

DEPARTMENT OF PUBLIC WORKS

LIMPOPO PROVINCE

STAFF FILING SYSTEM

MASTER COPY

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GENERAL INSTRUCTIONS TO STAFF FILING SYSTEM

1. NAME OF OFFICE

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

2. REPORTING

All minor amendments and additions (the omission or insertion of an underlining) should be submitted regularly to the National/Provincial Archives for notification and formal approval. Where major amendments and/or additions are required, approval for the amendments will first be obtained from the Provincial Archives before implementation.

3. CONTROL OF SYSTEM

Control of the filing system is assigned to the Manager: Records Management. 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 ensure that paragraph 6 and 7 of the instructions are strictly adhered to by scrutinizing the relevant files regularly to ensure that they are used correctly.
- b) He/she must keep the Master Copy up to date. (See also par. 10)
- c) 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 closed.
- d) 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.
- e) For duties in respect of the description on file covers and unclassified correspondence, see paragraph 14 and 17 below. (These duties should be included on the official's duty sheet.)

4. ACCURATE FILING OF CORRESPONDENCE

To ensure easy retrieval of documents:

- a) all officials conducting correspondence should be supplied with a copy of the filing 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. At least five documents should be checked for misfiling before a new document/correspondence is filed.
- b) officials should file documents in this system that is intended for correspondence concerning staff matters in general.
- c) correspondence that concerns a specific officer should not be filed in this system, but on the personal files of that officer (see LIST OF SERIES OF SEPARATE CASE FILES)

5. CLASSIFICATION OF DOCUMENTS/CORRESPONDENCE:

All documents/correspondence should be classified when created/received with the wording confidential, secret or top secret". This classification should be placed in the header and footer of a document/correspondence created and a stamp should be put with above mentioned wording on received documents/correspondence.

6. 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. S.1/P, S.1/1/P, etc. All matters concerning drafting a policy, inputs, 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. Where bulky documents, e.g. a report (on all programmes), contains a policy decision or ruling, only an extract of the relevant section of the report should be placed on the correct/different 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:

- a) Enquiries (routine letters asking for inputs not inputs itself, etc.) regarding policy that do not result in the formulation of new policy or new amended interpretation of existing policy.
- b) Dealings with individual cases, which do not result in the formulation of new policy or amendments to existing policy.
- c) 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.

7. ROUTINE ENQUIRIES

At appropriate places in the filing system files for routine enquiries (e.g. S.2/R, S.2/6/R, etc.) 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.

8. REPORTS AND RETURNS

Under each of the main series provision has been made for reports and returns. Reports and returns which cannot be dealt with under a main series (bulky reports on different functions) should be sent to general records and a file number from the general file plan should be used.

9. 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.

10. 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

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been recorded in the Master Copy and the approval of the Records Manager has been obtained. Individual case files which should be 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. 11). The Records Manager must ensure that all amendments and/or additions are recorded in the Master Copy immediately.

11. REGISTER OF FILES OPENED

The purpose of this register is to keep a complete record of all files opened. An electronic register is recommended as it facilitates the insertion of extra lines/pages, which are usually required for files which form part of this system. The register is maintained in the same form as the system and files are entered in the same consecutive order. Extra columns should be provided opposite the file descriptions in which to note the volume number, the date opened (date of first document) and date closed (date of last document) next to the file title. A manual copy of the register for files opened should be printed and kept in the office for easy reference. After additions/amendments were made on the electronic version of the register a copy of that page should be inserted in the manual version of the register. 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.

12. 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. 2000, 2001, 2002, 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 1998 and for which the disposal instruction is D3, therefore, will be entered under the year 2001. The register thus indicates which volumes are to be destroyed in any particular year. The use of an electronic register is recommended as it facilitated the easy inserting of lines/pages as well as a destruction certificate for disposal. (For disposal see par. 19 further on).

