Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

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MAIN FILING SYSTEM

INDEX

(a) General Instructions
(b) List of Main Series
(c) Numerical Classification

GENERAL INSTRUCTIONS TO MAIN FILING SYSTEM

NAME OF OFFICE

1. This filing system is for use by the Department of Local Government and Traditional Affairs. It may not be applicable to any other office without the prior approval of the Provincial Archivist: Eastern Cape Archives and Records Service.

REPORTING

2. All amendments and additions (the omission or insertion of an underlining is an amendment as well) should be submitted regularly to the Provincial Archives for notification and formal approval. In cases where the amendments/additions are circulated by means of circular minutes it will suffice if a copy thereof is forwarded to the Provincial Archives. For easy reference and effective control, the notifications should be numbered starting from one every year e.g., 1/2003, 2/2003 etc. It is advisable that cases where major amendments and/ or additions are required, the prior approval of the Provincial Archives Service should be obtained before any new files are opened. (For unclassified correspondence see paragraph 15 of these instructions. For secret files, see paragraph 21).

CONTROL OF SYSTEM

3. Control of the system is assigned to the Records Manager, Department of Cooperative Governance and Traditional Affairs. No amendments/additions to the system may be made without the approval of this officer. Further duties of this officer comprise inter-alia the following: -

(a) The scrutinising of the office daily file regularly to ensure that all correspondence is dealt with in the correct files.

(b) To ensure that paragraph 5 and 6 of the instructions are strictly adhered to by scrutinising the relevant files regularly to ascertain that they are used correctly.

(c) To keep the Master Copy up to date. (See also paragraph 8).

(d) The efficiency of the system should be regularly examined to ensure that the necessary amendments are provided. When new functions are acquired, new files should be created and when necessary existing files should be broken up or \ combined. 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.

(e) Attention should be paid to cases where correspondence starts on one file and where the emphasis then passes onto other aspects, that the matter be dealt with on the appropriate file.

(f) For duties regarding description on file covers and unclassified correspondence. See paragraph 12 and 15 hereunder. (These duties should be reflected on the relevant duty sheet).

ACCURATE FILING OF CORRESPONDENCE

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

POLICY FILES

5. 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 directions should be dealt with in 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. The Records Manager will decide in the event of disposal instructions not having been issued and a policy matter is decided on a project file, whether copies of the correspondence as a whole or a copy of the decision only should be placed on the relevant policy file. Once disposal authority has been issued, copies of the final decision taken on an A.20-file should be placed on the policy file with a cross-reference to the file on which the case was finalised. If a decision is taken on the D-file, copies of all relevant documents should be placed on the relevant file. Where a bulky document, e.g., a report, containing 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 policies that do not result in the formulating of new policy or the amended interpretation of existing policy.
(ii)   Dealing with individual cases which do not result in formulating new policy or amendments to existing policy.
(iii)   Cases concerning the main or sub-series, 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

ROUTINE ENQUIRIES

6. At appropriate places in the filing system files for routine enquiries have been provided. These files are enquiries of an ephemeral nature which require no further action subsequent matters be filed here.

REPORTS AND RETURNS

7. In the main series for reports and returns provision has been made for only 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 returns cannot be placed on a subject file under that main series.

MASTER COPY

8. 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 filed. No files 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 file which are opened according to notes in the system are not recorded in the Master Copy. The Records Manager must ensure that all amendments and/or additions are recorded in the Master Copy immediately.

REGISTER OF FILES OPENED

9. The purpose of this register is to keep a complete record of all files opened. A loose-leaf binder is recommended as it enables the insertion of extra pages which are usually required for case files which form part of the numerical classification. The register is maintained in the same form as the system and files are entered in the same consecutive order. An extra column should be provided opposite the file descriptions in which to note the date of opening (date of first document) next to the file title.

   The first page of the register should indicate the name of the office to which the system is applicable as well as the date of implementation.   (For secret files, see paragraph 21).

REGISTER OF FILES FOR DESTRUCTION

10. A register of closed D-files should be drawn up as soon as disposal instructions have been obtained. This register is divided into years, e.g., 2006, 2007, 2008 etc. Also "a volume which is closed in 2005 and for which the disposal instruction is D3 will therefore be entered under the year 2008, thus making it easily apparent which files are to be destroyed in any particular year. The use of a loose-leaf binder recommended as it is not possible to determine the number of pages needed per year beforehand. (For disposal see, paragraph 17 further on).

IMPLEMENTATION OF THE NEW SYSTEM

11. This system will be implemented on ----------------------and no correspondence may be dealt with thereafter on the files of the old system with the exception of the current case files. All old files should be closed on the day prior to the date of implementation. If necessary, case files should be renumbered to coincide with the new filing system.

OPENING OF FILES AND DESCRIPTION ON FILE COVERS

12. Files should be opened only when required. Care should be taken that the numbering and descriptions are not too lengthy, certain components which do not form an essential part of the heading may be omitted. Where, for instance, the complete heading read as follows: Publications and Publicity, Publications, Own Publications, Sale and Distributions, Free Distribution List. The following may be omitted: "publications" and "Sale and Distribution".

   Although certain components may be omitted, the title of the Main Series must always be given, and the heading must be sufficiently complete 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 should be printed in indelible ink. The dates of the 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.

UNDERLINED DESCRIPTIONS

13. All bold descriptions indicate subject headings only, subdivisions may be made under these subject descriptions BUT NO FILES MAY BE OPENED FOR ANY BOLD DESCRIPTIONS.

EXPLANATIONS IN BRACKETS

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

UNCLASSIFIED CORRESPONDENCE: PROCEDURE

15. a) When correspondence is received for which, no file is provided, such correspondence should be dealt with provisionally on the 8/1/8/1 (Daily File: Maintenance and Distribution). An application for amendments and additions should then be submitted to Head Office for approval for the opening of a suitable file. Full information in respect of the nature of the correspondence, as well as recommendations regarding the placing and description of the file required, should be submitted. As soon as approval for the opening of the new file is obtained, all regional/sub changes accordingly. The correspondence on file 8/1/8/1 should then be transferred to the new file.

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

ANNEXURE FILES

16. Additional covers should be kept for storing bulky literature, etc., which would   otherwise result in correspondence files becoming too thick. No correspondence, however, may be dealt with in these files. The cover should be clearly marked with the correspondence file reference number and "Annexure File" written on the outside cover. Every document contained in the Annex file should bear a cross-reference to the relative correspondence on which it was received.

DISPOSAL OF FILES

17. Once disposal authority has been issued such instructions are reflected opposite each file in the disposal column provided in the system. The disposal symbols indicate the following:

A.20 = Keep for eventual transfer to the appropriate archive's depot.

D = Destroy after the lapse of number of years which is indicated by the number following the letter D.

Files should be disposed of regularly, but at least once a year. The prescribed disposal certificate should be submitted to the Provincial Archives Service.

In the case of file volumes not closed, but containing correspondence which may be destroyed, such correspondence may be removed and destroyed. The date on the file cover denoting the date of the first document on the file, should then be amended accordingly.

