

UMZIMVUBU LOCAL MUNICIPALITY



UMZIMVUBU
— LOCAL MUNICIPALITY —

GENERAL FILING SYSTEM

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A. GENERAL INSTRUCTIONS

1. NAME OF OFFICE

This file plan is for the use of **Umzimvubu Local Municipality** and it may not be applied to any other office without the prior permission of the Eastern Cape Provincial Archivist.

2. REPORTING

All amendments and additions (the omission of insertion of an underlining is an amendment as well) should be submitted regularly to the Eastern Cape Provincial Archivist for notification and formal approval. In case where the amendments/additions are circulated by means of circulars, it will be sufficient if a copy therefore is forwarded to the Provincial Archivist. For easy reference and effective control the notification should be numbered each year starting at number one, e.g. 1/2000..., 2/2001..., etc.

It is advisable that in cases where major amendments and/or additions are required, the prior approval for the amendment be obtained from the Eastern Cape Provincial Archivist before any new files are opened. (For unclassified correspondence see par. 16 of these instructions.)

3. CONTROL OF THE FILE PLAN

Control of the file plan is assigned to the Records Manager of the Municipality. No amendments and/or additions to the file plan may be made without the approval of the Provincial Archivist. The duties of the Records Manager **inter-alia** the following:

- a) He/she must scrutinize the office daily file regularly to ensure that all correspondence is dealt with the correct files.
- b) He/she must ensure that paragraphs 4 and 4 of the instructions are strictly adhered to by scrutinizing the relevant files regularly to ensure that they are used correctly.
- c) He/she must keep the master copy up to date. (See also par 16.)
- d) The efficiency of the file plan should be examined regularly to ensure that the necessary amendments are provided. When new functions are acquired, new files should be created and where necessary, existing files should be

broken up or combined as the case may be. Parent files (i.e. headings which are subdivided but also used as files) should be examined regularly to prevent them from becoming general files and where necessary further sub-files should be created. NB – Such changes must be reported in terms of par.2 of these instructions.

- e) Particular attention should be paid to cases where correspondence is started on one file and where the emphasis then shift to another aspect in order to ensure that the matter is dealt with on the appropriate file.
- f) For duties i.e. the description on file covers and unclassified correspondence, see paragraphs 16 and 16 below.

(These duties should be included on the official's job description/performance agreement.)

4. ACCURATE FILING OF CORRESPONDENCE

All officials' conducting correspondence should be supplied with a copy of the file plan. Officials must ensure that they are conversant with the series with which they work and should ensure that all correspondence is dealt with on the correct file. Incorrect filing should be rectified immediately to ensure that permanently valuable documents are not destroyed and to prevent the retention of ephemeral documents.

5. POLICY FILES

Provision has been made for policy files. These files are identified by the symbol "P" as the last component of the reference number, e.g. 1/P, 1/1/P, etc. All matters concerning policy, rulings, instructions, procedures and directives, should be dealt with on these files to ensure easier reference. It must be noted that the term "instruction", as used above, indicates instructions regarding the work of a section and not instructions to officials. If a case arises before disposal authority has been issued on the file plan where a policy matter is decided on a subject file, the Records Manager should decide only, should be placed on the relevant policy file. Once disposal authority has been issued, a copy of a policy decision is taken on a D file; copies of all relevant documents should be placed on the relevant file. Where a bulky document, e.g. a report, contains a policy decision or ruling, only an extract of the relevant section of the report should be placed on the policy file.

Correspondence dealt with on policy files should be limited to that relating to the formulation and/ or revision of policy.

THE FOLLOWING CORRESPONDENCE SHOULD NOT BE PLACED ON POLICY FILES -

- (i) Enquiries regarding policy that do not result in the formulation of new policy or new amended interpretation of existing policy.
- (ii) Dealing with individual cases which do not result in the formulation of new policy or amendment to existing policy.
- (iii) Cases concerning a main or sub-series as a whole, but which is not policy matters, as well as individual aspects of the particular subject for which no file exists. In such cases suitable files should be opened.

6. ROUTINE ENQUIRIES

At appropriate places in the file plan files for routine enquiries have been provided. These files are identified by the symbol “R” as the last component of the reference number, e.g. 1/R, 1/1/R, etc. These files are for enquiries of a routine nature which require no further action subsequent to the reply. UNDER NO CIRCUMSTANCES MAY MATTERS OTHER THAN THE ROUTINE SUPPLY OF INFORMATION BE DEALT WITH ON THESE FILES.

7. REPORTS AND RETURNS

In the main series for reports and returns provision has been made only for those reports and returns which cannot be dealt with under the other main series. Where files for reports and returns have been provided in the other main series they are to be used only where the relevant report or return cannot be placed on a subject file under that main series.

8. ASPECTS OT SEPARATELY PROVIDED FOR

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

correspondence to justify creating a separate subject file, such a file must be provided for in the file plan.

9. MASTER COPY

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

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

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

10. REGISTER OF FILES OPENED

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

11. DESTRUCTION REGISTER

A register of closed **D** files should be drawn up as soon a disposal authority has been obtained. This register is divided into years, e.g. 2004, 2005, 2006, etc. When a file volume is closed, this reference number should be entered under the year in which it will be destroyed. A volume which is closed in 2002 and for which the disposal instruction is **D3**, therefore, will be entered under the year 2004. The register thus indicates which volumes are to be

destroyed in any particular year. The use of a loose-leaf binder is recommended as it is not possible to determine the number of pages needed per year beforehand. (For disposal see par. 18)

12. IMPLEMENTATION

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

13. OPENING OF FILES AND DESCRIPTION OF FILE COVERS

Files should be opened only when required. Care should be taken that the numbering and descriptions of the files, as indicated in the file plan, are strictly adhered to. In cases where file descriptions are too lengthy, certain components which do not form an essential part of the file description may be omitted.

Where, for instance, the complete file description reads as follows: Finance, Taxes, Land and Property Tax, Remission, the word Taxes may be omitted. Although certain components may be omitted, the title of the main series must always be given and the file description must be sufficiently comprehensive to describe the content of the file. In order to assist the registry staff, the Record Manager should indicate which components may be omitted in such cases. Titles should be printed in indelible ink. The dates of first and last correspondence as well as applicable disposal instructions when available should be indicated on the file cover. Worn covers should be replaced regularly.

14. UNDERLINED DESCRIPTIONS

All underlined descriptions indicate subject headings only. Subdivisions must be made under these subject descriptions but **NO FILE MAY BE OPENED FOR ANY UNDERLINED DESCRIPTION.**

15. EXPLANATIONS IN BRACKETS

The explanations in brackets under the subject headings of file descriptions are intended as a guide and should not be entered on file covers.

16. UNCLASSIFIED CORRESPONDENCE: PROCEDURE

When correspondence is received for which no file is provided, such correspondence should be dealt with provisionally on file 2/9/2/2 and application should then be made to the records manager on file 2/9/2/2 for approval of the opening of a suitable file.