13. TRANSFER REGISTER

A register of closed A files should be drawn up as soon as disposal authority has been obtained. This register is divided into years, e.g. 2000, 2001, 2002, 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 2000 will then be kept for 20 years, and therefore, will be entered under the year 2020. The register thus indicates which volumes are to be transferred in any particular year. The use of an

electronic register is recommended as it facilitated the easy inserting of lines/pages as well as a transfer certificate for transferring the files to the Provincial Archives. (For disposal see par. 19 further on).

14. IMPLEMENTED

This amendments and additions will be implemented on 1 October 2009 and thereafter no correspondence may be dealt with on the files of the previous system. Written permission will be obtained from the Provincial Archives to incorporate case files from the previous system into the new system. All files (except case files) from the previous system should be closed on the day prior to the date of implementation.

15. 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. Where, for instance, the complete description read as follows: Staff Control, Labour Relations, Collective Bargaining, Coordinating Chamber of the PSCBC for Limpopo Province, the words "Labour Relations" may be omitted and the "Coordinating Chamber of the PSCBC for Limpopo Province" can be replaced with an abbreviation "CCPLP". 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 the registry staff, the Records Manager should indicate which components may be omitted in such cases. Titles, reference and volume numbers as well as the name of the Office and Department should be printed with a marking pen and a stencil. The dates of first and last correspondence as well as applicable disposal instructions when available should be indicated on the file cover this may be done with a pen. Worn out covers should be replaced regularly.

16. UNDERLINED DESCRIPTIONS

All underlined descriptions indicate subject headings only. When an underlined description has an instruction with it, a file may be open by following the instruction. For example the heading Payroll, S.10/3/3 with the instruction, open a file for each district and number per pay point number according to Annexure A. A file may not be opened for S.10/3/3 (underlined description) but it may be opened for S.10/3/3/1 etc. (because of the instruction). NO FILE MAY BE OPENED FOR ANY UNDERLINED DESCRIPTION.

17. EXPLANATIONS IN BRACKETS

The explanations in brackets under the subject heading or file descriptions are intended as a guide/instruction and should not be entered on file covers.

18. UNCLASSIFIED CORRESPONDENCE

Correspondences drafted/received for which no number is provided in the system, these correspondences should be dealt with provisionally on file S.11/2/2. Before this number is used the Human Resource Registry should first be contacted for assistance. An application should then be submitted to Head Office on file S.11/2/1 by the Deputy Manager, Records or Administrative Officer for approval of a suitable file, by the Records Manager. 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. The Records Manager will indicate on which existing file the correspondence should be placed or which new file should be opened. As soon as approval for the opening of the new file is obtained, all district offices must be informed and their filing systems should be change accordingly. The correspondence on file S.11/2/2 should then be transferred to the new file.

19. 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. Each annexure file will be numbered consecutively. Documents contained in the annexure file should be cross-reference to the correspondences on which it was received.

20. 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 was closed.

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, at least once a year, during December. The Provincial Archivist should inspect all files before destruction. The prescribed destruction certificate should be submitted to the Provincial Archives.

A20 files due for transfer to the Provincial Archives should be packed in boxes especially used for this purpose and transfer certificates should be completed.

21. THICKNESS OF FILES

Files should not exceed 3cm (\pm 150-220 folios) 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.

22. CLOSURE OF A20/D FILES

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

- a) The correspondence should be examined in order to correct any misfilings. A sheet of paper containing the word "Closed see volume ..." is then filed as the last item in the volume.
- b) Worn out file covers for A20 files should be replaced immediately.
- c) The destruction/transfer register should be updated immediately according to the year that the file will be disposed.
- d) The files are then stored with current volumes until due for disposal.

23. CASE FILES

Case files (files for each employee), which form not part of the numerical classification, are to be opened in accordance with the instructions appearing under the List of Series of Separate Case Files at the end of the numerical classification.

Case files are confidential or secret files and they should be recorded in a separate register of files opened.

