintenance of computer accessories, devices or programmes should be filed here)	
8/3/2	Communication Network Licences	
8/3/3	Emails	

9. COMMUNICATIONS

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
9/1	Publications	
9/1/P	Policy	
9/1/R	Routine Enquires heraldry	
9/1/1	Municipal Publications	
9/1/1/1	Contribution to and Distribution	
9/1/1/1/1	Brochures and Newsletters	
9/1/1/1/2	Billboard/Lighted signs/Posters/Notices	
9/1/1/1/3	Municipal coat of arms	
9/1/1/1/4	Street renaming	
9/1/2	Publications by Other Bodies	
9/1/2/1	Contribution in article writing	
9/2	Publicity	
9/2/P	Policy	
9/2/R	Routine Enquiries	

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

10. LEGAL SERVICES

REF NO.	DESCRIPTION/ SUBJECT	DISPOSAL
10/1	Legal Services	
10/1/P	Policy	
10/1/R	Routine enquiries	
10/1/1	Litigations	
10/1/1/1	Legal opinions/Procedures	
10/1/1/2	Appointment of Attorneys/Advocates and Judges	
10/2	Against the council (Open a file for each claimant and number consecutively for each financial year e.g. 1/2/1/3/1-2013/2014,	
10/2/P	Policy	
10/2/R	Routine enquiries	
10/2/1	Legal opinions and court decisions	
10/2/2	Appointment of attorneys	
10/2/3	Claims	
10/2/4	By the council	
10/2/5	Negligence	
10/2/6	Traffic accidents	
10/2/7	Mbhashe local municipality vs Isichwe trading. Case no.45/2005	
10/3/1	Civil (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)	
10/3/1/1	Criminal (Open a file for each criminal case and number consecutively, should be filed here)	
10/3/1/1/1	Traffic Offence	
10/3/1/1/2	Payment of Fine	
10/3/1/1/3	Prosecutions	
10/3/1/1/4	Misuse/Damaging of municipal property (All correspondence regarding theft, vandalism or misuse of movable and immovable property of the municipality)	
10/3/1/1/5	Illegal dumping	

10/3/1/1/6	Illegal advertising	
10/3/1/1/7	Illegal trading	
10/3/1/1/8	Illegal motor mechanic	
10/3/1/1/9	Public indecency/prostitution	
10/4	<u>Contravention of Cases</u>	
10/4/1	Building regulations	
10/4/2	Health regulations	
10/4/3	Water regulations	
10/4/4	Electricity regulations	
10/4/5	Business regulations	
10/4/6	Keeping	
10/4/7	Riots	

11. ATTENDING AND HOSTING GATHERINGS

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

12. MEETINGS OF MUNICIPAL BODIES AND OTHER INSTITUTIONS

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

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

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

12/1/8	<u>Non-Governmental Bodies</u> (Open a file for each NGO and number consecutively)	
12/1/9	<u>Committees/Task Teams/Forums</u> (Open a file for each and number consecutively)	
12/1/10	<u>Private Companies</u> (Open a file for each company and number consecutively)	

13. **COUNCIL AND WARD MANAGEMENT**

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
13/1	<u>Establishment of Council</u>	
13/1/P	Policy	
13/1/R	Routine enquiries	
13/1/1	Election and By-elections	
13/1/2	Appointment and additional	
13/1/3	Resignation, dismissals and replacement	
13/1/4	Declaration of gifts and business interest	
13/1/5	<u>Grievance and Compliance</u>	
13/1/5/1	<u>By Political Parties</u> (Open a file for each Political Party and number consecutively)	
13/1/5/2	African National Congress	
13/1/5/3	Democratic Alliance	
13/1/5/4	United Democratic Movement	
13/1/5/5	Congress of the People	
13/1/5/6	By Communities	
13/1/5/7	By Councillors	
13/2	<u>Remuneration of Councillors/Upper limits and Ward Committee members</u>	
13/2/P	Policy	
13/2/R	Routine enquiries	
13/2/1	Concurrences/Approval by the MEC	
13/2/2	Allowances and Benefits (All correspondence regarding travelling, cell phones, petrol, housing and pension allowance paid to councillors should be filed here)	
13/3	<u>Meetings of Councillors</u>	
13/3/P	Policy	
13/3/R	Routine enquiries	
13/3/1	Leave of absence	
13/3/2	Tabling of motions	
13/3/3	Caucus meeting (Open a file for each political party and number consecutively)	
13/3/4	African National Congress	
13/3/5	Democratic Alliance	
13/3/6	United Democratic Movement	
13/3/7	Congress of the People	
13/3/8	Questions by Council members	
13/3/9	Circulating and Implementing of outstanding resolutions	
13/3/10	Compilation, amendment and approval of Standing orders	
13/4	<u>Executive Committees</u>	

