LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS

Ref: S.11/2/1

Enq: Beeslaar A

Date: 31 October 2012

Office of the MEC
Office of the Accounting Officer
Office of the Head of Department
Senior Management
Managers
Staff

IMPLEMENTATION OF THE 2012 VERSION STAFF FILE PLAN

1.   Kindly receive the 2012 amended file plan.

2.   The Provincial Archivist has approved the plan on 25 October 2012.

3.   The delay in implementation was caused by the Office of the Provincial Archivist to approve the amendments.

4.   This plan is applicable from 01 November 2012.

....   2/11/2012.
GENERAL MANAGER: CORPORATE SERVICES   ....
                                                                           DATE

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DEPARTMENT OF
SPORT, ARTS AND CULTURE
HEAD OFFICE

Ref   : 9/2/6/2/3
Enq   : Rasakanya N.M
Date : 25 October 2012
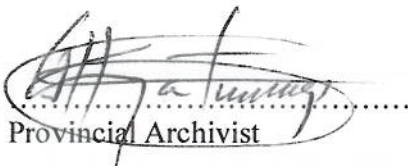
To   : The Head of Department
        Department of Public Works
        P/Bag X 9490
        Polokwane
        0700

Att   : Records Management Section

RE   : APPROVAL STAFF FILE PLAN: PUBLIC WORKS

1. The above matter refers.

2. It is a pleasure to inform you that the above mentioned File plan has been approved.

3. Should you meet any challenges on implementation of the File plan please contact the Provincial Archives at (015) 284-4045.

4. Your co-operation in ensuring responsible records management practice is appreciated.

Regards

....   2012/10/25
Provincial Archivist   Date

DEPARTMENT OF PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS

LIMPOPO PROVINCE

STAFF FILING SYSTEM

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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 <u>Head Office and District Offices (Cost Centres)</u> and it may not be applied to any other office without the prior permission of the Provincial Archivist (Limpopo).

2. REPORTING

All minor amendments and additions (the omission or insertion of an underlining) should be submitted regularly to the 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 Archivist before implementation.

3. CONTROL OF SYSTEM

Control of the filing system is assigned to the <u>Manager: Records Management</u>. No amendments and/or additions to the system may be made without the approval of this official. Further duties of this official comprise <u>inter alia</u> 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).

d) 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.

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. 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.

6. 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.

7. 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.

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 should be

opened according to notes in the system are not recorded in the Master Copy. <u>They should be recorded in a Register of Files Opened</u> (see par. 11). 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. 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.

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. 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).

12. 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

16. 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.

17. 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.

18. 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.

19. 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.

23. 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.

S.1 LEGISLATION

NUMBER	DESCRIPTION	DISPOSAL

S.1/P   Policy

S.1/R   Routine enquiries

S.1/1   Acts and Regulations

S.1/1/1   Public Service Act

S.1/1/1/1   Amendments

S.1/1/1/2   Interpretation and Legal Opinions

S.1/1/2   Public Service Regulations

S.1/1/2/1   Amendments

S.1/1/2/2   Interpretation and Legal Opinions

S.1/1/3   Public Service Commission Act

S.1/1/3/1   Amendments

S.1/1/3/2   Interpretation and Legal Opinions

S.1/1/4   Other Acts and Regulations
             (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   Codes

S.1/2/1   Code of Remuneration (CORE)

             (Open a file for each CORE and number
             consecutively)

S.2 HUMAN RESOURCE PLANNING

NUMBER	DESCRIPTION	DISPOSAL

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

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

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	Home Owner Allowance Scheme	
S.3/7/1	State guarantees	
S.3/7/2	Meetings	
S.3/7/2/1	Arrangements/Invitations	
S.3/7/2/2	Agenda and Minutes	
S.3/8	Technical Advisors (Open a file for each advisor and number consecutively)	
S.3/8/P	Policy	
S.3/8/1	General matters	
S.3/8/2	Meetings	
S.3/8/2/1	Arrangements/Invitations	
S.3/8/2/2	Agenda and Minutes	

NUMBER	DESCRIPTION	DISPOSAL
S.3/9	Congratulations, expressions of thanks	
S.3/10	Condolences and death cases	
S.3/11	Reports	
S.3/11/1	Monthly	
S.3/11/2	Quarterly	