Full information in respect to the nature of the correspondence, as well as recommendations regarding the placing and description of the file required, should be submitted. The Records Manager will submit the application to the Provincial Archivist to approval and as soon as approval is obtained, will inform all heads of components including district offices, whose file plan should then be amended accordingly. The correspondence on file 2/9/2/2 should then be transferred to the new file.

17. ANNEXURE FILE COVERS

An additional cover must be opened where necessary for storing bulky documentation which if filed would result in an inordinate increase in the volume of a file. No correspondence, may however be filed in such a cover.

The cover should be marked clearly with the correspondence file reference number and “Annexure File” written on the outside cover. Every document contained in the Annexure file should bear a cross-reference to the correspondence on which it was received.

18. DISPOSAL OF FILES

Once disposal authority has been issued disposal instructions are recorded opposite each file in the disposal column provided in the file plan. The disposal symbols indicate the following-

A20: Keep for transfer to the appropriate archives repository if a period of 20 years has elapsed since the end of the year in which the record came into existence.

D: Destroy (after the lapse of number of years which is indicated by the number following the letter D) after closure of the records.

The destruction of files qualifying for destruction should be done regularly, but at least once a year. The prescribed destruction certificate should be submitted to the Provincial Archivist.

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 which the wording “Closed, see volume ...” should be filed as the last item on the closed volume.

20. CLOSURE OF A20 FILES

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

- (a) The correspondence should be examined in order to correct any misfiling. A sheet of paper containing the words “Closed, see volume” is then filed as the last item in the volume.
- (b) Worn file covers should be replaced.
- (c) The files are then stored in boxes especially used for this purpose.

21. CASE FILES

Case files which form part of the subject classification are to be opened in accordance with the instructions appearing at the appropriate places in the system. For particulars concerning case files which do not form part of the subject

classification, see the list of series of separate case files at the end of the subject classification. (See also paragraph 16.)

22. SECRET FILES

Concerning secret files the following procedure should be followed:

- a) Secret files may be opened under any main series, sub-series of file description appearing in the master copy of this system. These files are distinguished from the ordinary files by the addition of a capital letter **S** to the reference number.
- b) Should a secret file be needed for a subject for which a suitable main series, sub-series or file description does not exist, an appropriate provision should be made and reported in the usual way to the Provincial Archivist. It is not necessary, however, to indicate that it is intended for secret correspondence.
- c) Secret files are not indicated as such in the master copy and are also not recorded in the register of files opened for ordinary files. A separate register of secret files opened should be kept along the same lines as set out in paragraph 16 of these instructions.
- d) Separate arrangements for the safe-keeping of secret files must be made and should not be incorporated as a part of these instructions.
- e) The disposal instruction for all secret files is A20 and they should be dealt with accordingly.

B. LIST OF MAIN SERIES

1. LEGISLATION AND LEGAL SERVICES
2. ORGANISATION AND MANAGEMENT
3. COUNCIL AND WARD MANAGEMENT
4. HUMAN RESOURCES MANAGEMENT
5. FINANCE
6. SUPPLY CHAIN AND TRANSPORT MANAGEMENT
7. REPORTS, STATISTICS AND SPEECHES
8. LAND, BUILDING AND HOUSING
9. PUBLICITY, INFORMATION AND HERALDRY
10. SOCIAL FUNCTIONS, EVENTS AND CELEBRATIONS
11. MEETINGS OF MUNICIPAL BODIES AND OTHER
ORGANISATIONS
12. LICENCES AND PERMITS
13. TOWN PLANNING AND INFRASTRUCTURE DEVELOPMENT
14. MUNICIPAL SERVICES

1. LEGISLATION AND LEGAL SERVICES

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
1/1	<u>Legislation</u>	
1/1/P	Policy	
1/1/R	Routine enquiries	
1/1/1	<u>National Legislation and Regulations</u>	
1/1/1/1	<u>Drafting, Amendment and Approval</u> (Open a file for each act and/or regulation and number consecutively)	
1/1/2	<u>Provincial Legislation and Regulations</u>	
1/1/2/1	<u>Drafting, Amendment and Approval</u> (Open a file for each act and/or regulation and number consecutively)	
1/1/3	<u>Council by Laws</u>	
1/1/3/1	<u>Drafting and Amendment</u> (Open a file for each by law and number consecutively)	
1/1/4	<u>Advertising, Objections and Publications</u> (Open a file for each act and/or regulation and number consecutively)	
1/1/5	<u>Submissions for Approval by Premier</u> (Open a file for each act and/or regulation and number consecutively)	
1/1/6	<u>Council Regulations</u>	
1/1/6/1	<u>Drafting and Amendment</u> (Representation for amendment are placed on the file hereunder) (Open a file for each by law and number consecutively)	
1/2	<u>Legal Services</u>	
1/2/P	Policy	
1/2/R	Routine enquiries	
1/2/1	<u>Litigations</u>	
1/2/1/1	Legal opinions/Procedures	
1/2/1/2	Appointment of Attorneys/Advocates and Judges	
1/2/1/3	<u>Against the Council</u> (Open a file for each claimant and number consecutively for each financial year e.g. 1/2/1/3/1-2013/2014)	
1/2/2	<u>Disputes</u>	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
1/2/2/1	<u>Civil</u> (Open a file for each civil case/dispute and number consecutively, all letters of demand, summons, attachment orders, warrant of execution appeals, recession of judgement should be file here)	
1/2/2/2	<u>Criminal</u> (Open a file for each criminal case and number consecutively, should be filed here)	
1/2/2/3	<u>Traffic Offence</u>	
1/2/2/3/1	<u>Payment of Fine</u>	
1/2/2/3/1/1	Prosecutions	
1/2/2/3/1/2	<u>Misuse/Damaging of Municipal Property</u> (All correspondence regarding theft, vandalism or misuse of movable and immovable property of the municipality)	
1/2/2/3/3	Illegal dumping	
1/2/2/3/4	Illegal advertising	
1/2/2/3/5	Illegal trading	
1/2/2/3/6	Illegal motor mechanic	
1/2/2/3/7	Public indecency/Prostitution	
1/3	<u>Contravention of</u>	
1/3/1	Building Regulations	
1/3/2	Health Regulations	
1/3/3	Water Regulations	
1/3/4	Electricity Regulations	
1/3/5	Business Regulations	

