

DEPARTMENT OF PUBLIC WORKS

GOVERNMENT INFORMATION TECHNOLOGY OFFICE

INFORMATION AND RECORDS MANAGEMENT

DISASTER RECOVERY PLAN (RECORDS MANAGEMENT)

AUGUST 2009

TABLE OF CONTENTS

Introduction	P 3
Vital records identification	P 3
Risk Analysis	P 25
Preventive Actions	P 26
Response and Restorations	P 27
Conclusion	P 28

1. Introduction

It is basically very difficult to stop the occurrence of disasters, but its impact will however be severe if it is not planned for. During 2000 some parts of Limpopo have been devastated by severe flooding. Had that disaster escalated into major disaster which resulted in all Public Works offices affected by water caused by the floods and roof leaks, we should be talking of Public Works without a history.

2. Public Works Vital Records

Vital Records are those records that if destroyed or damaged beyond use the Department will find it difficult to function without them. The under listed have been identified as vital records for the Department of Public Works:-

General Records

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
1/P Legislation	Policy matters	Management	General Registry	Paper	Scan into electronic	Restricted	
2/P Organization and control	Policy matters	Management	General Registry	Paper	Scan to electronic media	Restricted	
2/5/P Work study services	Policy matters	HR Services	General Registry	Paper	Scan to electronic media	Restricted	
2/6/P Records Management	Policy matters	Records Management	General Registry	Paper	Scan to electronic media	Restricted	
Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
2/7/P	Policy matters	HR Services	General Registry	Paper	Scan to electronic media	Restricted	
Policy Development							
2/7/3/P Enabling Environment	Policy matters	Supply Chain	General Registry	Paper	Scan to electronic media	Restricted	
3/P Finance	Policy matters	Strategic Finance	General Registry	Paper	Scan to electronic media	Restricted	
3/4/P Expenditure Control	Policy matters	Strategic Finance	General Registry	Paper	Scan to electronic media	Restricted	
3/8/P Subsidies	Policy matters	Strategic Finance	General Registry	Paper	Scan to electronic media	Restricted	
3/12/P Revenue	Policy matters	Strategic Finance	General Registry	Paper	Scan to electronic media	Restricted	
3/12/2 Revenue	Appointment of Revenue Officials	Strategic Finance	General Registry	Paper		Restricted	
3/12/5 Revenue	Deposit Account	Strategic Finance	General Registry	Paper	Scan to electronic media	Restricted	
3/15/3/2 Treasury	13th Specimen Signatures	Strategic Finance	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
4/1/P Stores	Policy matters	Corporate Supply Chain	General Registry	Paper	Scan to electronic media	Restricted	
4/1/2/13 Stores	Expandable stores	Supply Chain	General Registry	Paper	Scan to electronic media	Restricted	
4/1/5/4 Supply Chain Management	Bids (Awarding and complains)	Supply Chain	General Registry	Paper	Scan to electronic media	Confidential	
5/1/2/P Transport	Policy Matters	Corporate	General Registry	Paper	Scan to electronic media	Restricted	
5/1/3/P Motor Financing Scheme	Policy Matters	Corporate	General Registry	Paper	Scan to electronic media	Restricted	
5/1/4/P Government Motor Transport	Policy Matters	Corporate	General Registry	Paper	Scan to electronic media	Restricted	
5/2/P Journeys	Policy Matters	Corporate	General Registry	Paper	Scan to electronic media	Restricted	
6/1/P Publications	Policy Matters	GITO	General Registry	Paper	Scan to electronic media	Restricted	
6/2/P Communication Services	Policy Matters	GITO	General Registry	Paper	Scan to electronic media	Restricted	
7/1/P Boards	Policy Matters	Supply Chain	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
7/2/P Conferences	Policy Matters	All	General Registry	Paper	Scan to electronic media	Restricted	
7/3/P Congresses	Policy Matters	All	General Registry	Paper	Scan to electronic media	Restricted	
7/4/P Workshops	Policy Matters	All	General Registry	Paper	Scan to electronic media	Restricted	
7/7/P Meetings	Policy Matters	All	General Registry	Paper	Scan to electronic media	Restricted	
7/8/P Committees	Policy Matters	Executive Management	General Registry	Paper	Scan to electronic media	Confidential	
7/8/2/1 Provincial Disaster Management Committee	Appointment of Members	Executive Management	General Registry	Paper	Scan to electronic media	Confidential	
7/8/2/3 Provincial Disaster Management Committee	Minutes and Reports	Executive Management	General Registry	Paper	Scan to electronic media	Confidential	
8/1/P Reports and Returns	Policy Matters	All	General Registry	Paper	Scan to electronic media	Restricted	
8/1/4 Reports and Returns	Incidental Reports and Returns	Executive Management	General Registry	Paper	Scan to electronic media	Confidential	
8/2/P Information	Policy Matters	All	General Registry	Paper	Scan to electronic media	Confidential	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/copies [Off-site storages]
9/P Information Technology	Policy Matters	GITO	General Registry	Paper	Scan to electronic media	Restricted	
9/4/1 Local Area Network	Installation, Implementation and Tests	GITO	General Registry	Paper	Scan to electronic media	Restricted	
10/P Technical Support Services, Ground, Building and Accommodation	Policy Matters	Professional Services Maintenance Real-estate	General Registry	Paper	Scan to electronic media	Restricted	
LDPW / A and E, NTP, WODP, QUT/ A and B, QUF, QUH Project files not on the file plan	Contract files opened per contract numbers and not as per sub series 10/2 to 10/4 of the file plan	Professional Services Maintenance Real-estate EPWP Supply Chain	General Registry	Paper	Scan to electronic media	Confidential	