24. CONFIDENTIAL/SECRET FILES

Concerning confidential/secret files the following procedure should be followed:

- a) Confidential/secret files may be opened under any main series, sub-series, file description or case file appearing in the master copy of the system. These files are distinguished from the ordinary files by a stamp on the front of the file with the wording confidential/secret.
- b) Separate arrangements for the safekeeping of confidential/secret files must be made and should not be incorporated as part of the general system.
- c) Disposal authority for secret and confidential files will be obtained for the Provincial Archives. These records will be dealt according to the approved disposal authority.

List of Main Series

- S.1 Legislation**
- S.2 Human Resource (HR) Planning**
- S.3 Conditions of Service and Domestic Matters**
- S.4 Recruitment**
- S.5 Human Resource (HR) Development**
- S.6 Personnel Evaluation**
- S.7 Staff Movements**
- S.8 Staff Control**
- S.9 Termination of Service**
- S.10 Financial Matters**
- S.11 Records Management**

S.1 LEGISLATION

NUMBER	DESCRIPTION	DISPOSAL
S.1/P	Policy	
S.1/R	Routine enquiries	
S.1/1	<u>Acts and Regulations</u>	
S.1/1/1	<u>Public Service Act</u>	
S.1/1/1/1	Amendments	
S.1/1/1/2	Interpretation and Legal Opinions	
S.1/1/2	<u>Public Service Regulations</u>	
S.1/1/2/1	Amendments	
S.1/1/2/2	Interpretation and Legal Opinions	
S.1/1/3	<u>Public Service Commission Act</u>	
S.1/1/3/1	Amendments	
S.1/1/3/2	Interpretation and Legal Opinions	
S.1/1/4	<u>Other Acts and Regulations</u> (Open a file for each Act and Regulation and make provisions as in S.1/1/1, S.1/1/2 and S.1/1/3 above)	
S.1/2	<u>Codes</u>	
S.1/2/1	<u>Code of Remuneration (CORE)</u> (Open a file for each CORE and number consecutively)	

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S.2 HUMAN RESOURCE (HR) PLANNING

NUMBER	DESCRIPTION	DISPOSAL
S.2/P	Policy	
S.2/R	Routine enquiries	
S.2/1	<u>HR (Human Resource) Planning</u>	
S.2/1/1	PERSAL Matters	
S.2/1/2	<u>SBU (Strategic Business Unit) meetings</u>	
S.2/1/2/1	Arrangements	
S.2/1/2/2	Agenda and Minutes	
S.2/1/3	<u>Review meetings</u>	
S.2/1/3/1	Arrangements	
S.2/1/3/2	Agenda and Minutes	
S.2/1/4	<u>Corporate and SHRM (Strategic Human Resource Management) meetings</u>	
S.2/1/4/1	Arrangements	
S.2/1/4/2	Agenda and Minutes	
S.2/2	<u>Inspections</u>	
S.2/2/1	Public Service Commission	
S.2/2/2	Departmental	
S.2/3	Job Descriptions	
S.2/4	<u>Job Evaluation</u>	
S.2/4/P	Policy	
S.2/4/R	Routine enquiries	
S.2/4/1	Application for posts to be evaluated	
S.2/4/2	<u>Post Evaluations</u> (Open a file for each post evaluated and number consecutively)	

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NUMBER	DESCRIPTION	DISPOSAL
S.2/4/3	Recommendations and approval (combined report)	
S.2/4/4	Appointment of Panel Members	
S.2/5	<u>Reports</u>	
S.2/5/1	Monthly	
S.2/5/2	Quarterly	
S.2/5/3	Annual	