2. COUNCIL AND COUNCIL MATTERS

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
2/P	Policy	
2/R	Routine enquiries	
2/1	<u>Transfer of Powers and Functions</u>	
2/1/1	By National Government to Municipalities	
2/1/2	By Provincial Government to Municipalities	
2/1/3	By District Municipalities to Local Municipalities	
2/2	Surrendered Functions	
2/3	<u>Privatization and Outsourcing</u>	
2/3/P	Policy	
2/3/R	Routine enquiries	
2/4	Strategic and Operational Planning	
2/5	<u>Integrated Development Plan</u>	
2/5/1	Compilation Amendment and Approval	
2/5/2	Implementation of IDP	
2/5/3	Arrangement of Meetings	
2/6	<u>Public Participation</u>	
2/6/1	Arrangement of Imbizo/Lekgotla	
2/6/2	Batho Pele Programmes	
2/7	<u>Control and Work Methods/Procedures</u>	
2/7/1	Compiling of Procedures, Instructions, Directives	
2/8	<u>Delegation of Authority</u> (All correspondence regarding permanent and temporary delegations of authority should be filed respectively as shown below)	
2/8/P	Policy	
2/8/R	Routine enquiries	
2/8/1	<u>Delegation of Authority</u>	
2/8/1/1	By Premier	
2/8/1/2	By Minister and MEC Local Government	
2/8/1/3	By Heads of Department	
2/8/1/4	By Executive Mayor	
2/8/1/5	By Municipal Council	
2/8/1/6	By Municipal Manager	
2/9	<u>Record Management</u>	
2/9/P	Policy	
2/9/R	Routine enquiries	
2/9/1	Master Copies of Records Classification Systems	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
2/9/2	<u>File Plan</u>	
2/9/2/1	Compilation, Amendment, Approval and Implementation	
2/9/2/2	Unclassified Correspondence (See also par. 16 of the Instruction)	
2/9/3	<u>Records Control Schedule</u> Compilation, Amendment, Approval and Implementation	
2/9/4	<u>Disposal of Records</u>	
2/9/4/1	Request of Disposal Authority	
2/9/4/2	Destruction of Records	
2/9/4/3	Transfer to Archives/Centre	
2/9/2/4	Retention Schedules	
2/9/5	<u>Electronic Records Management</u>	
2/9/5/P	Formulation of Policy	
2/9/5/R	Routine enquiries	
2/9/5/1	Microfilming	
2/9/5/2	Data Capturing and Processing	
2/9/5/3	Inspection and Reports	
2/9/6	<u>Records Management Forum</u>	
2/9/6/1	Provincial Records Management Forums	
2/9/6/2	Provincial Registry Forum	
2/9/6/3	District Records Management Practitioners Forum (Arrangement of Meetings)	
2/10	<u>Security Services</u>	
2/10/P	Policy	
2/10/R	Routine enquiries	
2/10/1	<u>Security Forum and Committees</u>	
2/10/1/1	Arrangement of Meetings	
2/10/2	<u>Access Control</u>	
2/10/3	Application, Request and Issuing of Cards and Keys	
2/10/4	Investigation	
2/10/5	Inspection and Reports	

3. COUNCILLORS AND WARD MANAGEMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
3/1	<u>Establishment of Council</u>	
3/1/P	Policy	
3/1/R	Routine enquiries	
3/1/1	Election and By-Elections	
3/1/2	Appointment and Additional	
3/1/3	Resignation, Dismissals and Replacement	
3/1/4	Declaration of Gifts and Business Interest	
3/1/5	<u>Grievance and Compliance</u> (Open a file for each political party and number consecutively e.g. 3/1/5-COPE)	
3/2	<u>Remuneration of Councillors/Upper limits and Ward Committee Members</u>	
3/2/P	Policy	
3/2/R	Routine enquiries	
3/2/1	Concurrences/Approval by the MEC	
3/2/2	<u>Allowances and Benefits</u> (All correspondence regarding travelling, cell phones, petrol, housing and pension allowance paid to councillors should be filed here)	
3/3	<u>Meetings of Councillors</u>	
3/3/P	Policy	
3/3/R	Routine enquiries	
3/3/1	Application of Leave of Absence	
3/3/3	Tabling of Motions	
3/3/4	<u>Caucus Meeting</u> (Open a file for each political party and number consecutively e.g. 3/3/4-IFP)	
3/3/5	Questions by Council Members	
3/3/6	Circulating and Implementing of Outstanding Resolutions	
3/3/7	Compilation, Amendment and Approval of Standing Orders	
3/3/8	<u>Portfolio Committees</u> (Open a file for each portfolio committee and number consecutively)	
3/3/8/1	Invitations and Arrangement of Meetings	
¾	<u>Wards Management</u>	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
3/4/P	Policy	
3/4/R	Routine enquiries	
3/4/1	Establishment of Wards	
3/5	<u>Wards Committees</u>	
3/5/1	Election/Establishment of	
3/5/2	Public Participation	
3/5/3	Complaints/Grievance	
3/5/4	Dissolution of Council Committee/Board	
3/5/5	<u>Meeting of Wards Committee</u> (Open a file for each ward committee and file as per ward number)	

4. HUMAN RESOURCES MANAGEMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
4/1	<u>Creation and Establishment of Post</u>	
4/1/P	Policy	
4/1/R	Routine enquiries	
4/1/1	<u>Job Evaluation</u>	
4/1/1/1	<u>Evaluation of Positions</u> (All correspondences regarding amendments, additions, upgrading and approval of job descriptions and organogram should be filed here)	
4/1/1/2	Abolition and Freezing of Posts	
4/1/2	<u>Recruitment and Appointments</u>	
4/1/2/1	<u>Permanent employment</u> 1. These files should include all correspondence regarding the compilation and release of advertisements, selection of panels, determination of selection criteria, short listing, notification of candidates, arrangements and interview questions, proceedings, minutes and recommendations for approval of posts.) Applications should not be placed on correspondence files. 2. Open a file for each Department in the Municipality and number consecutively	
4/1/2/2	Contract Workers/Casual Workers	
4/1/2/3	Internship	
4/2	<u>Training and Skills Development</u>	
4/2/P	Policy	
4/2/R	Routine enquiries	
4/2/1	<u>Compiling and Designing</u>	
4/2/1/1	Skills Development Strategy	
4/2/1/2	Work Skills Plan/Annual Training Report	
4/2/2	<u>Training Committees</u>	
4/2/2/1	Arrangements and Invitations	
4/2/3	<u>Workshops and Seminars/Conference</u>	

4/2/3/1	Arrangements and Invitations	
REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
4/2/3/1/1	Councillors	
4/2/3/1/2	Executive Management/Section 56 Employees	
4/2/3/1/3	Municipal employees	
4/2/4	<u>Learning Programmes</u>	
4/2/4/P	Policy	
4/2/4/R	Routine enquiries	
4/2/4/1	<u>Arrangement and Invitations</u> (Open a file of each learning programme and number consecutively)	
4/3	<u>Allowances and Subsidies</u>	
4/3/P	Policy	
4/3/R	Routine enquiries	
4/3/1	<u>Payment of allowances</u> (for councillors see 3/2)	
4/3/1/1	Bonuses	
4/3/1/2	Long Service Allowance	
4/3/1/3	Housing and Rental	
4/3/1/4	Subsistence and Travelling	
4/3/1/5	Acting	
4/3/1/6	Temporary Accommodation	
4/3/1/7	Resettlement/Relocation	
4/3/1/8	Overtime/Standby	
4/3/1/9	Cell Phone	
4/3/1/10	Entertainment	
4/3/1/11	Car allowance	
4/3/2	<u>Statutory Deductions</u>	
4/3/2/1	UIF	
4/3/2/2	Income Tax	
4/3/2/3	Pension	
4/3/2/4	Insurance	
4/3/2/5	<u>Medical Aid</u> (Open a file for each medical aid and number consecutively e.g. Key Health, La Health, Bonitas, Hosmed)	
4/3/3	<u>Performance Assessment</u>	
4/3/P	Policy	
4/3/R	Routine enquiries	