THICKNESS OF FILES

18. Files should not exceed 3cm in thickness. On reaching this thickness a file should be closed and a new cover marked "Volume 2" should be opened. A sheet of paper with the wording "Closed see Volume 2" should be filed as the last item on the closed volume "Volume 1" should be indicated on the first volume only when Volume 2 is opened.

CLOSURE OF IMPORTANT FILES

19. The following procedure should be followed when A.20 files closed:

(a) Every page of the correspondence should be scrutinised for misfilings. A note with the words "Closed - continue in Volume....' must be written on the closed file and placed on the correspondence.

(b) Worn file covers should be placed.

(c) The files are then placed and stored in cartons especially used for this purpose.

CASE FILES

20. Case files which form part of the system are to be opened in accordance with the instructions appearing at the appropriate places in the system. For particulars regarding case files which do not form part of the system, see the LIST OF SERIES OF SEPARATE CASE FILES at the end of the numerical classification. (See also paragraph 8).

SECRET FILES

21. Regarding secret files the following procedure should be followed:

(a) Secret files may be opened for any main series, sub-series or file 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 existing reference number.

(b) Should a secret file be needed for a subject for which a suitable main series, sub-series or file does not exist, an appropriate heading should be provided and should be reported in the usual way to the Deputy-Director: Provincial Archives. It is not necessary, however, to indicate when the addition is reported, 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 for ordinary files. A separate Register of Secret Files opened, on the same lines as set out in paragraph 9 of these instructions, should however, be kept.

(d) Separate arrangements for the safekeeping of secret files should be made and should be incorporated as a part of these instructions.

(e) The disposal instruction for all secret files is A.20 and they should be dealt with accordingly.

LIST OF MAIN SERIES

1.	STATUTORY AND REGULATORY FRAMEWORK
2.	ORGANISATION AND CONTROL
3.	HUMAN RESOURCES MANAGEMENT
4.	FINANCIAL MANAGEMENT
5.	SUPPLY CHAIN MANAGEMENT
6.	FACILITIES MANAGEMENT
7.	TRAVEL AND TRANSPORT SERVICES
8.	INFORMATION SERVICES
9.	COMMUNICATIONS
10.	LEGAL SERVICES
11.	ATTENDING AND HOSTING GATHERINGS
12.	MUNICIPAL GOVERNANCE
13.	MUNICIPAL DEVELOPMENT AND PLANNING
14.	MUNICIPAL LOCAL ECONOMIC DEVELOPMENT FACILITATION
15.	MUNICIPAL INFRASTRUCTURE, DISASTERMANAGEMENT AND FREE BASIC SERVICES
16.	TRADITIONAL AFFAIRS

MAIN FILING SYSTEM

1. STATUTORY AND REGULATORY FRAMEWORK

(This main series has to do with all functions relating to the Constitution, National legislation, Eastern Cape Government legislation, international laws, and Conventions.)

FILE NO.	SUBJECT	DISPOSAL
1/1	**National Constitutional Framework**	
1/1/P	Policy	
1/1/R	Routine Enquiries	
1/1/1	Constitution of the Republic of South Africa	
1/1/1/1	Amendments	
1/1/1/2	Interpretation and legal opinions	
1/2	**International Legislation**	
1/2/P	Policy	
1/2/R	Routine Enquiries	
1/2/1	Name of International Law or Convention	
1/2/1/1	Amendments	
1/2/1/2	Interpretation and legal opinions	
1/3	**National Legislation**	
1/3/P	Policy (Includes Green and White Paper)	
1/3/R	Routine Enquiries	
1/3/1	Bill / Act (Including amendment legislation)	
1/3/1/1	Title of Bill or Act (Open a file for every Act/Bill e.g., 1 /3/1/1/NAC 1 of 2010-2011)	
1/3/1/1/1	Comments and implementation	
1/3/1/1/2	Interpretation and legal opinions	
1/4	**Eastern Cape Government Legislation**	
1/4/1	Bill / Act	

MAIN FILING SYSTEM

1/4/1/1	Title of Bill/ Act (Open a file for every Act/Bill e.g., 1 /4/1/1/PAC 1 of 2010-2011)	
1/4/1/1/P	Policy (Includes Green and White Paper)	
1/4/1/1/R	Routine Enquiries	
1/4/1/1/1	Drafting and amendments. (Open a file for each cabinet submission e.g., 1 /4/1/1/1/CS of2012-2013)	
1/4/1/1/2	Comments and Implementation	
1/4/1/1/3	Interpretation and legal opinions	
1/4/2	Subordinate Legislation (Regulations, Proclamations, Guidelines and Instructions in terms of Legislation)	
1 /4/2/1	Title (Open a file for subordinate legislation e.g., 1 /4/2/1/SL 1 of 2010-2011)	
1/4/2/1/1	Comments and implementation	
1/4/2/1/2	Interpretation and Legal Opinions	

2. ORGANISATION AND CONTROL

(1. Matters dealt with in this main series have to do with the determination of organizational goals and objectives, as well as organizational management and institutional transformation. 2. For financial control see Main Series 4.)

FILE NO.	SUBJECT	DISPOSAL
2/1	**Reorganisation of functions**	
2/1/1	Acquisition of functions	
2/1/2	Relinquishing of functions.	
2/1/3	Privatisation of services and functions	
2/2	**Delegation of Powers**	
2/2/1	Permanent delegations (Open a file per Delegating Authority e.g., 2/2/1/Name of Delegating Authority)	
2/2/1/1	Statutory delegations (Open a file per Delegating Authority e.g., 2/2/1/1/Name of Delegating Authority)	
2/2/2	Temporary delegations (Open a file per Statutory delegation e.g.,2/2/2/Name of statutory delegation)	
2/3	**Establishment of new sections/offices**	
2/4	**Planning**	
2/4/P	Policy	
2/4/R	Routine Enquiries	
2/4/1	Strategic planning (Open a file per Department and Financial Year e.g., 2/4/1/Name of Department/Financial Year)	
2/4/2	Business plan (Open a file per Department and Financial Year e.g., 2/4/2/Name of Department/Financial Year)	
2/4/3	Annual Performance Plan (APP) (Open a file per Department and Financial Year e.g., 2/4/3/Name of Department/Financial Year)	
2/4/3/1	Evidence (Open a file per financial year and unit)	
2/5	**Office Instructions and Codes**	
2/5/1	Office Instructions	
2/5/2	Staff Codes (Also includes Code of Conduct)	
2/5/3	Gift register	
2/6	**Organisational performance systems**	