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   Applications and Appointments
             (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   Infrastructure Planning and Design
             (Open a file for each category of posts
             under this SBU)

S.4/3/2   Construction Management
             (Open a file for each category of posts
             under this SBU)

S.4/3/3   Property and Facilities Management
             (Open a file for each category of posts
             under this SBU)

S.4/3/4   EPWP
             (Open a file for each category of posts
             under this SBU)

S.4/3/5   MEC Support Services
             (Open a file for each category of posts
             under this SBU)

S.4/3/6   HOD Support Services
             (Open a file for each category of posts
             under this SBU)

NUMBER	DESCRIPTION	DISPOSAL

S.4/3/7   Strategic Management
           (Open a file for each category of posts
           under this SBU)

S.4/3/8   Corporate and Strategic HRM
           (Open a file for each category of posts
           under this SBU)

S.4/3/9   Strategic Financing
           (Open a file for each category of posts
           under this SBU)

S.4/3/10   Supply Chain Management
           (Open a file for each category of posts
           under this SBU)

S.4/3/11   Other applications

S.4/4   Security Clearance

S.4/5   Reports
S.4/5/1   Monthly
S.4/5/2   Quarterly

S.5 TRAINING AND CAPACITY BUILDING

NUMBER	DESCRIPTION	DISPOSAL
S.5/P	Policy	
S.5/R	Routine enquiries	
S.5/1	Bursaries (Open a file for each successful candidate per academic year and file /alphabetically)	
S.5/1/1	External applications	
S.5/1/2	Internal applications	
S.5/1/3	Meetings	
S.5/1/3/1	Arrangements/Invitations	
S.5/1/3/2	Agenda and Minutes	
S.5/1/4	Reports and Statistics	
S.5/2	Adult Basic Educational Training	
S.5/2/R	Routine enquiries	
S.5/2/1	Meetings	
S.5/2/1/1	Arrangements/Invitation	
S.5/2/1/2	Agenda and minutes	
S.5/2/2	Reports and Statistics	
S.5/3	Induction and Orientation courses	
S.5/4	Work Skills Plan	
S.5/5	Work Programme Planning	
S.5/5/1	Formal Training	
S.5/5/1/1	Determination of training needs	
S.5/5/1/2	Reports and Statistics	

NUMBER	DESCRIPTION	DISPOSAL

Number	Description
S.5/5/1/3	Meetings
S.5/5/1/3/1	Arrangements/Invitations
S.5/5/1/3/2	Agenda and Minutes
S.5/5/2	Informal Training (Open a file per training and file alphabetically)
S.5/5/2/1	Reports and Statistics
S.5/5/3	Conference and Workshops (Open a file per conference/workshops and file alphabetically)
S.5/5/3/1	Reports and Statistics
S.5/6	Training Aids – Instruments
S.5/7	Learnership (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)
S.5/7/1	Applications (Open a file and file according to SBU)
S.5/7/2	Reports and Statistics
S.5/7/3	Meetings
S.5/7/3/1	Arrangements/Invitations
S.5/7/3/2	Agenda and Minutes
S.5/8	Internship (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)
S.5/8/1	Applications (Open a file and file according to SBU)

NUMBER	DESCRIPTION	DISPOSAL

S.5/8/2   Reports and Statistics

S.5/8/3   <u>Meetings</u>

S.5/8/3/1   Arrangements/Invitations

S.5/8/3/2   Agenda and Minutes

S.5/9   <u>Experiential Training</u>
(Open a file per learner and file alphabetical)

S.5/9/1   Applications

S.5/9/2   Reports and Statistics

S.5/10   <u>National Youth Service</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)