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

14. LICENCES AND PERMITS

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

15. TOWN PLANNING AND INFRASTRUCTURAL DEVELOPMENT

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

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

16. MUNICIPAL SERVICES

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

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

	(All correspondence regarding invitations and arrangement of library programmes, selection displays and quarterly stakeholders meeting)	
16/9/2	Management of books and publications	
16/9/P	Policy	
16/9/R	Routine Enquiries	
16/9/2/1	Purchase	
16/9/2/2	Donation	
16/9/2/3	Distributions/Dispatching/transfer	
16/9/2/4	Disposal	
16/9/2/5	Operating of Depots	
16/10	Cemetery and Crematorium Services	
16/10/P	Policy	
16/10/R	Routine Enquiries	
16/10/1	Exhumation and reburials	
16/10/2	Erection of tombstones	
16/10/3	Indigent/ Pauper burials	
16/10/4	Provision of graves	
16/11	Waste Management/Sanitation	
16/11/P	Policy	
16/11/R	Routine Enquiries	
16/11/1	Collection and recycling of waste/rubbish	
16/11/2	Distribution of overgrown stands All correspondence from the community with regards to cleaning/ clearing of overgrown stands and complaints)	
16/11/3	Maintenance of dumping sites	
16/11/3/1	Sanitation	
16/11/3/R	Routine Enquiries	
16/11/3/1/1	Complaints (All correspondence on bucket systems and vacuum tanks must be filed here)	
16/11/3/1/2	Sewer Pump stations (all correspondence with regards to pump stations must be filed here)	
16/11/3/1/3	Rubbish removal	
16/11/3/1/3/R	Routine Enquiries	
16/11/3/1/3/1	Street rubbish bins	
16/11/3/1/3/2	Home rubbish bins	
16/11/3/1/3/3	Recycling	
16/12	Supply of Electricity	
16/12/P	Policy	
16/12/R	Routine Enquiries	
16/12/1	Purchasing Eskom/Municipality	
16/12/2	Provision of street lights	
16/12/3	Complaints	
16/12/4	Interruption and reconnection	
16/12/5	Supply free basic services	
16/13	Management of water services	
16/13/P	Policy	
16/13/R	Routine Enquiries	
16/13/1	Sources	

16/13/1/1	Application for boreholes/dams	
16/13/1/2	Installation and maintenance of water pipes and meters/testing	
16/13/1/3	Restriction of water use	
16/13/1/4	Purification of water	
16/13/1/5	Distribution of water	
16/13/1/6	Purchasing of water	
16/14	<u>Roads and Streets</u>	
16/14/P	Policy	
16/14/R	Routine Enquiries	
16/14/1	Roads construction programme	
16/14/2	Proclamation	
16/14/3	Upgrading of main street	
16/15	<u>Education</u>	
16/15/P	Policy	
16/15/R	Routine enquiries	

D. LIST OF SERIES OF CASE FILES

PERSONAL FILES

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

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

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

SLR Contains correspondence or documents regarding misconduct, incapacity, grievances, investigations, disciplinary notices, written allegations against the employee, labour disputes between employer and employee, CCMA awards, labour court judgements and resolution of the bargaining council.

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

ERF/SITE

PLOT NUMBER

ONLY These are files that are opened for each house. Lot no of property, initials, surname, Id number. Files are opened as per property. Correspondence will include estimates on the

size and measurement of the site, sketch, house plan, inspector's comments on the property, copies of title deeds and permission to occupy/value the property.