2/6/1	Performance audits (Open a file per Department and Financial Year e.g.,2/6/1/Name of Department/2020-2021)	
2/6/2	Service delivery improvement plan (Open a file per Department and Financial Year e.g.,2/6/2/Name of Department/2020-2021)	
2/7	**Reports** (1. This sub series should only be used for annual, quarterly, monthly and other reports which cannot be placed under any other main series. 2. other reports and returns pertaining to subjects for which separate main series have been provided for should be dealt with under the relevant main series.)	
2/7/P	Policy	
2/7R	Routine Enquiries	
2/7/1	Annual reports	
2/7/1/1	Compilation of own reports (Open a file according to the name of the report e.g., 2/7/1/1/Name of Report)	
2/7/1/2	Annual reports received from other departments and institutions. (For other publications received from government departments and other institutions see 9/7/2/1)	
2/7/1/2/1	Acknowledgement of receipt (Open a file according to the name of the department e.g., 2/7/1/2/1/Name of Department/Chief Directorate)	
2/7/2	Quarterly progress reports (Open a file according to the name of the department e.g., 2/7/2/Name of Department/Chief Directorate)	
2/8	**Policy and Strategy**	
2/8/1	Strategic support	
2/8/1/P	Policy	
2/8/1/R	Routine Enquiries	
2/8/1/1	Research	
2/8/1/2	Strategic Planning	
2/8/1/2/1	Office of the Premier (Open a file for each plan and number 2/8/1/2/1/Name of Branch, component etc.)	
2/8/1/2/2	Provincial Departments (Open a file for each plan and number 2/8/1/2/2/Name of Department)	
2/8/1/2/3	Performance	

MAIN FILING SYSTEM

2/8/1/2/3/1	Office of the Premier (Open a file for each plan and number 2/8/1/2/3/1/Name of Branch, components etc.)	
2/8/1/2/3/2	Provincial Departments (Open a file for each plan and number 2/8/1/2/3/2/Name of Department)	
2/8/1/3	Reports	
2/8/1/3/1	Provincial Treasury	
2/8/1/3/1/1	Annual Performance Plan (APP)	
2/8/1/3/1/1/1	Input from clients (Open a file for each report and number, e.g., 2/8/1/3/1/1/1/Name of client)	
2/8/1/3/1/2	Quarterly report	
2/8/1/3/1/2/1	Input from clients (Open a file for each report and number e.g., 2/8/113/1/2/1/Name of client)	
2/8/1/3/1/3	Annual report	
2/8/1/3/1/3/1	Input from clients (Open a file for each report and number, e.g., 2/8/1/3/13/1/Name of client)	
2/8/1/3/1/4	Medium Term Expenditure Committee (MTEC)	
2/8/1/3/1/4/1	Input from clients (Open a file for each report and number as follows, e.g., 2/8/1/3/1/4/1 /Name of client)	
2/8/1/3/1/4/2	APP Evaluation (Open a file for each Department, e.g., 2/8/1/3/1/4/2/Name of Department)	
2/8/1/3/2	Parliament	
2/8/1/3/2/1	Annual Performance Plan /APP	
2/8/1/3/2/2	Annual report	
2/8/2	Policy and Strategy Development (Open a file for each Policy/ strategy, e.g., 2/8/2/Name of policy / strategy)	
2/8/2/R	Routine enquiry	
2/8/2/1	Database	
2/8/3	Policy analysis/Comments	
2/8/3/1	Provincial Policy (Open a file for each Sector and Provincial Strategic Objective, e.g., 2/8/3/1/Name of Sector/PSO)	

2/8/3/2	Provincial Government intervention (Open a file for each Sector and Provincial Strategic Objective, e.g., 2/8/3/2/Name of Sector/PSO)	
2/8/3/3	National Policies (Open a file for each Sector and National Outcome, e.g., 2/8/3/3/Name of Sector/NO)	
2/8/3/4	National Strategies (Open a file for each Sector and National Outcome, e.g.,2/8/3/4/Name of Sector/NO)	
2/8/4	Policy Review (Open a file for each Sector, e.g., 2/8/4/Name of Sector)	
2/8/5	Executive Advice (Open a file for each Executive request, e.g., 2/8/5/Name of Requestor)	
2/8/6	Programme and Project Initiation	
2/8/6/1	Integrated Government Programmes (Open a file for each Sector, Provincial Strategic Objective and intervention, e.g., 2/8/6/1/Sector Name, PSO, Name of intervention)	
2/8/6/2	Departmental Specific Strategic Programmes (Open a file for each Sector, Provincial Strategic Objective and intervention, e.g., 2/8/6/2/Sector Name, PSO, Name of intervention)	
2/8/6/3	Presidential/ Other National Programmes (Open a file for each Sector, National Objective and intervention. 2/8/6/3/Sector Name, NO, Name of intervention)	
2/8/6/4	Cluster/ Departmental Strategic Development Plans (Open a file for each Sector, National Objective and intervention, e.g. 2/8/6/4/ Sector Name, PSO, Name of intervention)	
2/9	**Strategic Management Information**	
2/9/P	Policy	
2/9/R	Routine enquiries	
2/9/1	Provincial Monitoring	
2/9/1/P	Policy	
2/9/1/1	Provincial Wide Monitoring and Evaluation System (PWMES) (Open a file per phase e.g., 2/9/1/1/Name of phase)	
2/9/1/2	Reports (Open a file per financial year e.g., 2/9/1/1/Financial Year)	
2/9/2	Data Governance	

2/9/2/1	Model	
2/9/2/2	Infrastructure	
2/9/2/3	Core Directory of Common Data Sources (Open a file per Data Source, eg.,2/9//2/3/Name of Date Source)	
2/9/3	Programme and Project Performance	
2/9/3/P	Policy	
2/9/3/1	Methodology and Standards	
2/9/4	Executive Projects Dashboard	
2/9/4/1	Quarterly Reports (Open a file per financial year e.g., 2/9/4/1/Financial Year)	
2/9/4/2	Enhancements and Maintenance (Open a file per financial year, e.g., 2/9/4/2/Financial Year)	
2/9/4/3	Operating Procedures, User Guides and Templates	
2/9/5	Spatial Information	
2/9/5/P	Policy	
2/9/5/1	Strategic Framework	
2/9/5/2	Spatial and Geographical Information Systems	
2/9/5/3	Products (Open a file per financial year e.g., 2/9/5/3/Financial Year)	
2/9/6	Projects (Open a file per project e.g., 2/9/6/Name of project. Will contain information on Facilitation, M&E, Reports)	
2/10	**Corporate Service Centre**	
2/10/P	Policy	
2/10/R	Routine enquiries	
2/10/1	Reports	
2/10/1/1	Monthly (Open a file per Directorate e.g., 2/10/1/1/Name of Directorate)	
2/10/1/2	Quarterly (Open a file per Directorate e.g., 2/10/1/2/Name of Directorate)	
2/10/1/3	Annual (Open a file per Directorate e.g., 2/10/1/3/Name of Directorate)	
2/10/1/4	National (Open a file per name of report e.g. 2/10/1/4/Name of report)	

