



DEPARTMENT OF PUBLIC WORKS

FILE PLAN GENERAL ADMINISTRATION

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LIST OF MAIN SERIES

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GENERAL INSTRUCTION TO THE FILING SYSTEM

1. NAME OF OFFICE

This filing system is for the use of Department of Public works Head Office and District Offices and it may not be applied to any other office without the prior permission of the Provincial Archives of South Africa.

2. REPORTING

All amendments and additions (the omission or insertion of an underlining is an amendment as well) should be submitted regularly to the Provincial Archives for notification and formal approval.

3. CONTROL OF SYSTEM

Control of the filing system is assigned to the Manager: Records. No amendments and / or additions to the system may be made without the approval of this official. Further duties of this official comprise 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 paragraph 5 and 6 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.9)
- (d) The efficiency of the system 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. N.B - 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 shifts to another aspect in order to ensure that the matter is dealt with on the appropriate file.
- (f) For duties i.r.o the description on file covers and unclassified correspondence, see paragraphs 13 and 16 below. (These duties should be included on the official's job descriptions.)

4. ACCURATE FILING OF CORRESPONDENCE

All officials conducting correspondence should be

Supplied with a copy of the system. 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

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 "instructions", 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 filing system where a policy matter is decided on a subject file, the Records Manager should decide whether copies of the correspondence as a whole, or a copy of the decision only, should be placed on the relevant policy file. Once disposal authority has been issued, a copy of a policy decision taken on an A20 file should be placed on the policy file with a cross reference to the file on which the case was finalized. If a policy decision is taken on a D file copies of all relevant documents should be placed on the relevant policy 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 formulating 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 amendments to existing policy.
- ii) Cases concerning a main or sub- series as a whole, but which are 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 filing system files for routine enquiries have been provided. 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, RETURNS AND INFORMATION

In the main series for REPORTS, RETURNS "AND INFORMATION" provision has been made only for those reports, returns and information which cannot be dealt with under the other main series. Where files for reports, returns and information 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 the main series.

8. ASPECTS NOT SEPARATELY PROVIDED FOR

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

9. MASTER COPY

The Master Copy is that copy of the filing system 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 Records Manager has been obtained. Individual case files which are opened according to notes in the system are not recorded in the Master Copy. They should be recorded in a Register of Files Opened (See par.10). 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 numerical classification. The register is maintained in the same form as the system 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 system 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 as disposal authority has been obtained. This register is divided into years e.g. 2006, 2007, 2008, etc. When a file volume is closed, its reference number should be entered under the year in which it will be destroyed. A volume which is closed in 2009 and for which the disposal instruction is D3, therefore, will be entered under the year 2009. 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 before hand. (For disposal see par. 18 further on.)

12. IMPLEMENTATION

This system will be implemented on 01 October 2009 and thereafter no correspondence may be dealt with on the files of the previous system. Written permission can be obtained from the Provincial Archives to incorporate case files from the previous system in to the new system. All files from the previous system should be closed on the day prior to the date of implementation.

13. OPENING OF FILES AND DESCRIPTION ON FILE COVERS

Files should be opened only when required. Care should be taken that the numbering and descriptions on the files, as indicated in the system, are strictly adhered to. In cases where file descriptions are too lengthy, certain components which do not form an essential part of the description may be omitted. Although certain components may be omitted, the title of the main series must always be given and the description must be sufficiently comprehensive to describe the contents of the file. In order to assist registry staff, the Records 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.

Sub-divisions 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 subjects headings or file descriptions are intended as a guide and should not be entered on file covers.

16. UNCLASSIFIED CORRESPONDENCE: PROCEDURE

DISTRICTS (PROJECT CENTRES)

- (a) When correspondence is received for which no files is provided, such correspondence should be dealt with provisionally on file 8/1/1/2. An application should then be submitted to Head Office on file 8/1/1/2 for approval for the opening of a suitable file. Full information in respect of the nature of the correspondence, as well as recommendations regarding the placing and description of the file required, should be submitted. As soon as approval for the opening of the new file is obtained, all District (Project Centres) must be informed and their filing systems should be changed accordingly. The correspondence on file 8/1/1/2 should then be transferred to the new file.

HEAD OFFICE

- (b) When correspondence is received for which no files is provided, the Records manager should be approached immediately to indicate on which existing file the correspondence should be placed, or which new file should be opened.

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, however, may 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 system. 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 has come 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 files. 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 Archives. In the case of file volumes not closed but containing correspondence which may be destroyed, such correspondence may be removed and destroyed. The date on the file cover denoting the date of the first documents on the file should then be amended accordingly.

19. THICKNESS OF FILES

Files should not exceed 3cm 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 numerical classification are to be opened in accordance with the instructions appearing at the appropriate places in the system. See also par.9.