S.5/10/1   Training matters

S.5/11   <u>HRD Unit meetings</u>

S.5/11/1   Arrangements/Invitations

S.5/11/2   Agenda and Minutes

S.5/12   <u>Reports</u>

S.5/12/1   Monthly

S.5/12/2   Quarterly

S.5/12/3   Annual

S.6   PERSONNEL EVALUATION

NUMBER	DESCRIPTION	DISPOSAL

S.6/P   Policy

S.6/R   Routine enquiries

S.6/1   Performance Management System

S.6/1/1   Pay Progression

S.6/1/2   Performance Bonus

S.6/1/3   Statistics and Reports

S.6/2   Performance Management Committee

S.6/2/1   Nomination of members

S.6/2/2   Meetings

S.6/2/2/1   Arrangements/Invitations

S.6/2/2/2   Agenda and Minutes

S.6/3   Probation Management

S.7 STAFF MOVEMENTS

NUMBER	DESCRIPTION	DISPOSAL

S.7/P   Policy

S.7/R   Routine enquiries

S.7/1   Transfers

S.7/1/1   Internal

S.7/1/2   External

S.7/2   Secondments

S.7/3   Acting Arrangements

S.7/4   Meetings

S.7/4/1   Arrangements/Invitations

S.7/4/2   Agenda and Minutes

S.7/5   Reports

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	Labour Relations	
S.8/5/P	Policy	
S.8/5/R	Routine enquiries	
S.8/5/1	Grievances	
S.8/5/1/1	General matters	
S.8/5/1/2	Reports & Statistics	
S.8/5/2	Misconducts	
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	Industrial Actions	
S.8/5/3/1	General matters	
S.8/5/3/2	Reports and Statistics	
S.8/5/4	Establishment of a committee	
S.8/5/5	Public Services Commission Statistics	

NUMBER	DESCRIPTION	DISPOSAL

S.8/6	<u>Labour Litigations</u>	
S.8/6/1	Conciliations	
S.8/6/2	Arbitrations	
S.8/6/3	Labour Court Cases	
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 Labour Forum</u>	
S.8/7/3/1	<u>Head Office</u>	
S.8/7/3/1/R	Routine enquiries	
S.8/7/3/1/1	Minutes	
S.8/7/3/2	<u>District Labour Forum</u>	
S.8/7/3/2/1	<u>Capricorn</u>	
S.8/7/3/2/1/R	Routine enquiries	
S.8/7/3/2/1/1	Minutes	
S.8/7/3/2/2	<u>Mopani</u>	
S.8/7/3/2/2/R	Routine enquiries	
S.8/7/3/2/2/1	Minutes	
S.8/7/3/2/3	<u>Sekhukhune</u>	
S.8/7/3/2/3/R	Routine enquiries	
S.8/7/3/2/3/1	Minutes	
S.8/7/3/2/4	<u>Vhembe</u>	
S.8/7/3/2/4/R	Routine enquiries	
S.8/7/3/2/4/1	Minutes	

NUMBER	DESCRIPTION	DISPOSAL

S.8/7/3/2/5	Waterberg	
S.8/7/3/2/5/R	Routine enquiries	
S.8/7/3/2/5/1	Minutes	
S.8/8	Occupational Health and Safety (OHS)	
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	Safety Representation meetings	
S.8/8/4/1	Head Office	
S.8/8/4/1/1	Arrangements	
S.8/8/4/1/2	Agenda and Minutes	
S.8/8/4/2	Waterberg District	
S.8/8/4/2/1	Arrangements	
S.8/8/4/2/2	Agenda and Minutes	
S.8/8/4/3	Sekhukhune District	
S.8/8/4/3/1	Arrangements	
S.8/8/4/3/2	Agenda and Minutes	
S.8/8/4/4	Capricorn District	
S.8/8/4/4/1	Arrangements	
S.8/8/4/4/2	Agenda and Minutes	
S.8/8/4/5	Mopani District	
S.8/8/4/5/1	Arrangements	
S.8/8/4/5/2	Agenda and Minutes	
S.8/8/4/6	Vhembe District	
S.8/8/4/6/1	Arrangements	
S.8/8/4/6/2	Agenda and Minutes	

NUMBER	DESCRIPTION	DISPOSAL

S.8/9   <u>Employee Assistance Programme</u> (EAP)

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

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</u> (SWP)

S.8/11/P   Policy

S.8/11/R   Routine enquiries

NUMBER	DESCRIPTION	DISPOSAL
S.8/11/1	Programmes (Open a file for each programme and file consecutively)	
S.8/11/2	Meetings (Provincial and National)	
S.8/11/2/1	Arrangements	
S.8/11/2/2	Agenda and Minutes	
S.8/12	Meetings (OHS, EAP, HIV/AIDS and SWP together)	
S.8/12/1	Arrangements	
S.8/12/2	Agenda and Minutes	
S.8/13	Reports (OHS, EAP, HIV/AIDS and SWP together)	
S.8/13/1	Monthly	
S.8/13/2	Quarterly	
S.8/14	Employment Equity	
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	