4/3/3/1	Nomination for Merit Awards	
REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
4/3/3/2	Arrangement of Assessment Meeting	
4/3/3/3	<u>Performance Committee</u>	
4/3/3/3/1	Arrangement of Meetings	
4/3/3/3/2	Performance Appraisal	
4/3/3/4	<u>Employee Assistance Programme (EAP)</u>	
4/3/3/4/P	Policy	
4/3/3/4/R	Routine enquiries	
4/3/3/4/1	EAP Committee	
4/3/3/4/2	Arrangement of Meetings	
4/3/3/5	<u>Occupational Health and Safety</u>	
4/3/3/5/P	Policy	
4/3/3/5/R	Routine enquiries	
4/3/3/5/1	OHS Committee	
4/3/3/5/2	Arrangement of Meetings	
4/3/3/5/3	Drafting, Amendment and Approval of Workplace Risk Assessment Plan	
4/3/3/5/4	Inspection and Reports	
4/3/3/5/5	Awareness Campaigns	
4/4	<u>Basic Conditions of Employment</u>	
4/4/1	<u>Salaries</u>	
4/4/1/1	Salary Scales	
4/4/1/2	Service Bonus	
4/4/1/3	Overtime/Standby	
4/4/1/4	Leave and Relief Arrangements	
4/4/1/5	Uniforms and Protective Clothing	
4/4/1/6	Complaints about Working Conditions	
4/4/1/7	Office Hours of Work	
4/5	<u>Labour Relations</u>	
4/5/P	Policy	
4/5/R	Routine enquiries	
4/5/1	Salary Negotiations and Resolutions	
4/5/2	Bargaining Council	
4/5/3	Strikes and Picketing	
4/5/4	<u>Trade Unions</u> (All correspondence regarding launching of trade unions, meetings should be filed here,	

	Open a file for each union and number consecutively)	
REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
4/5/5	Releasing of shop stewards and member for union activities	
4/6	<u>Grievances and Disciplinary</u>	
4/6/P	Policy	
4/6/1	Routine enquiries	
4/6/2	Charges of Misconduct	
4/6/3	Procedure and Grievance Procedure	
4/7	<u>Termination of services</u>	
4/7/1	Termination of Services	
4/7/2	Resignation	
4/7/3	Early Retirement	
4/7/4	Dissolution of Post	
4/7/5	Dismissals	
4/7/6	Abscondments	

5. FINANCE

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
5/P	Policy	
5/R	Routine enquiries	
5/1	<u>Municipal Budget</u>	
5/1/1	<u>Compilation, Amendment, Approval</u> 1. All correspondence regarding submissions of estimates by different components/sections departments of municipal budget should be filed in here 2. Open a file for each financial year	
5/1/1/1	Transfer, Shifting and Virements of Fund	
5/1/2	<u>Public Participation</u> (All correspondence regarding invitation and participation of the public in the compilation, amendments and approval of municipal budget should be filed here)	
5/1/3	<u>Budget Committees</u>	
5/1/3/1	Arrangement of Meetings	
5/1/4	Compilation, Amendment and Approval of Financial Statements	
5/2	<u>Municipal Revenue/Funds</u>	
5/2/1	Refuse Removal	
5/2/2	Trading Licences	
5/2/4	Building Plans Submission Fees	
5/2/5	Cemeteries and Crematoriums	
5/2/6	Traffic Fines	
5/2/7	Learner's Licenses	
5/2/8	Driver's Licenses	
5/3	<u>Rental/Hire Fees</u>	
5/3/1	Land and Property	
5/3/2	Equipment and Machinery	
5/3/3	Halls	
5/3/4	Sports Grounds	
5/3/5	Open Spaces	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
5/4	<u>Grants and Subsidies</u> (Open a file for each type of a grant/subsidy received by municipality and number consecutively e.g. Tourism Grant, Housing Grant, MSIG, MIG, FMG, and LGSG)	
5/5	<u>District Municipality</u> (Open a file for each type of a grant/subsidy and number consecutively e.g. National Treasury, Provincial Treasury)	
5/6	<u>Grant and Subsidies for Land Development</u>	
5/6/1	Settlement/Land Acquisition	
5/6/2	Settlement Planning	
5/6/3	Determine Land Development Objectives	
5/7	<u>Donations</u>	
5/7/1	<u>Financial Institutions</u> (Open a file for each financial institution that donated and number consecutively)	
5/7/2	<u>International Organizations</u> (Open a file for each international institution/organization that donated to the municipality e.g. United Nations, Common Wealth, African Union)	
5/7/3	<u>Non-Governmental Organization</u> (Open a file for each non-governmental organization that donated to municipality)	
5/7/4	By the Council	
5/8	<u>Loans</u>	
5/8/P	Policy	
5/8/R	Routine enquiries	
5/8/1	Borrowing Powers/Authorities	
5/8/2	Application and Approval	
5/8/3	<u>Private Companies and Investors</u> (Open a file for each investment programmes granted by private companies)	
5/9	<u>Debtors</u> (Open a file for each debtor and number consecutively)	
5/9/1	Electricity	
5/9/2	Water	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
5/9/3	Cancellation/Write-off Bad Debts	
5/10	<u>Fines and Penalties</u>	
5/10/1	Pounds	
5/10/2	Library	
5/10/3	Services	
5/10/4	Licence	
5/11	<u>Banking and Withdrawal of Municipal Funds</u>	
5/11/1	<u>Delegation and Signing Powers</u> (All correspondences concerning written delegation of signing powers by Council, Municipal Manager, Chief Financial Officer to their subordinates should be filed here)	
5/11/2	Services and Cost Structures	
5/11/3	Application for Overdraft	
5/12	<u>Valuations</u>	
5/12/P	Policy	
5/12/R	Routine enquiries	
5/12/1	Appointment of Valuator/Appraiser	
5/12/2	Compilation and submission Valuation Rolls	
5/12/3	Valuation disputes/Objections	
5/12/4	<u>Appeal Board</u>	
5/12/4/1	Appointment of Members	
5/12/4/2	Appeals and Reviews	
5/12/5	Valuation Certificates	
5/13	<u>Insurance</u>	
5/13/1	Appointment of Brokers	
5/13/2	Vehicles	
5/13/3	Building and Equipment	
5/13/4	Cash in Transit	
5/13/5	Employees	
5/13/6	Councillors	
5/13/7	Section 57 Employees	
5/13/8	Library Material	
5/14	<u>Auditing</u>	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
5/14/1	<u>Internal Auditing</u> (All correspondence regarding the queries inspections, investigations and findings of the auditing conducted by internal auditing conducted internally i.e. by the Municipality Officials should be filed here)	
5/14/1/1	Submission of Internal Audit Report	
5/14/2	<u>External Auditing</u> (All correspondence regarding the queries inspections, investigations and findings of the auditing conducted by external officials e.g. Auditor General, Chartered Accountants should be filed here)	
5/14/2/1	Submission of Audit Reports	
5/15	<u>Taxation</u>	
5/15/P	Policy	
5/15/R	Routine enquiries	
5/15/1	<u>Submission of Tax Returns</u> (All correspondence regarding submission of tax returns from SARS, Statistics SA should be filed here)	
5/15/2	Issuing and Submission of Clearance Certificates	
5/16	<u>Rates and Tariffs</u>	
5/16/P	Policy	
5/16/R	Routine enquiries	
5/16/1	Determination of Rates and Tariffs	