22. SECRET FILES

Concerning secret files the following procedure should be followed:

- (a) Secret files may be opened under any main series, sub-series or 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 National Archives. It is not necessary, however, to indicate that it is intended for secretaire correspondence.
- (c) Secret files indicated as such in the Master Copy are also not recorded in the Register of files Opened for ordinary files. A separate Register of Secret Files Opened should, however, be kept along the same lines as set out in paragraph 10 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

1. LEGISLATION

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
1/P	Policy	
1/R	Routine enquiry	
1/1	<u>Acts</u> (Open a file for each Act and file Alphabetically eg 1/1 - PAIA)	
1/1/1	Amendments	
1/1/2	Interpretation and Legal opinion	
1/2	<u>Regulations</u> (Open a file for each Regulation and file Alphabetically eg 1/2 – Public Service Regulation)	
1/2/1	Amendments	
1/2/2	Interpretation and Legal opinion	
1/3	Drafts	
1/4	Other legislative matters	

2 .ORGANISATION AND CONTROL

NUMBER	DESCRIPTION	DISPOSAL
2/P	Policy	
2/R	Routine Enquiry	
2/1	<u>Organisation and development</u>	
2/1/1	Organisational structure	
2/2	<u>Establishment</u>	
2/2/1	Creation of post	
2/2/2	Cancellation / abolishment of post	
2/2/3	Designation and classification of post	
2/3	<u>Delegation</u>	
2/3/1	MEC	
2/3/2	Director General	
2/3/3	Head of Department	
2/3/4	Other delegation	
2/4	<u>Professional services</u>	
	(Open a file for each Service Provider and file alphabetical e.g 2/4 Simeka Consultancy)	
2/5	<u>Standards</u>	
2/5/1	Unit standards	
2/6	<u>General Conduct</u>	
2/6/1	Code of conduct	
2/6/2	Staff associations	
2/6/3	Donation by staff members	
2/6/4	Christmas and New Year messages	
2/6/5	Death of staff members	

NUMBER	DESCRIPTION	DISPOSAL
2/7	<u>Service Delivery Improvements</u>	
2/7/1	<u>SDI Plans</u>	
2/7/1/1	Business Re- engineering	
2/7/2	<u>SDI Events</u>	
2/7/2/1	Batho Pele	
2/7/2/2	Service Excellence Awards	
2/7/2/3	Gender	
2/7/2/4	Disability	
2/7/2/5	Khaedu	
2/7/2/6	Learning Networks	
2/7/2/7	Other events	
2/7/3	<u>Monitoring of Service Standards</u>	
2/7/3/1	Head Office	
2/7/3/2	<u>District Offices</u> (Open file for each District and file according to Annexure A)	
2/7/4	<u>Customer Relation Management</u>	
2/7/4/1	Complains and suggestions	
2/7/5	<u>Surveys</u>	
2/7/5/1	Internal	
2/7/5/2	External	
2/8	<u>Strategy and Planning</u>	
2/8/1	Integrated development planning	
2/8/2	Strategic Planning process	
2/8/3	Performance Planning	
2/8/4	Performance Monitoring	
2/8/5	<u>Performance and monitoring reports</u> (Open file for each programme and file alphabetically e.g 2/8/5 – GITO)	
2/8/6	Intergovernmental Relations	

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
2/9	<u>Meetings</u>	
2/9/1	<u>Internal Meetings</u>	
2/9/1/1	Arrangements	
2/9/1/2	Agenda and minutes	
2/9/2	<u>External Meetings</u>	
2/9/2/1	Arrangements	
2/9/2/2	Agenda and minutes	
2/10	<u>Reports</u>	
2/10/1	Monthly	
2/10/2	Quarterly	
2/10/3	Annually	

3 FINANCE

NUMBER	DESCRIPTION	NUMBER
3/P	Policy	
3/R	Routine enquiry	
3/1	<u>Budget</u> (Open a file per financial year and file accordingly eg 3/1 – 2009/2010)	
3/1/1	Original Budget	
3/1/2	Medium term expenditure framework budget	
3/1/3	Requisition for funds, cash flow analysis and projection	
3/1/4	Allocation of funds and code structure	
3/1/5	Virements and roll- over	
3/1/6	Application and approval	
3/2	<u>Banking</u>	
3/2/1	Banking arrangements	
3/2/2	Bank reconciliation	
3/2/3	Bank queries	
3/3	<u>Utilization of budget</u>	
3/3/1	Head Office	
3/3/2	<u>Districts</u> (Open file for each District according to Annexure A)	
3/3/3	Adjustment Estimates	
3/3/4	Misallocation	
3/3/5	Pay master general account	
3/4	<u>Suspense account</u> (Open a file for each financial year and file according to year. e.g. 4/3 - 2009/2010)	
3/5	<u>Submission</u>	
3/5/1	Appropriation account	
3/5/2	Financial statement	