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

ANNEXURE A

LIST OF PROVINCIAL DEPARTMENTS

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

ANNEXURE B

LIST OF METROS AND DISTRICT MUNICIPALITIES

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

ANNEXURE C

LIST OF LOCAL MUNICIPALITIES

AMATHOLE

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

CACADU

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

CHRIS HANI

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

JOE GQABI

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

ALFRED NZO

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

OR TAMBO

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

ANNEXURE D

PUBLIC ENTITIES

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

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

ANNEXURE E

Eastern Cape Provincial Archives and Records Services

1. **The Head:** Mrs L Mtiki (Provincial Archivist)
Postal address: Department of Sports, Recreation, Arts and Culture
Private Bag X7486
KING WILLIAMS TOWN
5600
Street address: No. 5 Eales Street
KING WILLIAMS TOWN
5600
Tel: 043 604 4017 **Fax:** 043 642 2014
Cell: 078 529 6370
2. **The Head:** MTHATHA REPOSITORY
Street address: Corner Nelson Mandela Drive & Owen Street
MTHATHA
Tel: 047 5325 148/2
Fax: 047 531 1011
3. **The Head:** PORT ELIZABETH REPOSITORY
Street address: No.1 De Villiers Street, North End
PORT ELIZABETH
Tel: 041 484 6467
Fax: 041 484 6451

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

- a) 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.
- b) 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.

A. 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
	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

Broad Record Type	Disposal Instruction	Description	Retention period	Empowering provisions
	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	D5	Disposal authority
	D	Contracts of Internship	D3	Disposal authority
	D	Performance agreements	D6	Disposal authority
	AP	Collective Agreements	Permanent Preservation in the office of origin	National Archives and Records Services Directive

C. FINANCE RECORDS

Broad Records Type	Disposal Instruction	Description	Retention Period	Empowering Provisions
	A20	Cash Receipt books	Transfer	
	D	Petty cash register	D6	Disposal Authority
	D	Payment vouchers	D7	Disposal Authority

	D	Remittance registers	D7	Disposal Authority
	D	Registered slip registers	D7	Disposal Authority
	D	Accounting records (Annual Financial Statements)	D10	Disposal Authority
	D	Journals	D10	Disposal Authority
	D	Official postage stamp registers	D5	Disposal Authority
	AP	Payroll files	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	D	Departmental transfers (Virements)	D6	Disposal Authority
	D	Trip authority	D2	Disposal Authority
	AP	Valuation rolls and Deeds	Permanent Preservation in the office of origin	National Archives and Records Services Directive
	AP	Asset Register	Permanent Preservation in the office of origin	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	MIG and 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 EPWP employment contracts	D3	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
	AP	Indigent registers	Permanent Preservation in the office of origin	Disposal Authority
Traffic Records		Driver's License Register	D7	Disposal Authority
		Roadworthy Certificate	D7	Disposal Authority
		Motor Vehicle Clearance Voucher Receipt Book	D7	Disposal Authority
		Motor Vehicle Registration Register	D7	Disposal Authority
		Certificate of Fitness Register	D7	Disposal Authority
		Motor Dealer Returns	D7	Disposal Authority
		Registration Certificates	D7	Disposal Authority
		Duplicate Registration Certificate	D7	Disposal Authority
		Motor Vehicle Licenses	D7	Disposal Authority
		Duplicate Motor Vehicle Licenses	D7	Disposal Authority
		Motor Dealer License Register	D7	Disposal Authority
		Additional Motor Dealer License Register	D7	Disposal Authority
		Taxi Licenses	D2	Disposal Authority
		Application And Notice In Respect Of	D2	Disposal Authority

	Registration As Authorized Officer		
	Application And Notice In Respect Of Registration Of Driver's License Testing Centre	D2	Disposal Authority
	Certificate Of Registration	D5	Disposal Authority
	Application For Learner's License	D2	Disposal Authority
	Learner's License	D2	Disposal Authority
	Medical Certificate	D2	Disposal Authority
	Application For Driver's License	D5	Disposal Authority
	Authorisation To Issue Driver's License	Permanent Preservation in the office of origin	Disposal Authority
	Receipt In Respect Of Identity Document	D3	Disposal Authority
	Declaration In Respect Of Lost Documents	D2	Disposal Authority
	Driver's License Not Incorporated In Identity Document	Permanent Preservation in the office of origin	Disposal Authority
	Application For An Instructor's Certificate	D2	Disposal Authority
	Medical Certificate For An Instructor	D2	Disposal Authority
	Instructors Certificate	D7	Disposal Authority
	Application For Roadworthy Certificate	D2	Disposal Authority
	Application For Certificate Of Fitness	D2	Disposal Authority
	Certificate Of Fitness And Certificate Of Fitness Disk	D2	Disposal Authority
	Application For Public Driving Permit	D2	Disposal Authority
	Medical Certificate W.R.T. Public Driving Permit	D2	Disposal Authority
	Public Driving Permit	D2	Disposal Authority
	Notice To Discontinue Use Of Vehicle	D2	Disposal Authority
	Notice In Respect Of Operator Identification	D2	Disposal Authority