2/11	**Corporate Assurance**	
2/11/1	Enterprise Risk Management (ERM)	
2/11/1/P	Policy	
2/11/1/R	Routine enquiries	
2/11/1/1	Maturity model and departmental assessments (Open a file per department/cluster and financial year e.g., 2/11/1/1/Name of department/cluster/Financial Year)	
2/11/1/1/1	Processes (Open a file per department/cluster and financial year e.g,.2/11/1/1/1/Name of department/cluster/Financial Year)	
2/11/1/2	Risk Management system	
2/11/1/2/1	Software (Open a file per type of software e.g., 2/11/1/1/2/1/Name of software)	
2/11/1/1/2/2	International grading (Open a file per department/cluster and financial year e.g., 2/11/1/2/2/2/Name of department/cluster/Financial Year) (COSO IISO 31000)	
2/11/1/1/3	Risk register and mitigations (Open a file per department/cluster and financial year e.g., 2111/1/2/3/Name of department/cluster/Financial Year	
2/11/1/1/4	Risk profile and trend analysis (Open a file per department/cluster and financial year e.g., 2/11/1/2/4/Name of department/cluster/Financial Year)	
2/11/1/1/5	ERM plan (Open a file per department/cluster and financial year e.g., 2/11/1/2/5/Name of department/cluster/Financial Year)	
2/11/1/1/6	Eastern Cape Government Risk Profile	
2/11/1/2	ERM Committees (Open a file per department / cluster per financial year e.g., 2/11/1/3/Name of department/cluster/Financial Year)	
2/11/1/3	Reports (Open a file per report per financial year e.g., 2/11/1/4/Name of report/Financial Year)	
2/11/1/4	Nonconformance management (Open a file per report per financial year e.g., 2/11/1/5/Name of report/Financial Year)	
2/11/1/5	Register	
2/11/1/5/1	Achievement (Open a file per department/cluster e.g., 2/11/1/6/1/Name of report)	

2/11/1/5/2	Lessons learnt. (Open a file per department/cluster e.g., 2/11/1/6/2/Name of report)	
2/11/1/6	Business	
2/11/1/6/1	Plan	
2/11/1/6/2	Reports	
2/11/2	Forensic investigations (FI)	
2/11/2/P	Policy	
2/11/2/R	Routine enquiries	
2/11/2/1	Fraud Prevention Strategy	
2/11/2/2	Fraud Prevention Plans (Open a file per department and financial year e.g., 2/11/2/2/Name of department/Financial Year)	
2/11/2/3	Investigations (Open a file per FI Unit number and financial year e.g., 2/11/2/3/FI Unit number/Financial Year)	
2/11/2/4	Prevention (Open a file per intervention and financial year e.g., 2/11/2/4/Name of intervention/Financial Year)	
2/11/2/5	Legal	
2/11/3	**Internal Audit**	
2/11/3/P	Policy	
2/11/3/R	Routine enquiries	
2/11/3/1	Rolling Three Year Operational Plans (Open a file per department and financial year e.g., 2/11/3/1/Name of department/Financial Year)	
2/11/3/1/1	Engagements (Projects) (Open a file per department, audit area and per financial year e.g., 2/11/3/1/1/Name of department/Audit area/Financial year)	
2/11/3/1/2	Reports	
2/11/3/1/2/1	Monthly Progress (Open a file per department and financial year e.g., 2/11/3/1/2/1/Name of department/Financial Year)	
2/11/3/1/2/2	Quarterly Audit Committee (Open a file per cluster, and per financial year e.g., 2/11/3/1/2/2/Name of cluster/Financial Year)	
2/11/3/1/3	Quality assurance and improvement programme (Open a file per financial year, e.g., 2/11/3/1/3/Financial year and file numerical)	

2/11/3/1/3/4	Audit Committees	
2/11/3/1/3/4/1	Service Contracts (Open a file per cluster e.g., 2/11/3/1/4/1/Name of cluster)	
2/11/3/1/3/4/2	Correspondence (Open a file per cluster e.g., 2/11/3/1/4/2/Name of cluster)	

MAIN FILING SYSTEM

3. HUMAN RESOURCE MANAGEMENT

(1. This main series deals with all functions relating to the management of the department's employees. Files under this main series should be used for general employees' matters only.

(2. Correspondence in connection with a particular person is placed on the personal files, which do not form part of this file plan. See the List of Series of Separate Case Files attached.

(3. Persal Institution Number to be used for all case files)

FILE NO.	SUBJECT	DISPOSAL
3/1	**Organisation Development**	
3/1/1	Organisational Behavior	
3/1/1/1	Employee Health and Wellness	
3/1/1/1/P	Policy	
3/1/1/1/R	Routine Enquiries	
3/1/1/1/1	First level of care	
3/1/1/1/1/1	Assessments and referrals	
3/1/1/1/1/2	Reasonable accommodation for People with disabilities	
3/1/1/1/2	Reports	
3/1/1/1/2/1	Service providers (Open a file per Service Provider and financial year e.g., 3/1/1/1/2/1/Name of Service Provider/2010-2011)	
3/1/1/1/2/2	Transversal Wellness Contract (Open a file per Department e.g.,3/1/1/1/2/2/Name of Department per Financial Year)	
3/1/1/1/2/3	Monthly (Open a file per Department e.g., 3/1/1/1/2/3/Name of Department per Financial Year)	
3/1/1/1/2/4	Quarterly (Open a file per Department e.g., 3/1/1/1/2/4/Name of Department per Financial Year)	
3/1/1/1/2/5	Annually (Open a file per Department e.g., 3/1/1/1/2/5/Name of department per Financial Year)	

3/1/1/1/2/6	HIV and AIDS (Open a file per Department e.g. 3/1/1/1/2/6/Name of Department per Financial year) (File to be dealt with as confidential)	
3/1/1/1/2/7	Readiness Assessment	
3/1/1/1/2/8	Needs Assessment	
3/1/1/1/3	Services Promotion	
3/1/1/1/4	Promotion	
3/1/1/1/4/1	Raising Awareness	
3/1/1/1/4/2	Campaigns	
3/1/1/1/5	Monitoring and evaluation. (Open a file per Department and financial year e.g., 3/1/1/1/5/Name of department/2010-2011)	
3/1/1/1/5/1	Contract management	
3/1/1/1/6	Programme (Open a file per Financial Year e.g., 3/1/1/1/6/2010-2011)	
3/1/1/1/7	Procedures and Guidelines	
3/1/1/2	Provincial Assessment Centre	
3/1/1/2/P	Policy	
3/1/1/2/R	Routine Enquiries	
3/1/1/2/1	Service Providers	
3/1/1/3	Behavior Interventions	
3/1/1/3/R	Routine Enquiries	
3/1/1/4/1	Surveys (Open a file per Survey e.g., 3/1/1/4/1/Name of survey)	
3/1/1/4/2	Methodologies	
3/1/2	Process Design and Improvement	
3/1/2/P	Policy	
3/1/2/1	Process Design Interventions (Open a file per Department e.g., 3/1/2/1/Name of department)	
3/1/2/2	Transversal: Process Design Interventions (Open a file per request e.g., 3/1/3/2/Name of intervention)	