NUMBER	DESCRIPTION	NUMBER
3/6	<u>Estimates</u>	
3/6/1	General estimates	
3/6/2	Capital Estimates	
3/6/3	Additional Estimates	
3/7	<u>Expenditure</u>	
3/7/1	Capital Expenditure	
3/7/2	<u>Current expenditure</u>	
3/7/2/1	<u>Accounts Payment</u> (Open file according to financial year and per each supplier and file alphabetically eg 3/7/2/1-2009/2010 – Binga Suppliers)	
3/7/3	Monitoring expenditure	
3/8	<u>Cheques</u>	
3/8/1	Re issue	
3/8/2	Cancelled cheques	
3/8/3	Dishonoured cheques	
3/8/4	Expired cheques	
3/8/5	Recalls	
3/9	<u>Revenue, Debt and systems</u>	
3/9/1	Appointments	
3/9/2	Collection of revenue	
3/9/3	Allocation	
3/9/4	Misallocations	
3/9/5	<u>Closing of books</u> (Open a file for each financial year and file according year)	
3/9/6	<u>Trial Balance</u> (Open a file for each financial year and file according a year)	
3/9/7	Deposit account	

NUMBER	DESCRIPTION	NUMBER
3/9/8	Donations	
3/9/9	Shortage and Surplus	
3/9/10	Monthly Returns	
3/9/11	Receipts cancellations	
3/10	<u>Debts</u>	
3/10/1	<u>Debts recovered</u> (Open a file for each debtor and file alphabetically)	
3/10/2	Write off of irrecoverable revenue	
3/11	<u>Audit and Treasury Matters</u>	
3/11/1	Informal queries	
3/11/2	Formal queries	
3/11/3	Audit queries	
3/11/4	Auditor General Report	
3/11/5	Internal audit	
3/11/6	Signing authority (For delegation of authority see sub series 2/1)	
3/11/7	Request for HOD signature	
3/11/8	13 th specimen signature	
3/11/9	Treasury Authorities	
3/11/10	Applications and approvals	
3/12	<u>Meetings</u>	
3/12/1	<u>Internal meetings</u>	
3/12/1/1	Arrangements	
3/12/1/2	Agenda, Report/presentation, minutes	
3/12/2	<u>External meetings</u>	

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
3/12/2/1	Arrangements	
3/12/2/2	Agenda, Reports/presentation, minutes	
3/13	<u>Reports</u>	
3/13/1	Monthly	
3/13/2	Quarterly	
3/13/3	Annually	
3/13/4	Standing Committee on Public Accounts (Scopa Reports)	

4. SUPPLIES AND SERVICES

NUMBER	DESCRIPTION	DISPOSAL
4/P	Policy	
4/R	Routine enquiry	
4/1	<u>Stores</u>	
4/1/1	Inspection	
4/1/2	<u>Stock taking</u>	
4/1/2/1	Head Office	
4/1/2/2	<u>Districts</u> (Open a file for each District and file according to Annexure A)	
4/2	<u>Supply chain management</u>	
4/2/1	<u>Legal Matters</u>	
4/2/1/1	Contracts	
4/2/1/2	Lease agreements	
4/2/1/3	Service level agreements	
4/2/2	Advertisements	
4/2/3	Deviations	
4/2/4	Submissions	
4/2/5	Profiles	
4/2/6	Decisions	
4/2/7	Appointments	
4/2/8	<u>Projects / Contracts</u> (Open a file for each contract and file according to contract/ project number)	

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
4/2/9	<u>Supplies and Services</u>	
4/2/9/1	Office equipments	
4/2/9/2	Furniture	
4/2/9/3	Stationary	
4/2/9/4	Cleaning equipment	
4/2/9/5	Security devices	
4/2/9/6	Clothing	
4/2/9/7	Uniform	
4/2/9/8	Protective clothing	
4/2/9/9	Unspecified items	
4/2/9/10	Caterings	
4/2/9/11	Bookings for accommodations (for accommodation going with transport Arrangement see 5/5/1/2 and 5/5/2/2)	
4/2/10	Disposal of equipments	
4/2/11	Transfers	
4/3	<u>Assets</u>	
4/3/1	<u>Stock taking</u>	
4/3/1/1	Head office	
4/3/1/2	<u>Districts</u> (Open file for each District and file according to Annexure A)	
4/3/2	Inventories	
4/3/3	<u>Disposal of redundant assets</u>	
4/3/3/1	Head Office	
4/3/3/2	<u>District Offices</u> (Open file for each District according to Annexure A)	
4/3/3/3	Transfers	
4/3/4	<u>Services</u>	

NUMBER	DESCRIPTION	DISPOSAL
4/3/4/1	<u>Professional Services</u> (Open a file for each Service Provider and file alphabetically)	
4/3/4/2	Other Services	
4/4	<u>Meetings</u>	
4/4/1	<u>Internal</u>	
4/4/1/1	Arrangements	
4/4/1/2	Agenda and Minutes	
4/4/2	<u>External</u>	
4/4/2/1	Arrangements	
4/4/2/2	Agenda and Minutes	
4/5	<u>Reports</u>	
4/5/1	Monthly	
4/5/2	Quarterly	
4/5/3	Annually	