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S.3 CONDITIONS OF SERVICE AND DOMESTIC MATTERS

NUMBER	DESCRIPTION	DISPOSAL
S.3/P	Policy	
S.3/R	Routine enquiries	
S.3/1	Salary Scales Adjustments	
S.3/2	Official Working Hours	
S.3/3	Long Service Recognition	
S.3/4	Medical Aid Scheme	
S.3/5	Pension Fund	
S.3/6	Leave credits and planning	
S.3/7	<u>Home Owner Allowance Scheme</u>	
S.3/7/1	State guarantees	
S.3/7/2	<u>Meetings</u>	
S.3/7/2/1	Arrangements	
S.3/7/2/2	Agenda and Minutes	
S.3/8	<u>Technical Advisors</u> (Open a file for each advisor and number consecutively)	
S.3/8/P	Policy	
S.3/8/1	General matters	
S.3/8/2	<u>Meetings</u>	
S.3/8/2/1	Arrangements	
S.3/8/2/2	Agenda and Minutes	

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NUMBER	DESCRIPTION	DISPOSAL
S.3/9	Congratulations, expressions of thanks and Condolences	
S.3/10	<u>Reports</u>	
S.3/10/1	Monthly	
S.3/10/2	Quarterly	

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S.4 RECRUITMENT

NUMBER	DESCRIPTION	DISPOSAL
S.4/P	Policy	
S.4/R	Routine enquiries	
S.4/1	Advertisements	
S.4/2	Verification of Qualifications	
S.4/3	<u>Applications and Appointments</u> (As soon as a person is appointed his/her personal documents should be removed from the opened file and be placed on the S.P. file, copies should remain on the file)	
S.4/3/1	<u>Professional Services & Project Management</u> (Open a file for each category of posts under this SBU)	
S.4/3/2	<u>Building Maintenance</u> (Open a file for each category of posts under this SBU)	
S.4/3/3	<u>Real Estate</u> (Open a file for each category of posts under this SBU)	
S.4/3/4	<u>EPWP</u> (Open a file for each category of posts under this SBU)	
S.4/3/5	<u>MEC Support Services</u> (Open a file for each category of posts under this SBU)	
S.4/3/6	<u>HOD Support Services</u> (Open a file for each category of posts under this SBU)	

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NUMBER	DESCRIPTION	DISPOSAL
S.4/3/7	<u>GITO</u> (Open a file for each category of posts under this SBU)	
S.4/3/8	<u>Corporate and Strategic HRM</u> (Open a file for each category of posts under this SBU)	
S.4/3/9	<u>Strategic Financing</u> (Open a file for each category of posts under this SBU)	
S.4/3/10	<u>Supply Chain Mangement</u> (Open a file for each category of posts under this SBU)	
S.4/3/11	<u>Strategic Management</u> (Open a file for each category of posts under this SBU)	
S.4/3/12	<u>Service Delivery Improvement (SDI)</u> (Open a file for each category of posts under this SBU)	
S.4/4	Security Clearance	
S.4/5	<u>Reports</u>	
S.4/5/1	Monthly	
S.4/5/2	Quarterly	

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S.5 HUMAN RESOURCE (HR) DEVELOPMENT

NUMBER	DESCRIPTION	DISPOSAL
S.5/P	Policy	
S.5/R	Routine enquiries	
S.5/1	<u>Bursaries</u> (Open a file for each successful candidate and file numerical)	
S.5/1/1	External applications	
S.5/1/2	Internal applications	
S.5/1/3	<u>Meetings</u>	
S.5/1/3/1	Arrangements	
S.5/1/3/2	Agenda and Minutes	
S.5/2	Adult Basic Educational Training	
S.5/3	Induction and Orientation courses	
S.5/4	Work Skills Plan	
S.5/5	<u>Work Programme Planning</u>	
S.5/5/1	Determination of training needs	
S.5/5/2	Reports and Statistics	
S.5/5/3	<u>Meetings</u>	
S.5/5/3/1	Arrangements	
S.5/5/3/2	Agenda and Minutes	
S.5/6	Training Aids – Instruments	
S.5/7	<u>Learnership</u> (Open a file for each learner and number consecutively)	
S.5/7/1	Applications	