	Temporary Operator Card	D2	Disposal Authority
	Operator Card	D2	Disposal Authority
	Notice To Collect Operator Card	D2	Disposal Authority
	Notice In Respect Of Registration Of Operator	D2	Disposal Authority
	Notice/ Receipt In Respect Document	D2	Disposal Authority
	Application And Notice In Respect Of Traffic Register Number	D2	Disposal Authority
	Traffic Register Number Certificate	D5	Disposal Authority
	Section 341 Of The Criminal Procedure Act (No. 51 Of 1977), Notice (Handwritten)	D2	Disposal Authority
	Section 341 Of The Criminal Procedure Act (No. 51 Of 1977), Notice (computerized)	D2	Disposal Authority
	Section 54 Of The Criminal Procedure Act (No. 51 Of 1977), Summons (computerized, one count)	D2	Disposal Authority
	Section 54 Of The Criminal Procedure Act (No. 51 Of 1977), Summons (Computerized, More Than One Count, Accused Appears For A Legal Person)	D2	Disposal Authority
	Charge Sheet (Handwritten Where None Of The Other Forms Are Used)	D2	Disposal Authority
	Application And Notice In Respect Of Registration And Licensing Of A Motor Vehicle	D5	Disposal Authority
	General Certificate In Respect Of Registration And Licensing Of A Motor Vehicle	D5	Disposal Authority

		Clearance Certificate For Motor Vehicle	D	Disposal Authority
		Application For Refund Of License Fees In Respect Of Motor Vehicle Stolen Or Permanently Unfit for Use As A Motor Vehicle	D5	Disposal Authority
		Temporary/Special Permit To Use Motor Vehicle	D3	Disposal Authority
		Application For Registration of Motor Vehicle	D5	Disposal Authority
		Registration Certificate And Renewal Of Motor Vehicle License	D5	Disposal Authority
		Application For Motor Vehicle License And Clearance Certificates	D4	Disposal Authority
		Application For Motor Transport License And Clearance Certificates	D4	Disposal Authority
		Motor Dealer's License And Clearance Certificates Issued	D4	Disposal Authority
		Motor Transport License And Clearance Certificates Issued	D4	Disposal Authority
		Free Registration Certificate	D4	Disposal Authority
		Clearance Certificate For Motor Vehicle, Motorcycle, Motor Quadricycle	DAU	Disposal Authority
		Notice Of Transfer Of Ownership	D5	Disposal Authority
		Advice Of Change Of Address	D1	Disposal Authority
		Advice Of Change Of Particulars Of Motor Vehicle	D5	Disposal Authority
		Registration And Return Of Motor Vehicles Acquired And Disposed Of	D3	Disposal Authority
	D	Payment Requisition Book	D10	Disposal Authority

Environmental records	D	Rehabilitation Plans	D2	Disposal Authority
	D	Climate Change Strategy	D2	Disposal Authority
	D	Rehabilitation Plans	D2	Disposal Authority
	D	Climate Change Strategy	D2	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

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. 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 on 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:

8.1 DESTRUCTION CERTIFICATE

Destruction certificate is being issued after disposal of ephemeral records by an appointed service provider and later submitted to Provincial Archives.

9. 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.

10. 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

11. PROTECTION OF RECORDS

PROTECTING RECORDS AGAINST VARIOUS PERILS

- **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.

- **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.

- **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.

- **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.

- **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 climatic conditions is to ensure that good quality stationery is used which increases the records' durability.

- **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.

- **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.

- **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.

- **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.

12. IMPLEMENTATION

2023/2024 financial year

13. REVIEWAL

Annually