5. TRANSPORT AND JOURNEYS

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
5/P	Policy	
5/R	Routine Enquiry	
5/1	<u>Government Motor Transport</u>	
5/1/1	<u>Registration / Licensing and Marking of Vehicles</u>	
5/1/1/1	<u>Registration / Licencing</u> (Open a file for each vehicle according to registration eg 5/1/1/1 - GWB 112 L)	
5/1/1/2	Registration and licensing payments	
5/1/1/3	<u>Markings</u>	
5/1/1/3/1	Provincial Markings	
5/1/1/3/2	Control Stickers	
5/1/1/3/3	Security Markings	
5/1/1/3/4	Bar cording	
5/1/2	<u>Pool and VIP Vehicles</u> (Open a file for each vehicle eg 5/1/2 - GWB 928 L)	
5/1/2/1	Transport arrangements	
5/1/3	Log sheets and Returns (For pool vehicles see 5/1/2)	
5/1/4	Transfer of Vehicles	
5/1/5	<u>Physical Inspection of Vehicles</u>	
5/1/5/1	Programme	
5/1/5/2	Inspection reports	
5/1/6	Traffic Fines	

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
5/1/7	<u>Fuel Cards</u>	
5/1/7/1	Application for fuel card	
5/1/7/2	Replacement for fuel cards	
5/1/7/3	Expired fuel cards	
5/1/7/4	Misuse of fuel cards	
5/1/8	<u>Maintenance and Service</u>	
5/1/8/1	Service Reports	
5/1/9	Vehicle Assets Register	
5/1/10	Theft	
5/1/11	<u>Accidents</u>	
5/1/11/1	<u>Reports</u> (Open a file for each car involved in an accident eg 5/1/11/1 - GWB 928 L)	
5/1/12	Misuse of Vehicles	
5/1/13	Withdrawal of Vehicles from Service	
5/1/14	Use of private Vehicle for official purpose	
5/1/15	Use of official Vehicle for private purpose	
5/1/16	Claims (By and against the Department)	
5/1/17	<u>Purchasing of GG Vehicles</u>	
5/1/17/1	Needs analysis	
5/1/17/2	Quotations	
5/1/17/3	Payments	
5/1/18	Auctioning	

NUMBER	DESCRIPTION	DISPOSAL
5/2	<u>Subsidized Motor Transport</u>	
5/2/1	Applications	
5/2/2	<u>Contracts</u> (Open a file for each vehicle and file alphabetically eg 5/2/2 – BMB 725 L)	
5/2/3	Withdrawals	
5/2/4	Claims	
5/2/5	Insurance	
5/2/6	<u>Accident</u>	
5/2/6/1	<u>Reports</u> (Open a file for each car involved in an accident eg 5/2/6/1 - FHP 359 L)	
5/2/7	Conversion	
5/2/8	<u>Scheme B</u>	
5/2/8/1	Application (upon approval open file for each vehicle and file alphabetically)	
5/2/8/2	Withdrawals	
5/2/8/3	Claims	
5/2/9	Motor Financing Schemes	
5/2/9/1	<u>Senior Management Services</u> (Open file for each vehicle and file alphabetically)	
5/2/9/2	<u>Middle Management Services</u> (Open file for each vehicle and file alphabetically)	
5/3	<u>Private motor transport</u>	
5/3/1	Renting of private vehicles.	

NUMBER	DESCRIPTION	DISPOSAL
5/4	<u>Meetings</u>	
5/4/1	<u>Sectional meetings</u>	
5/4/1/1	Arrangements, Minutes, reports/presentations and agenda.	
5/4/2	<u>Meeting with Districts</u>	
5/4/2/1	Arrangements, Minutes, reports/presentations and agenda.	
5/5	<u>Journeys</u>	
5/5/1	<u>National / local</u>	
5/5/1/1	Travelling arrangements	
5/5/1/2	Reservation / bookings	
5/5/1/3	Applications	
5/5/1/4	Approval	
5/5/1/5	Other travelling arrangements ?	
5/5/2	<u>International</u>	
5/5/2/1	Travelling arrangements	
5/5/2/2	Reservation / bookings	
5/5/2/3	Applications	
5/5/2/4	Approval	
5/5/3	Other travelling arrangements	
5/6	<u>Reports</u>	
5/6/1	Monthly	
5/6/2	Quarterly	
5/6/3	Annual	

6 PUBLICATION AND COMMUNICATION SERVICES

NUMBER	DESCRIPTION	DISPOSAL
6/P	Policy	
6/R	Routine enquiry	
6/1	<u>Communication services</u>	
6/1/1	Events and shows	
6/1/2	Imbizo and road shows	
6/1/3	Radio talks	
6/1/4	Press	
6/1/5	Speeches	
6/1/6	Members of executive council (MEC) visits	
6/2	<u>Publication</u>	
6/2/1	Internal publication	
6/2/2	News letters and journals	
6/2/3	External publication	
6/2/4	Corporate identity	
6/2/5	Circulars	
6/2/6	Distribution lists	
6/3	<u>Communication service devices</u>	
6/3/1	Post bags and post boxes	
6/3/2	Telephones including installation and maintenance	
6/3/3	Fax machines	
6/3/4	Franking machines	
6/3/5	Cellular phones	
6/3/6	Telephone directory	
6/4	<u>Meetings</u>	
6/4/1	Arrangements	
6/4/2	Minutes and agendas	
6/4/3	<u>Reports</u>	
6/4/3/1	Monthly	
6/4/3/2	Quarterly	
6/4/3/3	Annual	