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   Discharge

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   Reports

S.9/9/1   Monthly

S.9/9/2   Quarterly

S.10 FINANCIAL MATTERS

NUMBER	DESCRIPTION	DISPOSAL
S.10/P	Policy	
S.10/R	Routine enquiries	
S.10/1	Estimates (Open a file for each financial year and number consecutively)	
S.10/2	Salaries	
S.10/2/R	Routine enquiries	
S.10/2/1	Adjustments	
S.10/2/1/1	Automated Clearing Bureau (ACB) Limits	
S.10/2/1/2	Salary adjustments	
S.10/2/2	Payrolls ((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.10/2/3	Remuneration packages	
S.10/2/3/1	Occupational Specific Dispensation (OSD)	
S.10/2/3/2	Other	
S.10/2/4	Appointment of pay point managers	
S.10/3	Deductions	
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.10/3/6	Garnishee orders	
S.10/3/6/1	General correspondence	

NUMBER	DESCRIPTION	DISPOSAL
S.10/4	Allowances	
S.10/4/R	Routine enquiries	
S.10/4/1	Overtime	
S.10/4/2	Acting Allowance	
S.10/4/3	Camping allowances	
S.10/4/4	Other allowances	
S.10/5	PERSAL Matters	
S.10/6	Meetings	
S.10/6/1	Arrangements	
S.10/6/2	Agenda and Minutes	
S.10/7	Reports	
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	Disposal/Transfer of Records	
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	Filing System	
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	**Personal File** This file contains all confidential documents, e.g. letter of appointment and documents of merit/awards.	
S.L., Persal number	**Leave File** This file contains leave forms and correspondence relating to leave matters.	
S.F., Persal number	**Financial File** This file contains documents concerning salaries, allowances, performance bonus and notch increasements.	
S.PMS., Persal number	**Performance Management System File** This file contains documents regarding Performance Agreements, Progress Reviews and Final evaluation.	
S.H., Persal number	**Housing File** This file contains documents concerning approved state guarantee, transfer and housing matters as well as home owner allowances.	
S.A., Persal number	**Accident File** 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	**Workplace Relations File** This file contains documents related to labour disputes.	
S.D., Persal number	**Development File** This file contains documents related to skills audits, training courses attended and certificates obtained.	
S.DEBT., Persal number	**Debt File** This file contains documents related to debt, recovery of debts and writing off of debts.	

NUMBER	DESCRIPTION	DISPOSAL

S.PILAR., Persal number

Ill-Health File
This file contains documents related to issues dealing with ill-health.

S.GO., Persal number

Garnishing Orders
This file contains documents related to issues dealing with garnishing orders.

PAY POINTS:

Office number	Name of office	Pay point number	Description
1	Head Office	001000	Department of Public Works: HOD
1	Head Office	001001	Head of Department : Support
1	Head Office	001002	Member of the Executive Council
1	Head Office	001003	MEC Support
1	Head Office	001004	Financial Accounting
1	Head Office	001005	Management Accounting
1	Head Office	002000	Expanded Public Works Programme
1	Head Office	002100	EPWP Planning & Support
1	Head Office	002200	EPWP : Monitoring
1	Head Office	002201	EPWP Innovation and Empowerment
1	Head Office	002300	Strategic Management
1	Head Office	004400	Maintenance Management
1	Head Office	004500	Construction Management
1	Head Office	004800	Health and Social Development Infrastructure
1	Head Office	004900	Education Infrastructure
1	Head Office	005300	Public Works & other Departments
1	Head Office	005400	Land Management
1	Head Office	005500	Lease and Municipal Services
1	Head Office	005600	Strategic Planning
1	Head Office	005700	Monitoring and Evaluation
1	Head Office	006000	Property and Facilities Management
1	Head Office	007000	Auxiliary and Records Management
1	Head Office	007500	HR Development
1	Head Office	007510	Facilities Services
1	Head Office	007700	HR Services
1	Head Office	007800	Employee Health and Wellness
1	Head Office	008000	Finance
1	Head Office	008400	Demand and Acquisition Management
1	Head Office	008610	Corporate Governance and Risk Management
1	Head Office	008700	Logistics & Asset Management
1	Head Office	009000	Corporate Services
1	Head Office	010000	Information Communication and Technology
1	Head Office	020000	Communication & Stakeholder Management
2	Waterberg	007024	Modimolle Stores
2	Waterberg	007026	Mokopane Stores