3/1/2/3	Batho Pele Interventions (Open a file per Department e.g., 3/1/2/3/Name of department)	
3/1/2/3/1	Transversal (Open a file per request e.g., 3/1/2/3/1/Name of intervention)	
3/1/3	Organisation Design	
3/1/3/P	Policy	
3/1/3/R	Routine Enquiries	
3/1/3/1	Departmental Organisation and Establishment Interventions (Open a file per Department e.g., 3/1/3/1/Name of department)	
3/1/3/2	Transversal Organisation and Establishment Interventions (Open a file per request e.g., 3/1/3/2 Name of intervention)	
3/1/3/3	Job Evaluation Departmental (Open a file per Department e.g., 3/1/3/3/Name of department)	
3/1/3/4	Job Evaluation Transversal (Open a file per request e.g., 3/1/3/4/Name of request)	
3/1/3/5	Job evaluation National Coordination Processes (Open a file per coordination process, e.g., 3/1/3/5/Name of Process)	
3/1/3/6	Occupational Specific Dispensation (OSD) (Open a file per occupation or occupation group e.g., 3/1/3/6/ Occupation)	
3/1/3/7	Code of Remuneration (CORE)	
3/1/4	Transversal Change Management Initiatives	
3/1/4/P	Policy	
3/1/4/R	Routine Enquiries	
3/1/4/1	integrated Tools and Methodologies	
3/1/4/2	integrated Projects.	
3/2	**Provincial Training Institute**	
3/2/P	Policy	
3/2/R	Routine Enquiries	
3/2/1	Programme Design	
3/2/1/P	Policy	
3/2/1/R	Routine Enquiries	

3/2/1/1	Training needs Assessment	
3/2/1/1/1	Skills needs analysis. (Open a file per project e.g., 3/2/1/1/1/Name of Project)	
3/2/1/1/2	Training Impact assessment (Open a file per Project e.g., 3/2/1/1/2/Name of Project)	
3/2/1/1/3	Co-ordination of Learnerships and Internships (Open a file per project e.g., 3/2/1/1/3/Name of Project)	
3/2/1/1/4	Mentorship (Open a file per project e.g., 3/2/1/1/4/Name of Project)	
3/2/1/1/5	HRD Partnerships (Open a file per Project e.g., 3/2/1/1/5/Name of Project)	
3/2/1/2	Curriculum Development and Quality assurance	
3/2/1/2/1	Curriculum Development & Research (Open a file per project e.g., 3/2/1/2/1/Name of Project)	
3/2/1/2/2	Quality management System (Open a file per project e.g., 3/2/1/2/2/Name of Project)	
3/2/1/2/3	Resource Centre (Open a file per project e.g., 3/2/1/2/3/Name of Project)	
3/2/2	Training	
3/2/2/P	Policy	
3/2/2/R	Routine Enquiries	
3/2/2/1	Planning & Scheduling	
3/2/2/2	eLearning Proqrammes	
3/2/2/3	Outsourced Training (Open a file per training e.g., 3/2/2/3/Name of Training)	
3/2/2/4	Learning Programmes	
3/2/3	Report (Open a file per name of report e.g., 3/2/3/Name of report)	
3/3	**Human Resource Management**	
3/3/P	Policy	
3/3/R	Routine Enquiries	
3/3/1	**Policy and Planning**	
3/3/1/1	Policy development	
3/3/1/1/R	Routine Enquiries	

MAIN FILING SYSTEM

3/3/1/1/1	Process (Open a file per Policy e.g., 3/3/1/1/1/Name of Policy)	
3/3/1/1/2	Directives	
3/3/1/1/3	Guidelines	
3/3/1/1/4	Circulars	
3/3/1/1/5	Advisory services	
3/3/1/2	HR Plan and implementation Reports (Open a file per Persal Institution Number e.g., 3/3/1/2/Persal Institution Number)	
3/3/1/2/P	Policy	
3/3/1/2/R	Routine Enquiries	
3/3/1/3/1	Reports (Open a file per Persal Institution Number e.g., 3/3/1/3/1/Persal Institution Number)	
3/3/1/3/2	Oversight Report (Open a file per Persal Institution Number and financial year e.g., 3/3/1/3/2/Persal Institution Number/2011-2012)	
3/3/1/3/3	Projects (Open a file per Project e.g. 3/3/1/3/3/Name of Project)	
3/3/1/4	Research and Product Development	
3/3/1/4/R	Routine Enquiries	
3/3/1/4/1	Paper (Open a file per topic e.g., 3/3/1/4/1/Name of topic)	
3/3/1/4/2	Projects (Open a file per Project e.g., 3/3/1/4/2/Name of Project)	
3/3/1/4/3	OSD co-ordination (Open a file per Persal Institution Number e.g., 3/3/1/4/3/Persal Institution Number)	
3/3/1/5	Employment Equity Plan and Reports (Open a file per Persal Institution Number e.g., 3/3/1/5/Persal Institution Number)	
3/3/1/5/P	Policy	
3/3/1/5/R	Routine Enquiries	
3/3/1/5/1	Statistics	
3/3/2	Practices and Administration	

3/3/2/1	Advertising (Open a file per Persal Institution Number e.g., 3/3/2/1/Persal Institution Number)	
3/3/2/1/P	Policy	
3/3/2/1/R	Routine Enquiries	
3/3/2/1/1	Reports (Open a file per name of report and / or Persal Institution Number e.g., 3/3/2/1/1/Name of report and/ or Persal Institution Number)	
3/3/2/1/2	Service providers (Open a file per name of Service provider e.g., 3/3/2/1/2/Name of Service Provider)	
3/3/2/2	Recruitment and selection (Open a file per Persal Institution Number and post number e.g., 3/3/2/2/Persal Institution Number/Post number)	
3/3/2/2/P	Policy	
3/3/2/2/R	Routine Enquiries	
3/3/2/2/1	Reports (Open a file per name of report and / or Persal Institution Number e.g., 3/3/2/2/1/Name of report and/ or Persal Institution Number)	
3/3/2/3	Appointment (Open a file per Persal Institution Number and post number e.g., 3/3/2/3/Persal Institution Number/post number) (See SP file in list of isolated case files)	
3/3/2/3/P	Policy	
3/3/2/3/R	Routine Enquiries	
3/3/2/3/1	Reports (Open a file per name of report and or Persal Institution Number e.g., 3/3/2/3/1/Name of report and or Persal Institution Number)	
3/3/2/3/2	Transfers (Open a file per Persal Institution Number e.g., 3/3/2/3I2/Persal Institution Number)	
3/3/2/3/3	Secondments (Open a file per Persal Institution Number e.g., 3/3/2/3/3/Persal Institution Number)	
3/3/2/3/4	Condition of service	
3/3/2/3/4/P	Policy	
3/3/2/3/4/R	Routine enquiries	