6. SUPPLY CHAIN AND TRANSPORT MANAGEMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
6/1	<u>Supply Chain Management</u>	
6/1/P	Policy	
6/1/R	Routine enquiries	
6/1/1	<u>Bid and Contract Management</u>	
6/1/1/1	Appointment and termination of Bid Committee Members	
6/1/1/2	Declaration of Interest	
6/1/1/3	Invitation of Quotations/Proposals	
6/1/1/4	Approval and Awarding of Tenders and Contracts	
6/1/1/5	<u>Arrangement of Meetings</u> (All correspondence regarding arrangement of Specification Committee, Bid Committee and Bid Adjudication Committees should be filed here) NB (All copies of Tenders and Contracts should not be filed here)	
6/1/2	<u>Acquisition of Stores and Services</u>	
6/1/2/1	<u>Stores</u>	
6/1/2/1/1	Office Furniture and Equipment	
6/1/2/1/2	Stationery (including Printing Forms)	
6/1/2/1/3	Library Material	
6/1/2/1/4	Uniform/Protective Clothing	
6/1/2/1/5	Disposal of Redundant Stores/Assets	
6/1/2/1/6	Stock Taking	
6/1/2/2	<u>Services</u>	
6/1/2/2/1	<u>Postal Services</u> (All correspondence regarding management of Franking Machine, Post Bag, Courier and Bulk Mail)	
6/1/2/2/2	Catering	
6/1/2/2/3	Telephones	
6/1/2/2/4	Franking Machine	
6/1/2/2/5	Fax and Photocopying Machine	
6/1/2/2/6	Printing	
6/1/2/2/7	Security	
6/1/3	<u>Information Technology</u>	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
6/1/3/1	<u>Computer Accessories/Devices/Programmes</u> (All correspondence regarding the purchasing, installation, repair and maintenance of computer accessories, devices or programmes should be filed here)	
6/1/3/2	Communication Network Licences	
6/2	<u>Transport Management</u>	
6/2/P	Policy	
6/2/R	Routine enquiries	
6/2/1	<u>Municipal Vehicles</u> (Open a file for each vehicle and number according to registration number)	
6/2/1/1	Requisition and Allocation	
6/2/1/2	Licences and Registration	
6/2/1/3	Maintenance and Repairs	
6/2/1/4	<u>Auction Sale and Disposal of Vehicles</u> (All correspondence regarding the arrangement of Auction Sale and Disposal of Municipal Vehicles should be filed here)	
6/2/1/5	<u>Misuse of Municipal Vehicles</u> (All correspondence regarding theft, vandalism of misuse of movable and immovable property of the Municipality)	
6/2/1/6	Accident Reports of Vehicles	
6/2/2	<u>Asset Management</u>	
6/2/2/P	Policy	
6/2/2/1	Asset Verification	
6/2/2/2	Maintenance Plans	
6/2/2/3	Disposals	
6/2/3	<u>Accommodation and Travel Arrangements</u>	
6/2/3/1	<u>National Travelling</u> (All correspondence regarding proposals, recommendations and approval of national trips should be filed here)	
6/2/3/1/1	Approval of Journeys and Itineraries	
6/2/3/1/2	Bookings for Accommodation	
6/2/3/1/3	Flight Bookings	
6/2/3/1/4	Car Rental	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
6/2/3/2	<u>International Travelling</u> (All correspondence regarding proposals, recommendations and approval of international trips should be filed here)	

7. REPORTS, STATISTICS AND SPEECHES

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
7/1	Reports	
7/1/R	Routine enquiries	
7/1/1	<u>Submission of Reports</u> (All correspondence regarding submission of monthly, quarterly mid-term and annual reports should be filed here. NB Copies of reports should not be filed here because they are not correspondence)	
7/1/1/1	Financial report (Act 209 of 1993) (Submission of Income and Expenditure Reports/Statistics to Council for Approval)	
7/1/2	<u>Contribution and Distribution by</u>	
7/1/2/1	Council	
7/1/2/2	Council Committees	
7/1/2/3	Wards Committees	
7/1/2/4	Office of the Mayor	
7/1/2/5	Office of the Speaker	
7/1/2/6	Office of the Municipal Manager	
7/1/2/7	Directorate : Finance	
7/1/2/8	Directorate : Technical Services	
7/1/2/9	Directorate : Community Services	
7/1/2/10	Directorate : Corporate Services	
7/1/2/11	Directorate : Economic Development, Tourism & Agriculture	
7/1/2/12	South African Local Government Association (SALGA)	
7/1/2/13	Status Quo Reports (This report is submitted by outgoing or acting Municipal Manager to newly appointed Municipal Manager or Head of Department regarding the status or functioning of the Municipality during his/her term of office)	
7/1/2/14	<u>Chapter 9 Institutions</u>	
7/1/2/14/1	The Public Protector	
7/1/2/14/2	The Human Rights Commission	
7/1/2/14/3	The Commission for the Promotion and Protection of Rights of Cultural, Religious and Linguistic Communities	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
7/1/2/14/4	The Commission for Gender Equality	
7/1/2/14/5	The Auditor-General	
7/1/2/14/6	The Electoral Commission	
7/2	<u>Statistics</u>	
7/2/1	Building Plans	
7/2/3	Population Census	
7/2/4	Electricity	
7/2/5	Quarterly Labour Force Survey	
7/2/6	General Household Survey	
7/2/7	Domestic Tourism Survey	
7/3	<u>Speeches</u>	
7/3/R	Routine Enquiries	
7/3/1	State of the Nation Address	
7/3/2	State of the Nation Budget	
7/3/3	Provincial Address	
7/3/4	Mayors Budget Speech	