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NUMBER	DESCRIPTION	DISPOSAL
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S.5/7/2	Reports and Statistics	
S.5/7/3	<u>Meetings</u>	
S.5/7/3/1	Arrangements	
S.5/7/3/2	Agenda and Minutes	
S.5/8	<u>Internship</u> (Open a file for each learner and number consecutively)	
S.5/8/1	Applications	
S.5/8/2	Reports and Statistics	
S.5/8/3	<u>Meetings</u>	
S.5/8/3/1	Arrangements	
S.5/8/3/2	Agenda and Minutes	
S.5/9	<u>Informal Training</u> (Open a file per course and file alphabetically)	
S.5/10	<u>Reports</u>	
S.5/10/1	Monthly	
S.5/10/2	Quarterly	

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S.6 PERSONNEL EVALUATION

NUMBER	DESCRIPTION	DISPOSAL
S.6/P	Policy	
S.6/R	Routine enquiries	
S.6/1	<u>Performance Management System</u>	
S.6/1/1	Pay Progression	
S.6/1/2	Awards	
S.6/1/3	Statistics and Reports	
S.6/2	<u>Performance Management Committee</u>	
S.6/2/1	Nomination of members	
S.6/2/2	<u>Meetings</u>	
S.6/2/2/1	Arrangements	
S.6/2/2/2	Agenda and Minutes	

S.7 STAFF MOVEMENTS

NUMBER	DESCRIPTION	DISPOSAL
S.7/P	Policy	
S.7/R	Routine enquiries	
S.7/1	<u>Transfers</u>	
S.7/1/1	Internal	
S.7/1/2	External	
S.7/2	Secondments	
S.7/3	Acting Arrangements	
S.7/4	<u>Meetings</u>	
S.7/4/1	Arrangements	
S.7/4/2	Agenda and Minutes	
S.7/5	<u>Reports</u>	
S.7/5/1	Monthly	
S.7/5/2	Quarterly	

S.8 STAFF CONTROL

NUMBER	DESCRIPTION	DISPOSAL
S.8/P	Policy	
S.8/R	Routine enquiries	
S.8/1	Remunerative Work outside the Public Service	
S.8/2	Financial disclosure of Officials	
S.8/3	Ex Officio Appointments	
S.8/4	Permission to receive gifts	
S.8/5	<u>Labour Relations</u>	
S.8/5/P	Policy	
S.8/5/R	Routine enquiries	
S.8/5/1	<u>Grievances</u>	
S.8/5/1/1	General matters	
S.8/5/1/2	Reports & Statistics	
S.8/5/2	<u>Misconducts</u>	
S.8/5/2/1	General matters	
S.8/5/2/2	Appeals	
S.8/5/2/3	Reports and Statistics	
S.8/5/3	<u>Industrial Actions</u>	
S.8/5/3/1	General matters	
S.8/5/3/2	Reports and Statistics	
S.8/6	<u>Labour Litigations</u>	
S.8/6/1	Conciliations	
S.8/6/2	Arbitrations	
S.8/6/3	Labour Court Cases	