7, COMPOSITION OF BODIES AND OTHER GATHERINGS/MEETINGS

NUMBER	DESCRIPTION	DISPOSAL
7/P	Policy	
7/R	Routine enquiry	
7/1	<u>Management Meetings</u> (Open file for each type of meeting and file Numerically eg 7/1/1 for Executive Management Meeting)	
7/2	<u>Conference</u>	
7/2/1	<u>Internal</u>	
7/2/1/1	Invitation	
7/2/1/2	Agenda	
7/2/1/3	Minutes and report/presentation	
7/2/2	<u>External</u>	
7/2/2/1	Invitation	
7/2/2/2	Agenda	
7/2/2/3	Minutes and report/presentation	
7/3	<u>Workshops</u>	
7/3/1	<u>Internal</u>	
7/3/1/1	Invitation	
7/3/1/2	Agenda	
7/3/1/3	Minutes and report/presentation	
7/3/2	<u>External</u>	
7/3/2/1	Invitation	
7/3/2/2	Agenda	
7/3/2/3	Minutes and report/presentation	
7/4	<u>Committees</u> Open a file for each committee and file alphabetically eg 7/4 – Telephone Committee)	

NUMBER	DESCRIPTION	DISPOSAL
7/4/1	<u>Internal Committee Meetings</u>	
7/4/1/1	Arrangements	
7/4/1/2	Agenda	
7/4/1/3	Minutes and report/presentation	
7/4/2	<u>External Committee Meetings</u>	
7/4/2/1	Arrangements	
7/4/2/2	Agenda	
7/4/2/3	Minutes and report/presentation	
7/5	<u>Boards</u> (Open file for each board and file Alphabetically eg 7/5 – Board of Survey)	
7/5/1	<u>Internal Board Meetings</u>	
7/5/1/1	Arrangements	
7/5/1/2	Agenda	
7/5/1/3	Minutes and report/presentation	
7/5/2	<u>External Boards Meetings</u>	
7/5/2/1	Arrangements	
7/5/2/2	Agenda	
7/5/2/3	Minutes and report/presentation	
7/6	<u>Other gatherings</u>	
7/6/1	<u>Internal</u>	
7/6/1/1	Arrangements	
7/6/1/2	Agenda	
7/6/1/3	Minutes/ reports/ presentations	
7/6/2	<u>External</u>	
7/6/2/1	Arrangements	
7/6/2/2	Agenda	
7/6/2/3	Minutes/ reports / presentations	

8. RECORDS, INFORMATION, RISK MANAGEMENT AND POLICY DEVELOPEMNT

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
8/P	Policy	
8/R	Routine enquiry	
8/1	<u>Record Management</u>	
8/1/1	<u>Filling system</u>	
8/1/1/1	Compilation and amendments	
8/1/1/2	Unclassified correspondence	
8/1/1/3	Vital Records Management	
8/1/2	<u>Monitoring and Inspection of records</u>	
8/1/2/1	At Head office	
8/1/2/2	<u>At District office</u> (open a file for each district according to annexure A)	
8/1/2/3	By Provincial and National Archives	
8/1/2/4	By Provincial Office	
8/1/2/5	By Records Manager	
8/1/3	<u>Disposal of records</u>	
8/1/3/1	Application for Disposal Authority	
8/1/3/2	Disposal including destruction	
8/1/3/3	Waste paper disposal / recycling	
8/1/4	<u>Transfer of records</u>	
8/1/4/1	Transfer to archive repository	
8/1/4/2	Transfer to other bodies	
8/1/5	<u>Postal and messenger services</u>	
8/1/5/1	Appointments	
8/1/5/2	Renewals of Post Bags	

NUMBER	DESCRIPTION	DISPOSAL
8/2	<u>Information management</u>	
8/2/1	General Library Matters	
8/2/2	<u>Acquisition of reading materials</u>	
8/2/2/1	Purchases	
8/2/2/2	Donations	
8/2/2/3	Subscription	
8/2/3	Classification and indexing	
8/2/4	Stock taking	
8/2/5	Library Material Losses	
8/2/6	<u>Library Management Systems</u>	
8/2/6/1	Sabinet	
8/2/6/2	PALS	
8/2/7	<u>Information Management Projects</u> (Open a file for each project and number alphabetically)	
8/3	<u>Knowledge management</u>	
8/3/1	Strategies and plans	
8/3/2	<u>Projects</u> (Open a file for each project and number alphabetically)	
8/3/3	Professional services	
8/4	<u>Information Accessibility (PAIA)</u>	
8/4/1	PAIA Designation	
8/4/2	Section 14 Manuals	
8/4/3	<u>Requests</u> (Open a file for each case and file alphabetically)	
8/4/4	Data base and reports	