3/3/2/3/4/1	Reports (Open a file per name of report and I or Persal Institution Number e.g., 3/3/2/4/1/Name of report and I or Persal Institution Number)	
3/3/2/3/4/2	Overtime authorisations (Open a file per Persal Institution Number and financial year e.g., 3/3/2/4/2/Persal Institution Number/2011-2012)	
3/3/2/3/4/2/1	Claims (Open a file per Persal Institution Number and financial year e.g., 3/3/2/4/2/1/Persal Institution Number/2011-2012)	
3/3/2/3/4/3	Leave (Open a file per Persal Institution Number e.g., 3/3/2/4/3/Persal Institution Number)	
3/3/2/4/3/1	PILIR (Open a file per Persal Institution Number e.g., 3/3/2/4/3/1/Persal Institution Number)	
3/3/2/4/4	Allowances (Open a file per type of allowance and Persal Institution Number e.g., 3/3/2/4/4/Type of allowance/Persal Institution Number)	
3/3/2/4/5	Injury on duty (Open a file per Persal Institution Number e.g., 3/3/2/4/5/Persal Institution Number)	
3/3/2/4/6	Terminations (Open a file per Persal Institution Number e.g., 3/3/2/4/6/Persal Institution Number)	
3/3/2/4/7	Medical aid (Open a file per Persal Institution Number e.g., 3/3/2/4/7/Persal Institution Number)	
3/3/2/4/8	Bulk verifications (Open a file per Persal Institution Number e.g., 3/3/2/4/8/Persal Institution Number)	
3/3/2/4/9	Acceptance of gifts (Open a file per Persal Institution Number e.g., 3/3/2/4/9/Persal Institution Number)	
3/3/2/4/10	Occupation Specific Dispensation (OSD) implementation (Open a file per Persal Institution Number e.g.,3/3/2/4/10/Persal Institution Number)	
3/3/2/4/11	PERSAL (Open a file per Persal Institution Number e.g.,3/3/2/4/11/Persal Institution Number)	
3/3/2/4/12	Remunerative Work Outside the Public Service (RWOPS)	
3/3/2/5	Establishment (Open a file per Persal Institution Number e.g., 3/3/2/5/Persal Institution Number)	

3/3/2/5/R	Routine enquiries	
3/3/2/5/1	Reports (Open a file per Persal Institution Number e.g., 3/3/2/5/1/Persal Institution Number)	
3/3/2/5/2	Amendments (Open a file per Persal Institution Number e.g., 3/3/2/5/2/Persal Institution Number)	
3/3/2/6	Relationship managers (Open a file per Persal Institution Number e.g., 3/3/2/6/Persal Institution Number)	
3/3/2/6/1	Reports (Open a file per name of report and / or Persal Institution Number e.g., 3/3/2/6/1/Name of report and/ or Persal Institution Number	
3/3/2/7	Call / walk-in centre (Open a file per Persal Institution Number e.g., 3/3/2/7/Persal Institution Number)	
3/3/2/7/P	Policy	
3/3/2/7/R	Routine enquiries	
3/3/2/7/1	Call Centre Database	
3/3/2/7/2	Responses	
3/3/2/7/3	Reports (Open a file per name of report and/ or Persal Institution Number e.g., 3/3/2/7/4/Name of report and/ or Persal Institution Number)	
3/3/3	Performance Management and Development	
3/3/3/1	Individual Performance (For individual performance agreements and assessments see the List of Series of Separate Case files)	
3/3/3/1/P	Policy	
3/3/3/1/R	Routine enquiries	
3/3/3/1/1	Circulars	
3/3/3/1/2	Career incidents for HOD's	
3/3/3/1/3	Special Provincial Awards	
3/3/3/1/3/1	Submissions and Approvals (Open a file per Persal Institution Number e.g., 3/3/3/1/3/1/Persal Institution Number)	
3/3/3/1/4	PERMIS	

3/3/3/1/5	Moderation (Open a file per Persal Institution Number e.g., 3/3/3/1/5/Persal Institution Number)	
3/3/3/2	Development matters	
3/3/3/2/P	Policy	
3/3/3/2/R	Routine enquiries	
3/3/3/2/1	Circulars	
3/3/3/3	Bursaries	
3/3/3/3/1	Internal (Open a file per Persal Institution Number e.g., 3/3/3/3/1/Persal Institution Number)	
3/3/3/3/2	External (Open a file per Persal Institution Number e.g., 3/3/3/3/2/Persal Institution Number)	
3/3/3/3/3	Scholarship (Open a file per Persal Institution Number e.g., 3/3/3/3/3/Persal Institution Number)	
3/3/3/3/4	Submissions and approvals (Open a file per Persal Institution Number e.g., 3/3/3/3/4/Persal Institution Number)	
3/3/3/4	Internship (For individual interns see the List of Series of Separate Case files)	
3/3/3/4/1	Report (Open a file per Persal Institution Number e.g., 3/3/3/4/1/Persal Institution Number)	
3/3/3/4/2	Submissions and approvals (Open a file per Persal Institution Number e.g., 3/3/3/5/2/Persal Institution Number)	
3/3/3/5	Learnership (For individual learners see the List of Series of Separate Case files)	
3/3/3/5/1	Report (Open a file per Persal Institution Number e.g., 3/3/3/5/1/Persal Institution Number)	
3/3/3/5/2	Submissions and approvals (Open a file per Persal Institution Number e.g., 3/3/3/5/2/Persal Institution Number)	
3/3/3/6	ABET (For individual learners see the List of Series of Separate Case files)	
3/3/3/6/1	Report (Open a file per Persal Institution Number e.g., 3/3/3/6/1/Persal Institution Number)	

3/3/3/6/2	Submissions and approvals (Open a file per Persal Institution Number e.g., 3/3/3/6/2/Persal Institution Number)	
3/3/3/6/3	Probations (For individuals see the List of Series of Separate Case files)	
3/3/3/6/4	Managing Poor Performance (For individuals see the List of Series of Separate Case files)	
3/3/3/7	Training and development	
3/3/3/7/1	Development Implementation Plan (Open a file per Persal Institution Number e.g., 3/3/3/7/1/Persal Institution Number)	
3/3/3/7/1/1	Report (Open a file per Persal Institution Number e.g., 3/3/3/7/1/1/Persal Institution Number)	
3/3/3/7/2	Workplace Skills Plan and Annual Training Report (WSP) (Open a file per Persal Institution Number e.g., 3/3/3/7/2/Persa Institution Number)	
3/3/3/7/2/1	Quarterly Monitoring (Open a file per Persal Institution Number e.g., 3/3/3/7/2/1/Persal Institution Number)	
3/3/3/7/2/3	Submissions and approvals (Open a file per Persal Institution Number e.g., 3/3/3/7/2/3/Persal Institution Number)	
3/3/3/7/2/4	Roll out of training interventions. (Open a file per Persal Institution Number e.g., 3/3/3/7/2/4/Persal Institution Number)	
3/3/3/7/3	Skills Development Facilitator	
3/3/3/7/4	Sector Education and Training Authorities	
3/3/3/7/5	Skills audit (Open a file per Persal Institution Number e.g., 3/3/3/7/5/Persal Institution Number)	
3/3/3/7/6	Public Service Induction (Open a file per Persal Institution Number e.g., 3/3/3/7/6/Persal Institution Number)	
3/3/3/7/6/1	Departmental Induction (Open a file per Persal Institution Number e.g., 3/3/3/7/6/1/Persal Institution Number)	
3/3/3/8	Premiers Special Project	
3/3/3/9	Financial disclosures (Open a file per financial year e.g., 3/3/3/9/Financial year)	
3/3/4	Employee Relations	