10/2/1/1 Standard Specifications	Building Services	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/2/1/2 Standard Specifications	Electrical Engineering Services	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
10/2/1/3 Standard Specifications	Mechanical Engineering Services	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/2/1/4 Standard Specifications	Quantity Survey Services	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/2/1/4 Standard Specifications	Structural Engineering Services	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/2/1/6 Standard Specifications	Architectural Services	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/2/2/2 Building Services	Appointment of Consulting Engineers, Evaluators and Panel Members	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/2/2/4 Building Services	Request for relevant documents from consultants	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Confidential	
10/2/3/2 Electrical Engineering Services	Appointment of Private Engineers	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Confidential	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
10/2/4/2 Mechanical Engineering Services	Appointment of Private Engineers	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Confidential	
10/2/5/2 Civil Engineering Services	Appointment of Private Engineers	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Confidential	
10/2/6/2 Quantity Survey	Appointment of Private Engineers	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Confidential	
10/2/7/2 Land Survey	Appointment of Private Land Surveyors	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Confidential	
10/2/8/2 Architectural Services	Appointment of Private Architects	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Confidential	
10/3/1/1 Building and Accommodation	Purchases	Professional Services Maintenance Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/3/1/2 Building and Accommodation	Expropriation	Professional Services Maintenance Real Estate	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/copies [Off-site storages]
10/3/1/3 Building and Accommodation	Hire	Professional Services Maintenance Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/3/1/5 Building and Accommodation	Exchange	Professional Services Maintenance Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/1 Planning and Erection	Office of the Premier	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/2 Planning and Erection	Legislature	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/3/1 Planning and Erection of Government Complex	Head Office	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/3/2 Planning and Erection of Government Complex	District Offices	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
10/3/2/1/4/2 Planning and Erection	Police stations	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/5/1 Planning and Erection Finance	Head Office	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/5/2 Planning and Erection	District Offices	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/6/1 Planning and Erection Health	Head Office	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/6/2 Planning and Erection	District Offices	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/6/4 Planning and Erection	Health Centres	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/6/5 Planning and Erection	Clinics	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
10/3/2/1/7/1 Planning and Erection Education	Head Office	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/7/2	District Offices	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/7/3 Planning and Erection Education	Circuit Centres	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/7/5 Planning and Erection Education	Schools	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/8/1 Planning and Erection Sports	Head Office	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/8/2 Planning and Erection Sports	District Offices	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/9/1 Planning and Erection Agriculture	Head Office	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
10/3/2/1/9/2 Planning and Erection Agriculture	District Offices	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/10/1 Public Works	Head Office	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/10/2 Public Works	District Office	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/11/1 Planning and Erection Local Govt.	Head Office	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/11/2 Planning and Erection Local Govt.	District Offices	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/12/1 Planning and Erection Transport	Head Office	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/1/12/2 Planning and Erection Transport	District Offices	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
10/3/2/2/P Planning and Erection by Private Contractors	Policy Matters	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/2/3 Planning and Erection by Private Contractors	Registration	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/2/2/4 Planning and Erection by Private Contractors	Blacklisting	Professional Services Maintenance	General Registry	Paper	Scan to electronic media	Restricted	
10/3/3/1/1 Residential accommodation	Head Office	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/3/3/1/2 Residential accommodation	District Offices	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/4/1/P Management Systems for Buildings and facilities	Policy Matters	Real Estate Corporate	General Registry	Paper	Scan to electronic media	Restricted	
10/4/1/2 Management Systems for Buildings and facilities	Project / Construction Management System	Maintenance Real Estate	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