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NUMBER	DESCRIPTION	DISPOSAL
S.8/7	<u>Collective Bargaining</u>	
S.8/7/1	<u>Coordinating Chamber of the PSCBC for Limpopo Province (CCPLP)</u>	
S.8/7/1/R	Routine enquiries	
S.8/7/1/1	Minutes	
S.8/7/2	<u>General Public Service Sectoral Bargaining Chamber (GPSSBC)</u>	
S.8/7/2/R	Routine enquiries	
S.8/7/2/1	Minutes	
S.8/7/3	<u>Departmental Forum</u>	
S.8/7/3/R	Routine enquiries	
S.8/7/3/1	Minutes	
S.8/7/4	<u>District Forum</u>	
S.8/7/4/R	Routine enquiries	
S.8/7/4/1	Minutes	
S.8/8	<u>Occupational Health and Safety (OHS)</u>	
S.8/8/P	Policy	
S.8/8/R	Routine enquiries	
S.8/8/1	Incidents Reports	
S.8/8/2	Inspection Reports	
S.8/8/3	Safety Representations and Committee Members	
S.8/8/4	<u>Safety Representation meetings</u>	
S.8/8/4/1	<u>Head Office</u>	
S.8/8/4/1/1	Arrangements	
S.8/8/4/1/2	Agenda and Minutes	
S.8/8/4/2	<u>Waterberg District</u>	
S.8/8/4/2/1	Arrangements	
S.8/8/4/2/2	Agenda and Minutes	
S.8/8/4/3	<u>Sekhukhune District</u>	
S.8/8/4/3/1	Arrangements	
S.8/8/4/3/2	Agenda and Minutes	

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NUMBER	DESCRIPTION	DISPOSAL
S.8/8/4/4	<u>Capricorn District</u>	
S.8/8/4/4/1	Arrangements	
S.8/8/4/4/2	Agenda and Minutes	
S.8/8/4/5	<u>Mopani District</u>	
S.8/8/4/5/1	Arrangements	
S.8/8/4/5/2	Agenda and Minutes	
S.8/8/4/6	<u>Vhembe District</u>	
S.8/8/4/6/1	Arrangements	
S.8/8/4/6/2	Agenda and Minutes	
S.8/9	<u>Employee Assistance Programme (EAP)</u>	
S.8/9/P	Policy	
S.8/9/R	Routine enquiries	
S.8/9/1	<u>Counseling</u> (Open a file for each case and number consecutively, including HIV/AIDS cases)	
S.8/9/2	Marketing of EAP	
S.8/9/3	Research on social problems	
S.8/9/4	Trauma Debriefing	
S.8/9/5	<u>Programmes</u> (Open a file for each programme and file consecutively)	
S.8/9/6	Capacity Building	
S.8/9/7	Evaluation and Quality Control	
S.8/9/8	<u>EAP meetings</u>	
S.8/9/8/1	Arrangements	
S.8/9/8/2	Agenda and Minutes	
S.8/10	<u>HIV/AIDS</u>	
S.8/10/P	Policy	
S.8/10/R	Routine enquiries and Complaints	

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NUMBER	DESCRIPTION	DISPOSAL
S.8/10/1	<u>Programmes</u> (Open a file for each programme and number consecutively)	
S.8/10/2	<u>Employee Wellness Advisory Committee</u>	
S.8/10/2/1	Application of Committee members	
S.8/11	<u>Social Wellness Programme (SWP)</u>	
S.8/11/P	Policy	
S.8/11/R	Routine enquiries	
S.8/11/1	<u>Programmes</u> (Open a file for each programme and file consecutively)	
S.8/11/2	<u>Meetings</u> (Provincial and National)	
S.8/11/2/1	Arrangements	
S.8/11/2/2	Agenda and Minutes	
S.8/12	<u>Meetings</u> (OHS, EAP, HIV/AIDS and SWP together)	
S.8/12/1	Arrangements	
S.8/12/2	Agenda and Minutes	
S.8/13	<u>Reports</u> (OHS, EAP, HIV/AIDS and SWP together)	
S.8/13/1	Monthly	
S.8/13/2	Quarterly	
S.8/14	<u>Employment Equity</u>	
S.8/14/P	Policy	
S.8/14/R	Routine enquiries	
S.8/14/1	Employment Equity Plan	
S.8/14/2	Statistics and Reports	
S.8/15	Disability Matters	