MAIN FILING SYSTEM

3/3/4/P	Policy	
3/3/4/R	Routine Enquiries	
3/3/4/1	Research and Capacity Building	
3/3/4/1/1	Labour monitor	
3/3/4/1/2	Training (Open a file per training course e.g., 3/3/4/1/2/Training course)	
3/3/4/1/3	Appeals (Open a file per Persal Institution Number e.g., 3/3/4/1/3/Persal Institution Number)	
3/3/4/1/4	Research (Open a file per Persal Institution Number e.g., 3/3/4/1/4/Persal Institution Number)	
3/3/4/1/5	Advisory Service (Open a file per Persal Institution Number e.g., 3/3/4/1/5/Persal Institution Number)	
3/3/4/2	Collective bargaining	
3/3/4/2/1	National Bargaining councils (Open a file per Bargaining Council e.g., 3/3/4/2/1/Name of council)	
3/3/4/2/2	Provincial Bargaining Chambers (Open a file per Bargaining Chambers e.g., 3/3/4/2/2/Name of chambers)	
3/3/4/2/3	Collective agreements (Open a file per agreement e.g., 3/3/4/2/3/Name of agreement)	
3/3/4/2/4	Collective Dispute Resolutions	
3/3/4/2/5	Trade Unions (Open a file per a Trade Union e.g., 3/3/4/2/5/Name of Trade Union)	
3/3/4/2/6	Strikes (Open a file per Persal Institution Number e.g., 3/3/4/2/6/Persal Institution Number)	
3/3/4/2/7	IMLC (Open a file per Persal Institution Number e.g., 3/3/4/2/7/Persal Institution Number)	
3/3/4/2/8	Labour Relations Forums (Open a file per forum e.g., 3/3/4/2/8/Name of forum)	
3/3/4/3	Misconduct, Disputes and Grievances (Open a file per month per quarter)	
3/3/4/3/1	Grievance (See list of separate case files)	

3/3/4/3/1/1	Report	
3/3/4/3/2	Disputes (See list of separate case files)	
3/3/4/3/3	Disciplinary	
3/3/4/3/3/1	Progressive (See list of separate case files)	
3/3/4/3/3/2	Formal (See list of separate case files)	
3/3/4/3/3/3	Reports	
3/4	**HUMAN CAPITAL MANAGEMENT**	
3/4/P	Policy	
3/4/R	Routine Enquiries	
3/4/1	Co-ordination (Open a file per issue e.g., 3/4/1/issue)	

4. INTERNAL FINANCIAL MANAGEMENT

(The files in this main series deal with functions relating to raising, allocating, using, and accounting for the financial resources of the department.)

FILE NO.	SUBJECT	DISPOSAL
4/P	Policy	
4/R	Routine Enquiries	
4/1	Budget	
4/1/P	Policy	
4/1/R	Routine Enquiries	
4/1/1	Compilation of main budget (Open a file per financial year per department e.g., 4/1/1/Name of department/Financial Year)	
4/1/1/1	Input (Open a file per financial year per business unit e.g., 4/1/1/1/Name of business unit/Financial Year)	
4/1/2	Compilation of adjustment budget (Open a file per financial year per department e.g., 4/1/2/Name of department/Financial Year)	
4/1/2/1	Input (Open a file per financial year per business unit e.g., 4/1/2/1/Name of business unit/Financial Year)	
4/1/2/2	Projections	
4/1/2/3	Revenue retention (Open a file per financial year, per department e.g., 4/1/2/3/name of department/Financial Year)	
4/1/2/4	Virements (Open a file per financial year, per department e.g., 4/1/2/4/Name of department/Financial Year)	
4/1/3	Reports (Open a file per financial year per name of report e.g., 4/1/3/Name of report/Financial Year) (Reports on expenditure will also be dealt under this report)	
4/1/4	Revenue (Open a file per financial year per name of revenue source e.g., 4/1/4/Name of revenue source/Financial Year) (Includes gifts, donations and sponsorships received)	

4/1/4/P	Policy	
4/1/4/R	Routine Enquiries	
4/1/4/1	Tariffs and charges	
4/1/5	Conditional grants (Open a file per financial year and type of grant, e.g., 4/1/5/Type of grant/Financial Year)	
4/2	**Accounting responsibility**	
4/2/P	Policy	
4/2/R	Routine Enquiries	
4/2/1	Safety of state monies	
4/2/2	Safe and Safe keys (Also includes hand-over certificates for safes, content and safe keys.)	
4/2/3	Financial statements (Open a file Per financial year per department e.g., 4/2/3/Name of department/Financial Year)	
4/2/3/P	Policy	
4/2/3/R	Routine Enquiries	
4/2/3/1	Compilation of annual (Open a file per financial year e.g., 4/2/3/1/Financial Year)	
4/2/3/1/1	Inputs (Open a file per financial year per business unit e.g., 4/2/3/1/1/Name of business unit/Financial Year)	
4/2/3/2	Compilation of interim (Open a file per quarter and financial year e.g., 4/2/3/2/Name of quarter/Financial Year)	
4/2/3/2/1	Inputs (Open a file per financial year per business unit e.g., 4/2/3/2/1/Name of business unit/Financial Year)	
4/2/4	Revenue pay-over. (Open a file per financial year e.g., 4/2/4/Financial Year)	
4/3	**Expenditure**	
4/3/P	Policy	
4/3/R	Routine Enquiries	
4/3/1	Irregular Expenditure	

4/3/2	Transfers	
4/3/3	Fruitless and Wasteful Expenditure	
4/4	**Banking Arrangements**	
4/4/1	Banking	
4/4/1/P	Policy	
4/4/1/R	Routine Enquiries	
4/4/1/1	Bank reconciliation	
4/4/1/2	Authorisation by signature	
4/4/1/3	Writeback / Recalls	
4/4/1/4	Dishonoured cheques	
4/4/1/5	Departmental Fin 448s	
4/4/1/6	Electronic Fund Transfers (EFT's)	
4/4/1/7	Daily cash flow	
4/4/1/8	Nominated account payments.	
4/4/1/9	Foreign transfers / payments	
4/4/1/10	Bank credit transfer	
4/4/1/11	Automated Clearing Bureau Limits	
4/4/1/12	Bank statements	
4/4/1/12/1	Bank account	
4/4/1/12/2	Petty Cash	
4/4/1/13	Bank charges	
4/4/1/14	Bank Serve Vet reports	
4/4/1/15	Cash in transit	
4/4/2	Accounting	
4/4/P	Policy	