10/4/1/3 Management Systems for Buildings and facilities	Maintenance Management System	Maintenance Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/4/1/4 Management Systems	Facilities Management System	Maintenance Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
10/4/2/1 Letting of State Property	Official	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/4/2/2 Letting of State Property	Private	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/4/3 Real Estate	Land Matters	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/4/4/2 Municipal Services	Consolidation and sub division of sites	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/4/4/4 Municipal Services	Surveying of sites	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/4/4/5 Municipal Services	Registration of Deeds	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
10/4/4/6 Municipal Services	Registration of Servitudes	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
10/4/4/7 Municipal Services	Lease Agreements	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/4/5/P Renting	Policy Matters	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/4/6/P Land Scaping	Policy Matters	Corporate	General Registry	Paper	Scan to electronic media	Restricted	
10/4/6/2 Land Scaping	Departmental	Corporate	General Registry	Paper	Scan to electronic media	Restricted	
10/4/6/3 Land Scaping	Private	Corporate	General Registry	Paper	Scan to electronic media	Restricted	
10/4/7/P Cleaning Services	Policy Matters	Corporate Services	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
10/4/7/3 Cleaning Services	Private	Corporate Services	General Registry	Paper	Scan to electronic media	Restricted	
10/4/8/P Security Services	Policy Matters	Risk and Security	General Registry	Paper	Scan to electronic media	Restricted	
10/5/1/1 Acquisition of Grounds	Purchases	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/5/1/2 Acquisition of Grounds	Hire	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/5/1/3 Acquisition of Grounds	Expropriation	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/5/1/4 Acquisition of Grounds	Donation	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/5/1/5 Acquisition of Grounds	Exchange	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/5/1/6 Acquisition of Grounds	Vesting	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/5/2 Allocation of grounds	Allocations	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/5/4/2 Alienation of grounds	Letting	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/5/4/3 Alienation of grounds	Sale	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
10/5/5 Grounds	Donation	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/5/6 Grounds	Transfers	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/6 Real Estate	Inspection and evaluation of property	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/7 Real Estate	Fixed Assets Register	Real Estate	General Registry	Paper	Scan to electronic media	Restricted	
10/8 Real Estate	Disposal of Properties	Real Estate	General Registry	Paper	Scan backup to electronic	Restricted	
11/P EPWP	Policy Matters	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/P Development Planning	Policy Matters	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/3 Development Planning	Departmental	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/4 Development Planning	Interdepartmental	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/6 Development Planning	Applications	EPWP	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
11/1/7 Development Planning	Projects	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/8/1 Development Planning	Program	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/8/2 Development Planning	Methodology	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/8/3 Development Planning	Reports	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/10/P Monitoring and evaluation	Policy Matters	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/10/2 Monitoring and evaluation	Development Program	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/10/3 Monitoring and evaluation	Norms, standards, ethics, codes and prescripts	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/10/4 Monitoring and evaluation	Gender Equity	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/10/5 Monitoring and evaluation	Affirmative Action	EPWP	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
11/1/10/6 Monitoring and evaluation	Democratization of Public Sector	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/10/7 Monitoring and evaluation	Job creation impact	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/1/10/8 Monitoring and evaluation	Capacity Building	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/2/P Contractor Development	Policy Matters	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/2/3/1 Contractor Development	Advertisement	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/2/4/1 Contractor Development	Appointment of Training Advisers	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/2/4/2 Contractor Development	Appointment of Mentors	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
11/2/4/3 Contractor Development	Request for funding	EPWP	General Registry	Paper	Scan to electronic media	Restricted	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
11/3/1 Co-operation with Departments	National Departments	EPWP	General Registry	Paper	Scan to electronic media	Restricted	
Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
11/3/3 Co-operation with Departments	Provincial Departments	EPWP	General Registry	Paper	Scan to electronic media	Restricted	