NUMBER	DESCRIPTION	DISPOSAL
8/5	<u>Risk management and Security services</u>	
8/5/1	Losses	
8/5/2	Fraud	
8/5/3	Theft	
8/5/4	<u>Claims and legal matters</u>	
8/5/4/1	Claims against the Department / State	
8/5/4/2	Claims by the Department	
8/5/4/3	Request for Legal Opinion	
8/5/4/4	Request for Legal Representation	
8/6	<u>Compliance</u>	
8/6/1	<u>Audit inspection</u>	
8/6/1/1	<u>Head office</u>	
8/6/1/1/1	Informal Audit queries	
8/6/1/1/2	Formal Audit queries	
8/6/1/1/3	Auditor general report	
8/6/1/1/4	Internal audit	
8/6/1/2	<u>Districts</u>	
8/6/1/2/1	Audit queries	
8/6/1/2/2	Internal audit	
8/6/2	Inspection reports	
8/7	<u>Risk specific reports and corrective plans</u>	
8/7/1	Strategic Risk Assessment Reports	
8/7/2	Operational Risk Assessment Reports	
8/7/3	Risk Management Committee Reports	
8/7/4	Audit Committee Reports	
8/7/5	Standing Committee On Public Accounts	
8/7/6	<u>Corrective Action Plans</u>	
8/7/6/1	Auditor General	
8/7/6/2	Internal Audit	

NUMBER	DESCRIPTION	DISPOSAL
8/8	<u>Security Services</u>	
8/8/R	Routine Enquiries	
8/8/1	<u>Appointment and termination of</u>	
8/8/1/1	Departmental Security	
8/8/1/2	<u>Private Security</u> (Open a file for each security Company and file Alphabetically)	
8/8/1/3	Security Apparatus and equipments	
8/8/1/4	Mechanization and Automation	
8/8/1/5	Other Security issues (physical and information)	
8/9	<u>Policy development</u>	
8/9/1	Policy formulation	
8/9/2	Policy analysis	
8/9/3	Policy translation	
8/10	<u>Meetings</u>	
8/10/1	<u>Internal meeting</u>	
8/10/1/1	Arrangements	
8/10/1/2	Agenda, minutes and presentation	
8/10/2	<u>External meetings</u>	
8/10/2/1	Arrangements	
8/10/2/2	Agenda, minutes and presentation	
8/11	<u>Reports</u>	
8/11/1	Monthly	
8/11/2	quarterly	
8/11/3	Annual	

9. INFORMATION TECHNOLOGY

NUMBER	DESCRIPTION	DISPOSAL
9/P	Policy	
9/R	Routine enquiry	
9/1	<u>Acquisition of</u>	
9/1/1	Applications	
9/1/2	Hardware	
9/2	<u>Maintenance/Management</u>	
9/2/1	Application	
9/2/2	Hardware	
9/3	<u>Local Area Network</u>	
9/3/1	Installation and implementations	
9/3/2	Maintenance	
9/4	<u>Wide Area Network</u>	
9/4/1	Installations and implementations	
9/4/2	Maintenance	
9/5	<u>Professional services</u>	
9/5/1	<u>Consultants</u> (Open file for each Consultant / Service Provider and file alphabetically)	
9/6	<u>SITA</u>	
9/6/1	<u>Service level agreement</u> (Open file for each agreement and file numerically)	

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
9/7	<u>Asset Management</u>	
9/7/1	Stock Tacking	
9/7/2	Asset Register	
9/7/3	Disposal	
9/8	<u>Projects</u>	
9/8/1	<u>MSP Projects</u> (Open file for each project and file alphabetically)	
9/8/2	Other ICT Projects	
9/9	Internet and Intranet	
9/10	<u>Meetings</u>	
9/10/1	<u>Internal meetings</u>	
9/10/1/1	Arrangements, Minutes and agenda	
9/10/2	<u>External meetings (e.g. SITA)</u>	
9/10/2/1	Arrangements, Minutes and agenda	
9/11	<u>Reports</u>	
9/11/1	Monthly	
9/11/2	Quarterly	
9/11/3	Annual	

**10 .TECHNICAL SUPPORT SERVICES, LAND, BUILDINGS AND
ACCOMODATION**

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
10/P	Policy	
10/R	Routine enquiry	
10/1	<u>Technical Support services / Projects Managements</u>	
10/1/1	<u>Building Services</u>	
10/1/1/R	Routine Enquiries	
10/1/1/1	Appointment of Consulting Engineers, Evaluators and Panel Members	
10/1/1/2	Applications to be placed on panel	
10/1/1/3	Requests from Consultants	
10/1/1/4	Standard specification	
10/1/2	<u>Electrical Engineering Services</u>	
10/1/2/R	Routine Enquiries	
10/1/2/1	Appointment of Private Engineers	
10/1/2/2	Applications for panel	
10/1/2/3	Standard specification	
10/1/3	<u>Mechanical Engineering Services</u>	
10/1/3/R	Routine Enquiries	
10/1/3/1	Appointment of Private Engineers	
10/1/3/2	Applications to be placed on panel	
10/1/3/3	Standard specification	
10/1/4	<u>Civil Engineering Services</u>	
10/1/4/R	Routine Enquiries	
10/1/4/1	Appointment of Private Engineers	