8. LAND, BUILDINGS AND HOUSING

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
8/1	<u>Municipal Buildings</u>	
8/1/P	Policy	
8/1/R	Routine enquiries	
8/1/1	<u>Acquisition</u> (Open a file for each building, land and number consecutively)	
8/1/1/1	Purchasing	
8/1/1/2	Renting and Leasing	
8/1/1/3	Expropriation	
8/1/2	<u>Construction of</u>	
8/1/2/1	Municipal Offices	
8/1/2/3	Application and Allocation of Houses	
8/1/2/4	Traffic Testing Grounds	
8/1/3	Request for Partitioning of Municipal Offices	
8/1/4	<u>Repair and maintenance of Municipal Buildings</u> (All correspondence regarding repair of roofs, walls, windows, floors, plumbing, electric lights, lifts, escalators, painting and cleaning inside the building should be filed here)	
8/2	<u>Land Administration</u>	
8/2/P	Policy	
8/2/R	Routine enquiries	
8/2/1	<u>Request for Land</u>	
8/2/1/1	<u>Buying and Selling</u> (Open a file for each land and number consecutively)	
8/2/1/2	Donating	
8/2/1/3	Expropriating	
8/2/1/4	Renting and Leasing	
8/2/1/5	Application for Mineral Rights (Prospecting)	
8/2/1/6	<u>Reservation of sites for</u>	
8/2/1/6/1	RDP Houses	
8/2/1/6/2	Shopping Mall/Centre	
8/2/1/6/3	Libraries	
8/2/1/6/4	Industrial Site	

8/2/1/6/5	Cemeteries and Crematoria's	
REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
8/2/1/6/6	Sanitation and Sewage	
8/2/1/6/7	Schools, Early Learning Centre	
8/2/1/6/8	Hospitals	
8/2/1/6/9	Sports and Recreation	
8/2/2	<u>Restitution of Land</u>	
8/2/2/P	Policy	
8/2/2/R	Routine enquiries	
8/2/2/1	<u>Land Claims</u> (All correspondence regarding the courts proceedings and the land involved should be filed here)	
8/2/3	<u>Landscaping</u> (All correspondence regarding planting of trees, grass, flowers and construction of retaining walls should be filed here)	
8/3	<u>Housing</u>	
8/3/P	Policy	
8/3/R	Routine enquiries	
8/3/1	<u>Construction Project</u> (Open a file per area and number consecutively)	
8/3/2	<u>Allocation of Houses</u>	
8/3/2/1	Request and Applications	
8/3/2/2	Waiting List and Allocations	
8/3/2/3	Public Complaints and Queries	
8/3/3	<u>Succession Disputes</u> (Open a file for each house and number consecutively)	
8/3/4	Repossession of Houses by Municipality	
8/3/5	Inspection and Repairs of house	
8/3/6	<u>Illegal Squatting and Slum Clearance</u>	
8/3/6/P	Policy	
8/3/6/R	Routine enquires	
8/3/6/1	Evictions and Re-settlements	

9. PUBLICITY, INFORMATION AND HERALDRY

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
9/1	<u>Publications</u>	
9/1/P	Policy	
9/1/R	Routine enquires	
9/1/1	<u>Municipal Publications</u>	
9/1/2	<u>Contribution to and Distribution</u>	
9/1/2/1	Newsletters	
9/1/2/2	Billboard/Lighted Signs/Posters/Notices	
9/1/3	<u>Publications by Other Bodies</u>	
9/1/3/1	Contribution in Article Writing	
9/2	<u>Publicity</u>	
9/2/P	Policy	
9/2/R	Routine enquiries	
9/2/1	<u>Media Communication</u>	
9/2/1/1	Invitation and Arrangement of Interviews	
9/2/1/2	<u>Press Statements and Releases</u> (All correspondence regarding media enquiries and responses between Municipality and media i.e. radio, television and newspapers should be filed here)	
9/2/1/3	<u>Advertisements</u>	
9/2/1/3/1	Media	
9/3	<u>Information</u>	
9/3/P	Policy	
9/3/R	Routine enquiries	
9/3/1	<u>Access to information</u>	
9/3/1/1	Requests, Denials and Appeals	
9/3/2	<u>Communication with and Supply of Information</u>	
9/3/2/1	<u>Provincial Departments</u> (Open a file for each Provincial Department according to Annexure A)	
9/3/2/2	<u>National Departments</u> (Open a file for each National Department and number consecutively)	
9/3/2/3	<u>Municipalities</u>	
9/3/2/3/1	<u>Local Municipalities</u>	

	(Open a file for each Local Municipality according to Annexure B)	
REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
9/3/2/3/2	<u>District Municipalities</u> (Open a file for each District Municipality according to Annexure C)	
9/3/2/4	<u>Public Entities/Chapter 9 Institutions</u> (Open a file for each statutory body and number consecutively e.g. Public Protector according to Annexure D)	
9/3/2/5	<u>International Organizations</u> (Open a file for each programme and number consecutively)	
9/4	<u>Heraldic Objects and Emblems</u>	
9/4/P	Policy	
9/4/R	Routine enquiries	
9/4/1	<u>Designing and Registering of Emblems</u>	
9/4/1/1	Mayoral Chain	
9/4/1/2	Municipal Flag	
9/4/1/3	Coat of Arms	
9/5	<u>Geographical Names</u>	
9/5/2/P	Policy	
9/5/2/R	Routine enquiries	
9/5/2/1	<u>Change of Names</u> (All correspondence regarding the submission of proposed names, approval and disputes over the change of geographic names should be filed here)	

10. SOCIAL FUNCTIONS, EVENTS AND CELEBRATIONS

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
10/1	<u>Arrangement of Municipal Functions</u>	
10/1/R	Routine enquiries	
10/1/1	Invitation and Arrangements	
10/1/2	Official opening/Handover of Buildings	
10/1/3	Official Funerals and Memorial Services	
10/2	<u>National Celebrations</u>	
10/2/P	Policy	
10/2/R	Routine enquiries	
10/2/1	<u>Invitation and Arrangements of</u> (Open a file for each commemorated day/ celebration and number consecutively e.g. Heritage Day, Arbor week etc.)	
10/3	<u>Provincial Celebrations</u> (Open a file for each celebration and number consecutively)	
10/4	<u>Local Celebrations</u> (Open a file for each celebration and number consecutively)	
10/5	<u>Arrangement of Festivals and Events</u>	
10/5/1	Mayoral Invitations and Functions	
10/5/2	Mayor's Imbizo	
10/5/3	Mayor's Entertainment	
10/5/4	Letter of Thanks, Congratulations and Condolences	
10/5/5	Awards to the Public	