Office number	Name of office	Pay point number	Description
2	Waterberg	007027	Thabazimbi Stores
2	Waterberg	007028	Lephalale Stores
2	Waterberg	007030	Corporate Services
2	Waterberg	007037	Infrastructure Development
2	Waterberg	332000	Maintenance
2	Waterberg	332110	Modimolle Cost Centre : Maintenance
2	Waterberg	332120	Lephalale Cost Centre : Maintenance
2	Waterberg	332130	Thabazimbi Cost Centre : Maintenance
2	Waterberg	332400	Property Management
2	Waterberg	332500	Monitoring and Stakeholder Management
2	Waterberg	332600	Finance
2	Waterberg	342110	Mokopane Cost Centre : Maintenance
2	Waterberg	342120	Bakenberg Cost Centre : Maintenance
3	Capricorn	007057	Polokwane Stores
3	Capricorn	007060	Corporate Services
3	Capricorn	007063	Infrastructure Development
3	Capricorn	007064	Prestige Accommodation
3	Capricorn	007065	Thabamoopo Stores
3	Capricorn	372000	Maintenance
3	Capricorn	372110	Polokwane Cost Centre : Maintenance
3	Capricorn	372120	Bochum Cost Centre : Maintenance
3	Capricorn	372130	Mankweng Cost Centre : Maintenance
3	Capricorn	372140	Matoks Cost Centre : Maintenance
3	Capricorn	372160	Thabamoopo Cost Centre : Maintenance
3	Capricorn	372400	Property Management
3	Capricorn	372500	Monitoring & Stakeholder Management
3	Capricorn	372600	Finance
4	Vhembe	007002	Department of Public Works
4	Vhembe	007003	Infrastructure Development
4	Vhembe	007005	Dzanani Stores
4	Vhembe	007006	Thohoyandou Stores
4	Vhembe	007007	Makhado Stores
4	Vhembe	007008	Malamulele Stores
4	Vhembe	007009	Hlanganani Stores
4	Vhembe	007010	Corporate Services
4	Vhembe	312000	Maintenance
4	Vhembe	312110	Mutale Cost Centre : Maintenance

Office number	Name of office	Pay point number	Description
4	Vhembe	312120	Dzanani Cost Centre : Maintenance
4	Vhembe	312130	Makhado Cost Centre : Maintenance
4	Vhembe	312140	Thohoyandou Cost Centre : Maintenance
4	Vhembe	312150	Thohoyandou 2 Cost Centre : Maintenance
4	Vhembe	312160	Hlanganani Cost Centre : Maintenance
4	Vhembe	312170	Malamulele Cost Centre : Maintenance
4	Vhembe	312400	Property Management
4	Vhembe	312600	Finance
4	Vhembe	312610	Division : Bids Administration
4	Vhembe	312620	Division : Assets inventory and warehousing
5	Mopani	007014	Giyani Stores
5	Mopani	007016	Tzaneen Stores
5	Mopani	007017	Phalaborwa Stores
5	Mopani	007018	Naphuno Stores
5	Mopani	007020	Corporate Services
5	Mopani	322000	Maintenance
5	Mopani	322110	Giyani Cost Centre : Maintenance
5	Mopani	322120	Sekgosese Cost Centre
5	Mopani	322130	Naphuno Cost Centre : Maintenance
5	Mopani	322140	Tzaneen Cost Centre : Maintenance
5	Mopani	322150	Phalaborwa Cost Centre : Maintenance
5	Mopani	322400	Property Management
5	Mopani	322600	Finance
6	Sekhukhune	007033	Infrastructure Development
6	Sekhukhune	007040	Corporate Services
6	Sekhukhune	352110	Nebo Cost Centre : Maintenance
6	Sekhukhune	352120	Ephraim Mogale Cost Centre : Maintenance
6	Sekhukhune	352130	Tubatse Cost Centre : Maintenance
6	Sekhukhune	352400	Propertry Management
6	Sekhukhune	352500	Monitoring and Stakeholder Management
6	Sekhukhune	352600	Finance
6	Sekhukhune	352622	Nebo Stores
6	Sekhukhune	352623	Tubatse Stores