NUMBER	DESCRIPTION	DISPOSAL
10/1/4/2	Applications to be placed on panel	
10/1/4/3	Standard specification	
10/1/5	<u>Quantity Survey</u>	
10/1/5/R	Routine Enquiries	
10/1/5/1	Appointment of Private Engineers	
10/1/5/2	Applications to be placed on panel	
10/1/5/3	Standard specifications	
10/1/6	<u>Land Survey</u>	
10/1/6/R	Routine Enquiries	
10/1/6/1	Appointment of Private Land Surveyors	
10/1/6/2	Applications for panel	
10/1/6/3	Standard specifications	
10/1/7	<u>Architectural Services</u>	
10/1/7/R	Routine Enquiries	
10/1/7/1	Appointment of Private Architects	
10/1/7/2	Applications for panel	
10/1/7/3	Standard specifications	
10/1/8	<u>Contracts / Project Management</u> (Open a file for each contract and number according to the contract number e.g. 10/1/8-LDPW 418)	
10/2	<u>Buildings and Maintenance</u>	
10/2/1	<u>By Building Branch</u>	
10/2/1/1	Office of the Premier	
10/2/1/2	Legislature Offices	
10/2/2	<u>Government Complex</u>	

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
10/2/2/1	Head Office	
10/2/2/2	<u>District Offices</u> (Open a file for each district according to Annexure A, e.g. 10/2/2/2/1 Capricorn,)	
10/2/3	<u>Department of Safety, Security and Liaison</u>	
10/2/3/1	Head Office	
10/2/3/2	<u>Police Stations</u> (Open a file for each Police Station and file alphabetically)	
10/2/4	<u>Department of Economic Development, Environment and Tourism</u>	
10/2/4/1	Head Office	
10/2/4/2	<u>District Offices</u> (Open a file for each district according to Annexure A)	
10/2/5	<u>Department of Health and Social Development</u>	
10/2/5/1	Head Office	
10/2/5/2	<u>District Offices</u> (Open a file for each district according to Annexure A)	
10/2/5/3	<u>Hospitals</u> (Open a file for each hospital and file alphabetically)	

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
10/2/5/4	<u>Health Centres</u> (Open a file for each centre and file alphabetically)	
10/2/5/5	<u>Clinics</u> (Open a file for each clinic and file alphabetically)	
10/2/6	<u>Department of Education</u>	
10/2/6/1	Head Office	
10/2/6/2	<u>District Offices</u> (Open a file for each district and file according to Annexure A)	
10/2/6/3	<u>Circuit Offices</u> (Open a file for each circuit office and file alphabetically)	
10/2/6/4	<u>Colleges of Education</u> (Open a file for each college and file alphabetically)	
10/2/6/5	<u>Schools</u> (Open a file for each School and file alphabetically)	
10/2/7	<u>Department of Sport, Arts and Culture</u>	
10/2/7/1	Head Office	
10/2/7/2	<u>District Offices</u> (Open a file for each District according to annexure A)	

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
10/2/8	<u>Department of Agriculture</u>	
10/2/8/1	Head Office	
10/2/8/2	<u>District Offices</u> (Open a file for each District according to Annexure A)	
10/2/8/3	<u>Agricultural Colleges</u> (Open a file for each college and file alphabetically)	
10/2/9	<u>Department of Public Works</u>	
10/2/9/1	Head Office	
10/2/9/2	<u>District Offices (Project Centres)</u> (Open a file for each district according to Annexure A)	
10/2/10	<u>Department of Local Government and Housing</u>	
10/2/10/1	Head Office	
10/2/10/2	<u>District Offices</u> (Open a file for each district according to Annexure A)	
10/2/11	<u>Department of Roads and Transport</u>	
10/2/11/1	Head Office	
10/2/11/2	<u>District Offices</u> (Open a file for each District according to Annexure A)	

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
10/2/12	<u>National Departments</u>	
10/2/12/1	<u>Head Office</u> (Open a file for each Department and file alphabetically)	
10/2/12/2	<u>District Office</u> (Open a file for each district according to Annexure A and each Department and file alphabetically)	
10/2/13	<u>Other institutions</u>	
10/2/13/1	<u>District Office</u> (Open a file for each district according to Annexure A and name of each institution and file alphabetically)	
10/3	<u>Landscaping</u>	
10/3/R	Routine Enquiries	
10/3/1	Departmental Landscaping	
10/3/2	<u>Private Contract Landscaping</u> (Open a file for each contract and file according to contract numbers)	
10/3/3	<u>Cleaning Services</u>	
10/3/3/R	Routine Enquiries	
10/3/3/1	Departmental Cleaning	
10/3/3/2	<u>Cleaning by Private Contract</u> (Open a file for each contract and file according to contract numbers)	