11. MEETINGS OF MUNICIPAL BODIES AND OTHER INSTITUTIONS

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
11/1	<u>Composition and Meetings</u>	
11/1/P	Policy	
11/1/R	Routine enquiries	
11/1/1	<u>Municipal Bodies</u>	
11/1/1/1	<u>Invitation and Arrangements</u> (All correspondences regarding invitations/arrangements of meetings from these bodies should be filed respectively below)	
11/1/1/1/1	South African Local Government Bargaining Council	
11/1/1/1/2	District Municipalities	
11/1/1/1/3	Other Local Municipalities	
11/1/2	<u>National Departments and Organizations</u> (Open a file for each National Organization and number consecutively)	
11/1/3	<u>Provincial Departments and Organization</u> (Open a file for each Provincial Department/ Organization and number consecutively according to Annexure A)	
11/1/4	<u>District and Local Municipalities</u> (Open a file for each District and Local Municipality number consecutively according to Annexure B and C)	
11/1/5	<u>Traditional Leadership Institutions Local Departments and Organizations</u> (Open a file for each Traditional Institution and number consecutively)	
11/1/6	<u>Public Entities/Section 9 Institutions</u> (Open a file for each Statutory Bodies and number consecutively according to Annexure D)	
11/1/7	<u>Institutes</u> (Open a file for each Institute and number consecutively)	
11/1/8	<u>Boards and Councils</u> (Open a file for each Board/Council and number consecutively)	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
11/1/9	<u>Non-Governmental Bodies</u> (Open a file for each NGO and number consecutively)	
REF.NO	DESCRIPTION/SUBJECT	DISPOSAL
11/1/9/1	<u>Pension Funds</u> (Open a file for each Pension Fund and number consecutively e.g. MGF, MEPF, NFMW, SALA)	
11/1/10	<u>Committees/Task Teams/Forums</u> (Open a file for each and number consecutively)	
11/1/11	<u>Private Companies</u> (Open a file for each company and number consecutively)	

12. LICENCES AND PERMITS

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
12/1	<u>Licences</u>	
12/1/P	Policy	
12/1/R	Routine enquiries	
12/1/1	<u>Application and Issuing</u>	
12/1/1/1	By the Minister	
12/1/1/2	By Municipalities	
12/2	<u>Partnership with other Bodies</u>	
12/2/1	Transport Board	
12/2/2	Liquor Board	
12/2/3	Gambling Board	
12/3	<u>Types of Licences</u>	
12/3/1	<u>Trading Licences</u> (Open a file for each license and number consecutively e.g. Hawkers, Dairies, Fire-Arms, Aerodrome, SAMRO.)	
12/3/2	<u>Vehicle Licence</u>	
12/3/2/1	Issuing of Learners/Driver's License	
12/3/2/2	Registration of Vehicles	
12/3/3	<u>Occupational Licenses</u> (Open a file for each license and number consecutively e.g. Plumbers, Electricians)	
12/4	<u>Permits</u>	
12/4/P	Policy	
12/4/R	Routine enquiries	
12/4/1	Granting of Authority to Issue Permits	
12/4/2	Application, Issuing and Withdrawal	

13. TOWN PLANNING AND INFRASTRUCTURAL DEVELOPMENT

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
13/1	<u>Town Planning</u>	
13/1/P	Policy	
13/1/R	Routine enquiries	
13/1/1	<u>Demarcation of Boundaries</u>	
13/1/1/1	<u>Municipal Boundaries</u> (Open a file for each ward, local boundaries)	
13/1/1/2	Demarcation of Wards Boundaries	
13/1/1/3	Delimitation of Wards	
13/1/2	Appointment of Town Planners and Engineers and Land Surveyors	
13/1/3	Geological Survey	
13/1/4	Compilation Amendment and Approval of Structure and Developments Plans	
13/1/5	Compilation, Amendment and Approval of Town Planning Scheme	
13/1/6	<u>Establishment of Townships</u>	
13/1/6/P	Policy	
13/1/6/R	Routine enquiries	
13/1/7	<u>Townships</u> (Open a file for each new township and number consecutively)	
13/1/8	<u>Rezoning</u> (Open a file for each new rezoning and number consecutively)	
13/1/9	<u>Subdivision/Consolidation</u> <u>Within Municipal boundaries</u> (open a file for each town area and number consecutively)	
13/1/10	<u>Permission and Current Use</u> (Open a file for each area and number consecutively)	
13/1/11	<u>Registration of Servitudes</u> (open a file for each servitude and number consecutively)	
13/1/12	<u>Erection of Building/Building Restrictions</u> (Open a file for each area and number consecutively)	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
13/1/13	Encroachments	
13/2	<u>Demolition of Buildings</u> (For prosecution refer to 1/2/2/3/1/2)	
13/2/1	Rulings, Instructions, Applications and Approval	

14. MUNICIPAL SERVICES

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
14/1	<u>Supply of Indigent Services</u>	
14/1/1	Electricity	
14/1/2	Grants for Burials	
14/2	<u>Traffic Control Services</u>	
14/2/P	Policy	
14/2/R	Routine enquiries	
14/2/1	<u>Vehicle Control</u>	
14/2/1/1	Road Worthiness Testing	
14/2/1/2	Disposal of Abandoned Vehicles	
14/2/1/3	Impounding and Clamping Vehicles	
14/2/1/4	Provision of Road Signs	
14/3	<u>Control of traffic flow</u>	
14/3/1	Marches/Rallies/Cycle Races/Fun Runs/Walks and Use of Loud Speakers	
14/3/2	Abnormal Loads and Closure of Roads	
14/3/3	Speed Traps/Cameras	
14/3/4	Provision of Road Signs	
14/4	<u>Allocation of Parking</u>	
14/4/1	Public Parking	
14/4/2	Loading Zones	
14/5	<u>Control of live stock</u>	
14/5/P	Policy	
14/5/R	Routine enquiries	
14/5/1	Impounding of Live Stock	
14/5/2	Licensing and Immunization of Dogs/Cats	
14/5/3	<u>Fencing</u> (All correspondence regarding fencing of Provincial and Municipal roads and pounds should be filed here)	
14/6	<u>Health Services</u>	
14/6/P	Policy	
14/6/R	Routine enquiries	
14/6/1	Combating Spread and Diseases and Plagues	
14/6/2	Investigation/Research	
14/6/3	<u>Health Education Programme</u> (Open a file for each programme and number consecutively)	
14/7	<u>Environmental Protection</u>	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
14/7/P	Policy	
14/7/R	Routine enquiries	
14/7/1	<u>Inspections</u>	
14/7/1/1	Anti-Pollution Campaign	
14/7/1/2	Environmental Impact Assessments	
14/7/2	Marsh Area	
14/8	<u>Welfare and Disaster Management</u>	
14/8/P	Policy	
14/8/R	Routine enquiries	
14/8/1	<u>Provision of Housing and Protection of</u>	
14/8/1/1	Street Kids	
14/8/1/2	Senior Citizens/Old age	
14/8/1/3	Disabled People	
14/8/1/4	Victims of Domestic Violence	
14/8/1/5	HIV and AIDS Victims and Orphanage	
14/8/2	<u>Disaster Management</u>	
14/8/2/1	Investigations	
14/8/2/2	Declaration of Disaster Areas	
14/9	<u>Disaster Relief Fund</u>	
14/9/P	Policy	
14/9/R	Routine enquiries	
14/9/1	Donation to the Fund	
14/9/1/1	Request for Assistance from the Fund	
14/10	<u>Sports and Recreation</u>	
14/10/P	Policy	
14/10/R	Routine enquiries	
14/10/1	<u>Games and Events</u>	
14/10/1/1	<u>Games</u> (All correspondence regarding arrangement of games should be filed here)	
14/10/1/2	<u>Cultural/Religious Events</u> (All correspondence regarding cultural events should be filed here)	
14/11	<u>Tourism</u>	
14/11/P	Policy	
14/11/R	Routine enquiries	
14/11/1	Identification/Reconstruction of Heritage Sites	
14/11/2	Establishment of Heritage Information Centre's	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
14/11/3	Arrangements of Tours	
14/12	<u>Library</u>	
14/12/P	Policy	
14/12/R	Routine enquiries	
14/12/1	<u>Invitation and Arrangements</u> (All correspondence regarding invitations and arrangement of library programmes, selection displays and quarterly stakeholders meeting)	
14/12/2	<u>Management of Books and Publications</u>	
14/12/2/P	Policy	
14/12/2/R	Routine enquiries	
14/12/2/1	Purchase	
14/12/2/2	Donation	
14/12/2/3	Distributions/Dispatching/Transfer	
14/12/2/4	Disposal	
14/12/2/5	Operating of Depots	
14/13/P	Policy	
14/13/R	Routine enquiries	
14/13/2	Erection of Tombstones	
14/13/3	Indigent Burials	
14/14	<u>Management of Recreational Facilities</u>	
14/14/P	Policy	
14/14/R	Routine enquiries	
14/14/1	Booking and Leasing	
14/14/2	Complaints and Compliments	
14/15	<u>Waste Management/Sanitation</u>	
14/15/P	Policy	
14/15/R	Routine enquiries	
14/15/1	Collection and Recycling of Waste/Rubbish	
14/15/2	<u>Distribution of Overgrown Stands</u> (All correspondence from the community with regards to cleaning/clearing of overgrown stands and complaints)	
14/15/3	Maintenance of Dumping Sites	
14/15/4	<u>Sanitation</u>	
14/15/4/1	<u>Routine Enquiries/Complaints</u> (All correspondence on bucket systems and vacuum tanks must be filed here)	