Human Resource Records

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/ copies [Off-site storages]
S.1/P Legislation	Policies	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.1/1/1/1 Public Service Act	Amendments	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.1/1/2/1 Public Service Regulations	Amendments	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/copies [Off-site storages]
S.2/P Establishment	Policies	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.2/6/P Job Evaluation	Policies	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.2/6/4 Job Evaluation	Recommendations and approval	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.2/7/P Delegations	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.2/8/3 Establishment	Knowledge Management	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.2/8/4 Establishment	Change Management	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.3/P Condition of service	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.3/9 Conditions of service	Uniforms and Protective Clothing	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.4/P Recruitment	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.5/P Human Resource Development	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.5/2/P Bursaries	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.5/6/2 Meetings	Agendas and Minutes	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.5/7/1 Training Aids	Instruments	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.6/P Personnel Evaluation	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/copies [Off-site storages]
S.6/2/2 Personnel Evaluation	Agendas and Minutes	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.6/7/2 Personnel Management System	Awards	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.7/P Staff movements	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.8/P Staff control	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.8/8/P Labour Relations	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.8/11/P Occupational Health and Safety	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.8/12/P Employee Assistance Programme	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.8/13/P HIV/AIDS	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.8/14/P Employment Equity	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.9/P Termination of Service	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.10/P Financial matters	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.10/6/P Ex-Gratia Payments	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.10/7 Finance	Claims made by and against the	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/copies [Off-site storages]
	Department						
S.10/9 Financial matters	Persal matters	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.11/P Records Management	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.11/1/5 Disposal of records	Destruction	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.12/P Special treatment	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.13/P Accommodation	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.13/2/2 Accommodation	Official Housing	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.14/P Transport and Travelling	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.15/P Composition and meetings of organisation , institutes, other bodies, other meetings and gatherings	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.17/P Reports and returns	Policy	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
S.17/1 Reports and	Annual report:	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	

Record Series [File Plan] and Title	Description of information contained in the record	Name of the unit/office responsible for the creation and use of the record	Location	Format for Vital Records	Method of duplication	Security classification	Location of the vital record copy/copies [Off-site storages]
returns	contributions by the staff section						
S.17/2 Reports and returns	Establishment returns and statistics	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
17/4 Reports and returns	Audit reports	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	
All S.WR. files	Current files	HRM&D	HR Registry	Paper	Scan to electronic	Confidential	

3. Risk Analysis

The above indicated vital records for this Department can in one way or another be affected by the under listed risks which may ultimately result in the loss of this information.