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
10/4	<u>Real Estate</u>	
10/4/P	Policy	
10/4/R	Routine enquiries	
10/4/1	<u>State Property</u>	
10/4/1/1	<u>Head Office</u> (Open a file for each property according to ERF number and town and file apha numerically e.g. 10/4/1/1 - ERF 60 Ladine)	
10/4/1/2	<u>District Office</u> (Open a file for each property according to Annexure A, ERF number and town and file apha numerically eg 10/4/1/2/5 – ERF 480 Phagameng)	
10/4/1/3	Property evaluation	
10/4/1/4	Property Lease Agreements	
10/4/2	<u>Private Properties</u>	
10/4/2/1	<u>Head Office</u> (Open a file for each property according to ERF number and town e.g. 10/4/2/1 - ERF 78 Ladine)	
10/4/2/2	<u>District Office</u> (Open a file for each property according to Annexure A, ERF number and town e.g 10/4/2/5 – ERF 626 Phagameng)	
10/5	<u>Land</u>	
10/5/R	Routine enquiry	
10/5/1	<u>Head Office</u> (Open a file for each land and number according to land number e.g. 10/5/1-land 70)	
10/5/2	<u>Districts</u> (Open a file for each land according to annexure A and then according to land number e.g. 10/5/2/1-land 10)	

NUMBER	DESCRIPTION	DISPOSAL
10/6	<u>Grounds</u>	
10/6/R	Routine enquiry	
10/6/1	<u>Districts</u> (Open a file for each ground according to annexure A and name of ground e.g. 10/6/1/1- Peter Mokaba Stadium)	
10/7	Asset registers	
10/8	<u>Cooperation with Municipalities</u>	
10/8/1	Property Transfers	
10/8/2	Rates and Taxes	
10/8/3	Clearance Certificates	
10/8/4	Other Municipal Services	
10/9	<u>Cooperation with other bodies / parastatals</u> (Open file for each body / parastatal and file alphabetical)	
10/10	<u>Rentals</u> (Open file for each Tenant and file alphabetical)	
10/11	<u>Meetings</u>	
10/11/1	<u>Internal meetings</u>	
10/11/1/1	Arrangements	
10/11/1/2	Agenda and Minutes	
10/11/2	<u>External meetings</u>	
10/11/2/1	Arrangements	
10/11/2/2	Agenda and minutes	
10/12	<u>Reports</u>	
10/12/1	Monthly	
10/12/2	Quarterly	
10/12/3	Annual	

11 EXPANDED PUBLIC WORKS PROGRAMME

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSAL</u>
11/P	Policy	
11/R	Routine enquiry	
11/1	<u>Planning</u>	
11/1/1	Development planning	
11/1/2	Strategic planning	
11/1/3	<u>Departmental planning</u>	
11/1/3/1	<u>Interdepartmental planning</u>	
11/1/3/1/1	Interdepartmental planning- General	
11/1/3/1/2	Interdepartmental planning- Infrastructure	
11/1/3/1/3	Interdepartmental planning- Economic	
11/1/3/1/4	Interdepartmental planning- Environmental	
11/1/3/1/5	Interdepartmental planning -Social	
11/1/4	<u>National Development Planning</u>	
11/1/4/1	National Development Planning -General	
11/1/4/2	National Development Planning - Infrastructure	
11/1/4/3	National Development Planning - Economic	
11/1/4/4	National Development Planning - Environmental	
11/1/4/5	National Development Planning -Social	
11/2	<u>Projects</u>	
11/2/1	Projects-Head Office	
11/2/2	Projects-Capricorn	
11/2/3	Projects-Vhembe	
11/2/4	Projects-Mopani	
11/2/5	Projects-Sekhukhune	
11/2/6	Projects-Waterberg	
11/3	<u>Research</u>	
11/3/1	Programme	
11/3/2	Methodologies	
11/3/3	Reports	

NUMBER	DESCRIPTION	DISPOSAL
11/4	<u>Intersectional coordination</u>	
11/4/1	Public sector	
11/4/2	Private sector	
11/4/3	Non governmental organisation	
11/4/4	Community based organisation	
11/5	<u>Monitoring and evaluation</u>	
11/5/1	Reports	
11/5/2	Development programme	
11/5/3	Norms, standards, ethics, codes and prescripts.	
11/5/4	Gender equity	
11/5/5	Affirmative action	
11/5/6	Democratization of public sector	
11/5/7	Job creation, including impact	
11/5/8	Training and capacity building	
11/6	<u>Contractor development</u>	
11/6/1	Needs identification	
11/6/2	<u>Recruiting of Emerging contractors</u> (Open file for each Contractor and file alphabetically)	
11/7	Advertisements	
11/8	<u>Training mentoring of contractors</u>	
11/8/1	Appointment of training providers	
11/8/2	Appointment of mentors	
11/8/3	Request for funding	
11/8/4	Donations for training and mentoring of contractors	
11/8/5	Individual training of contractors	
11/9	<u>Co –operation with other bodies</u>	
11/9/1	National Departments (Open a file for each Department)	
11/9/2	Provincial Department (Open a file for each Department)	

NUMBER	DESCRIPTION	DISPOSAL
11/9/3	Special programmes	
11/9/4	Service providers	
11/10	<u>Meetings</u>	
11/10/1	<u>Internal meetings (sectional and districts)</u>	
11/10/1/1	Arrangements, Minutes and agendas	
11/10/2	<u>External meetings (contractors and service providers)</u>	
11/10/2/1	Arrangements, Minutes and agendas	
11/11	<u>Reports</u>	
11/11/1	Monthly	
11/11/2	Quarterly	
11/11/3	Annual	