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S.9 TERMINATION OF SERVICE

NUMBER	DESCRIPTION	DISPOSAL
S.9/P	Policy	
S.9/R	Routine enquiries	
S.9/1	Abscondence	
S.9/2	Resignation	
S.9/3	<u>Discharge</u>	
S.9/3/1	Misconduct	
S.9/3/2	Ill-Health	
S.9/4	Severance Package	
S.9/5	Early retirement	
S.9/6	Normal retirement	
S.9/7	Death	
S.9/8	Exit Interviews	
S.9/9	<u>Reports</u>	
S.9/9/1	Monthly	
S.9/9/2	Quarterly	

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S.10 FINANCIAL MATTERS

NUMBER	DESCRIPTION	DISPOSAL
S.10/P	Policy	
S.10/R	Routine enquiries	
S.10/1	<u>Estimates</u> (Open a file for each financial year and number consecutively)	
S.10/2	<u>Salaries</u>	
S.10/2/R	Routine enquiries	
S.10/2/1	Adjustments	
S.10/2/2	<u>Payrolls</u> ((Open a file according to Annexure A, first the office number then a dash followed by the pay point number and put the unit description in brackets – e.g. for payrolls for Building in Head Office the file number will be 10/2/2/1 – 0700 (Buildings))	
S.10/3	<u>Deductions</u>	
S.10/3/1	Income Tax	
S.10/3/2	Insurance	
S.10/3/3	Housing Loans	
S.10/3/4	Medical Aid	
S.10/3/5	Pension	
S.10/4	<u>Allowances</u>	
S.10/4/R	Routine enquiries	
S.10/4/1	Overtime	
S.10/4/2	Acting Allowance	
S.10/5	PERSAL Matters	

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NUMBER	DESCRIPTION	DISPOSAL
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S.10/6	<u>Meetings</u>	
S.10/6/1	Arrangements	
S.10/6/2	Agenda and Minutes	

S.10/7	<u>Reports</u>	
S.10/7/1	Monthly	
S.10/7/2	Quarterly	

S.11 RECORDS MANAGEMENT

NUMBER	DESCRIPTION	DISPOSAL
S.11/R	Routine enquiries	
S.11/1	<u>Disposal/Transfer of Records</u>	
S.11/1/1	Applications for Disposal Authority	
S.11/1/2	Transfer lists for Archives Repositories	
S.11/1/3	Transfer certificates	
S.11/1/4	Destruction	
S.11/2	<u>Filing System</u>	
S.11/2/1	Compilation and Amendments	
S.11/2/2	Unclassified Correspondence (No correspondence may be filed permanently on this file. See par. 16 of the General Instructions)	

LIST OF SERIES OF SEPARATE CASE FILES

NUMBER	DESCRIPTION	DISPOSAL
S.P., Persal number	<u>Personal File</u> This file contains all confidential documents, e.g. letter of appointment and documents of merit/awards.	
S.L., Persal number	<u>Leave File</u> This file contains leave forms and correspondence relating to leave matters.	
S.F., Persal number	<u>Financial File</u> This file contains documents concerning salaries, allowances, performance bonus and notch increasements.	
S.PMS., Persal number	<u>Performance Management System File</u> This file contains documents regarding Performance Agreements, Progress Reviews and Final evaluation.	
S.H., Persal number	<u>Housing File</u> This file contains documents concerning approved state guarantee, transfer and housing matters as well as home owner allowances.	
S.A., Persal number	<u>Accident File</u> This file contains documents referring to accidents that happen on duty and more specifically where the Occupational Diseases and Injuries Act is applicable.	
S.WR., Persal number	<u>Workplace Relations File</u> This file contains documents related to labour disputes.	
S.D., Persal number	<u>Development File</u> This file contains documents related to skills audits, training courses attended and certificates obtained.	
S.DEBT., Persal number	<u>Debt File</u> This file contains documents related to debt, recovery of debts and writing off of debts.	

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NUMBER	DESCRIPTION	DISPOSAL
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S.PILAR., Persal number	<u>Ill-Health File</u> This file contains documents related to issues dealing with ill-health.	
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ANNEXURE A

PAY POINTS:

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