REF. NO	DESCRIPTION/SUBJECT	DISPOSAL
14/15/4/2	<u>Sewer Pump Stations</u> (All correspondence with regards to pump stations must be filed here)	
14/16	<u>Supply of Electricity</u>	
14/16/P	Policy	
14/16/R	Routine enquiries	
14/16/1	Purchasing Eskom/Municipality	
14/16/2	Provision of Street Lights	
14/16/3	Complaints	
14/16/4	Interruption and Reconnection	
14/16/5	Supply Free Basic Services	
14/17	<u>Management of Water Services</u>	
14/17/P	Policy	
14/17/R	Routine enquiries	
14/17/1	<u>Sources</u>	
14/17/1/1	Application for Boreholes/Dams	
14/17/1/2	Installation and Maintenance of Water Pipes and Meters/Testing	
14/17/1/3	Restriction of Water Use	
14/17/1/4	Purification of Water	
14/17/1/5	Distribution of Water	
14/17/1/6	Purchasing of Water	
14/18	<u>Welfare</u>	
14/18/P	Policy	
14/18/R	Routine enquiries	
14/18/1	<u>Organisations</u> (All correspondence on welfare, registrations, applications – cakes sales, markets, jumble sales, street collections must be filed here)	

D. LIST OF SERIES OF CASE FILES

PERSONAL FILES

- SP** Contains correspondence or documents of an employee regarding his/her appointment, academic qualifications, CV, promotion, assessment, transfer, training, placement and issuing of testimonial and service certificates.
- SL** Contains correspondence or documents regarding leave application forms e.g. vacation, sick, maternity, family responsibility, study leave or special leave. All correspondences regarding leave queries should be filed here.
- SF** Contains correspondence of documents regarding financial issues of the employee e.g. salary advices, increments, subsidy allowance, housing allowance, car allowance, overnight accommodation, accommodation bookings, air transport bookings, Garnish orders monetary and merit awards.
- SLR** Contains correspondence or documents regarding misconduct, incapacity, grievances, investigations, disciplinary notices, written allegations against the employee, labour disputes between employer and employee, CCMA awards, labour court judgements and resolution of the bargaining council.
- SM** Contains correspondence or documents regarding job descriptions, work plans, personal development plans, quarterly reviews, reports of assessment committees, merit awards.

ERF/SITE: PLOT NUMBER

ONLY These are files that are opened for each house. Plot No: of property, initials, surname and ID number. Files are opened as per property. Correspondence will include estimates on the size and measurement of the site, sketch, house plan, inspector's comments on the property, copies of title deeds and permission to occupy/value the property.

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

ANNEXURE A

LIST OF PROVINCIAL DEPARTMENTS

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

ANNEXURE B

LIST OF METROS AND DISTRICT MUNICIPALITIES

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

ANNEXURE C

LIST OF LOCAL MUNICIPALITIES

AMATHOLE

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

CACADU

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

CHRIS HANI

1. LUKHANJI LOCAL MUNICIPALITY
2. ENGCOBO LOCAL MUNICIPALITY
3. EMALAHLENI LOCAL MUNICIPALITY
4. SAKHISIZWE LOCAL MUNICIPALITY
5. INKWANCA LOCAL MUNICIPALITY
6. INTSIKA YETHU LOCAL MUNICIPALITY

7. INXUBA YETHEMBA LOCAL MUNICIPALITY
8. TSOLWANA LOCAL MUNICIPALITY

JOE GQABI

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

ALFRED NZO

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

OR TAMBO

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

ANNEXURE D

PUBLIC ENTITIES

1. EAST LONDON INDUSTRIAL DEVELOPMENT ZONE - (**ELIDZ**)
2. EASTERN CAPE DEVELOPMENT CORPORATION - (**ECDC**)
3. EASTERN CAPE PROVINCIAL LEGISLATURE POLITICAL PARTY
FUND - (**ECPLPPF**)
4. EASTERN CAPE RURAL DEVELOPMENT AGENCY - (**ECRDA**)
5. EASTERN CAPE SOCIO ECONOMIC CONSULTATIVE COUNCIL -
(**ECSECC**)
6. EASTERN CAPE GAMBLING AND BETTING BOARD - (**ECGBB**)
7. EASTERN CAPE LIQOUR BOARD - (**ECLB**)
8. EASTERN CAPE PARKS AND TOURISM AGENCY - (**ECPTA**)
9. EASTERN CAPE PROVINCIAL ARTS AND CULTURE COUNCIL -
(**ECPACC**)

ANNEXURE E

Eastern Cape Provincial Archives and Records Services:

1. The Head: Mrs L Mtiki (Provincial Archivist)

Postal address: Department of Sports, Recreation, Arts and Culture

Private Bag X7486

KING WILLIAMS TOWN

5600

Street address: No. 5 Eales Street

KING WILLIAMS TOWN

5600

Tel: 043 604 4017 **Fax:** 043 642 2014

Cell: 078 529 6370

2. The Head: MTHATHA REPOSITORY

Street address: Corner York & Victoria Street

MTHATHA

Tel: 047 5313944

Fax: 047 5313944

3. The Head: PORT ELIZABETH REPOSITORY

Street address: No.1 De Villiers Street, North End

PORT ELIZABETH

Tel: 041 484 6467

Fax: 041 484 6451