Potential Risk	Probability	Effect
Flood	High	High
Fire	High	High
Earthquake	Low	High
Cyclone	Low	High
Civil unrest	Low	Low
Dust storms	Low	High
Water leaks	High	High
Theft	High	High
Vandalism	Low	High

Pets and insects damage	Low	Medium
Light and lightening	High	High
Buildings collapse	Low	High

4. Preventive Actions (Before)

Before the occurrence of the disaster there should be preventive measures in place where possible to either prevent the occurrence or to eliminate the impact. The table below reflects some of the preventive actions.

Affected Area	Actions	Responsibility
Storage Facilities (Buildings)	<p>Ensure buildings are not in flammable materials. (Brick walls, fire-rated doors)</p> <p>Installation and maintenance of fire extinguishers.</p> <p>Repair all leaks and broken pipes.</p> <p>Maintenance on plumbing and electrical services.</p> <p>Put all the necessary signage.</p> <p>Install counter to prevent unauthorized entries.</p> <p>Some selected vital records from Head Office and districts should be identified, copied and stored at the offsite storage.</p> <p>All vital paper based records be scanned into electronic system and be subjected to continuity plan as per the departmental business continuity plan.</p> <p>Upgrade filing cabinets/shelves.</p> <p>Identify outside storage to serve as a back up for Head Office and Districts.</p>	<ul style="list-style-type: none"> • GM Building Maintenance • Senior Manager Information and Records • Manager Records
People	<p>Continuous training of disaster planning.</p> <p>Allocate responsibilities to respond to disaster.</p> <p>Develop emergency contact list</p>	Head - Records

5. Response and restoration

It will be the responsibility of the Information and Records Managers to recommend to the Head of Department that the originals and copies scanned into electronic media and stored in the server for the benefit of ICT back up systems. Such systems be stored outside and be put back into the Department's file plans.

In so doing the Records Staff will embark on restorations of the destroyed records and reactivate the filing systems.

6. Business Continuity plan (Specific)

ITEM	RESPONSIBILITY	DUE DATE
Ensure buildings are not in flammable materials. (Brick walls, fire-rated doors)	Real Estate (after submission from IRM)	March 2010
Installation and maintenance of fire extinguishers.	Maintenance	December 2009
Repair all leaks and broken pipes. Maintenance on plumbing	Maintenance	July 2009
Maintenance on electrical services.	Maintenance	July 2009
Put all the necessary signage.	Manager - Records	October 2009
Install counter to prevent unauthorized entries.	Maintenance	December 2009
Some selected vital records from Head Office and districts should be identified, copied and stored at the offsite storage. Identify outside storage to serve as a back up for Head Office and Districts.	Senior Manager - IRM Manager - Records	March 2010

All paper based vital records be scanned into electronic system and be subjected to continuity plan as per the departmental business continuity plan.	Senior Manager - IRM Manager - Records	March 2014
Upgrade filing cabinets/shelves.	Manager - Records	December 2009
Training of disaster management.	Senior Manager - IRM	December 2009
Allocate responsibilities to respond to disaster.	Senior Manager - IRM	September 2009

7. EMERGENCY CONTACT LIST

NAME	HOME ADDRESS	CELLULAR PHONE	TELEPHONE WORK	TELEPHONE HOME
Tshidi Makhafola	27 Keogh Street Florapark Polokwane	082 853 4425	015 – 284 7272	015 – 296 0898
Richard Mashele	1746 Unit E Giyani	082 925 1340	015 – 282 7190	0158140751
Maropeng Tefu	8 Juda street African Jewel Seshego	0827976988	015284 7177	0827976988
Annette Beeslaar	178 Suid Street Polokwane	072 658 2651	015-284 7282	-
Pottie Kekana		082 827 8485	015 – 284 7000	
Mr. R Naidoo Acting HOD			015 284 7000	
MEC - Senior Manager – V Mufamadi			015 284 7000	

8. Conclusion

It should be noted that disaster planning for information and records in electronic media should be handled as per the dictates of the Master Systems Plan and the Business continuity plan of the Department. Further back up should be done in preparation for any other disaster that may follow.