MAIN FILING SYSTEM

4/4/R	Routine Enquiries	
4/4/2/1	Sundry payments	
4/4/2/2	Document control	
4/4/2/3	Reporting	
4/4/2/3/1	In-year monitoring (IYM)	
4/4/2/3/2	Quarterly commitments and accruals	
4/4/2/3/3	Quarterly debtors	
4/4/2/3/4	30 Day Payments	
4/4/3	Systems	
4/4/3/P	Policy	
4/4/3/R	Routine Enquiries	
4/4/3/1	Other systems (Not separately provided for)	
4/4/3/2	Basic Accounting System (BAS)	
4/4/3/2/1	Password reset.	
4/4/3/2/2	Login statistics on dormant users	
4/4/3/2/3	Applications / Amendments of user profiles	
4/4/3/2/4	Deletion of user profiles	
4/4/3/2/5	Reviews and validity of system users	
4/4/4	Bookkeeping	
4/4/4/P	Policy	
4/4/4/R	Routine Enquiries	
4/4/4/1	Claims (Open a file per department e.g., 4/4/4/1/Persal Institution number as indicated on Annexure A)	
4/4/4/2	Control of ledger and appropriate accounts	
4/4/5	Salary administration	
4/4/5/P	Policy	

4/4/5/R	Routine Enquiries	
4/4/5/1	Debt	
4/4/5/1/1	Attachment	
4/4/5/1/2	Personnel debt (Open a file for each case, e.g., 4/4/5/1/2/Persal number.)	
4/4/5/1/3	Other Debt (Open a file for each case e.g., 4/4/5/1/3/Entity Name)	
4/4/5/2	Deductions	
4/4/5/2/1	Pension fund	
4/4/5/2/2	Employees' tax	
4/4/5/2/3	Insurance	
4/4/5/2/4	Medical aid	
4/4/5/2/5	SETA	
4/4/5/2/6	Housing	
4/4/5/2/7	Unemployment Insurance Fund (UIF)	
4/4/5/2/8	Garnishee orders	
4/4/5/3	Reconciliations (Open a file for every case e.11. 4/4/5/3/Name of case)	
4/4/5/4	Salary Reports	
4/4/6	Cashiers	
4/4/6/P	Policy	
4/4/6/R	Routine Enquiries	
4/4/6/1	Appointments	
4/4/6/2	Petty cash (Includes replenishments)	
4/4/6/3	Handover certificates	
4/4/6/4	Receipts and deposits	
4/4/7	Face-value forms	
4/4/8	Interest, returned subsidies and cheque schedules.	

4/4/9	Cancelled receipts.	
4/5	**Funds**	
4/5/P	Policy	
4/5/R	Routine enquiries	
4/5/1	Own Departmental Development / Donor Funding (Open a file Per fund e.g., 4/5/1/Name of fund/ Donor)	
4/5/1/P	Policy	
4/5/1/R	Routine Enquiries	
4/5/1/1	Allotment/ In-year Monitoring (IYM) (Open a file for each financial year, e.g., 4/5/1/1/Financial Year)	
4/5/1/2	Debtors' system	
4/5/1/2/P	Policy	
4/5/1/2/R	Routine enquiries	
4/5/1/2/1	System controller	
4/5/1/2/1/1	Debtor bar-coded cards	
4/5/1/2/1/2	Resource Access Control Facility Reports (RECAF)	
4/5/1/2/1/3	Password reset.	
4/5/1/2/1/4	Applications / Amendments of user profiles	
4/5/1/2/1/5	Deletion of user profiles	
4/5/1/2/1/6	Reviews and validity of system users	
4/5/1/2/1/7	Testing of system functions.	
4/5/1/2/1/8	Clearances of National Debtor System (NDS) accounts	
4/5/1/2/1/9	Property devolution of National Debtor System (NDS)	
4/6	**Internal control**	
4/6/1	Inspections (Open a file per financial year for each organisation, e.g.,4/6/1/Name of organization/Financial Year and file alphabetically)	
4/6/2	Investigations (Open a file per financial year for each business unit, e.g.,4/6/2/Name of business unit/Financial Year and file alphabetically.)	

4/6/3	Auditor-general's queries	
4/6/3/1	Internal/Forensic (Open a file for each financial year, e.g., 4/6/3I1/Financial Year)	
4/6/3/2	Auditor-general's queries (Open a file for each financial year, e.g., 4/6/3/2/Financial Year)	
4/6/3/2/1	Housing Development Fund (Open a file for each financial year, e.g., 4/6/3/2/1/Financial Year)	
4/6/3/3	Auditor-general's Report (Open a file for each financial year, e.g., 4/6/3/3/Financial Year)	
4/6/4	Standing committees	
4/6/4/1	Enquiries and answers	
4/6/5	Theft and loss (Open a file for each case, e.g., 4/6/5/Register number.)	
4/6/5/P	Policy	
4/6/5/R	Routine enquiries	
4/6/5/1	Fraud investigations	
4/6/6	Verification (Open a file per financial year for each business unit, i.e., 4/6/6/Name of Business unit/Financial Year)	
4/6/6/R	Routine enquiries	
4/6/7	Special investigations Unit	
4/6/7/R	Routine enquiries	

5. SUPPLY CHAIN MANAGEMENT

(1. This main series deals with all functions regarding the acquisition, maintenance, and management of consumables.

2. For settlement of accounts see 4/2 sub series)

FILE NO.	SUBJECT	DISPOSAL
5/P	Policy	
5/R	Routine Enquiries	
5/1	**Procurement**	
5/1/P	Policy	
5/1/1	External advertisements	
5/1/2	Request for quotes invited by Supply Chain Management (Open a file per case e.g., 5/1/2/Name of case)	
5/1/3	Request for bids (Open a file per bid number allocated e.g., 5/1/3/Number of bid)	
5/1/3/1	Unsuccessful bids (Open a file per bid number allocated e.g., 5/1/3/1/Number of bid)	
5/1/4	Contract (Open a file per contract/ number e.g., 5/1/4/Name / number of contract) (Signed service level agreements and memorandum of understandings if applicable must be filed here)	
5/1/5	Database (Open a file per database e.g., 5/1/5/Name of database)	
5/1/6	Emergency (Open a file per department e.g., 5/1/6/Name of department)	
5/1/7	Reports (Open a file per type of report e.g., 5/1/7/Type of report)	
5/1/8	Training and development (Include logistics)	
5/1/9	Demand Management	
5/1/9/1	Demand Management Plan	
5/2	**Provisioning**	
5/2/P	Policy	
5/2/R	Routine Enquiries	

5/2/1	LOGIS system	
5/2/1/1	Password reset.	
5/2/1/2	Login statistics on dormant users	
5/2/1/3	Applications / Amendments of user profiles	
5/2/1/4	Deletion of user profiles	
5/2/1/5	Reviews and validity of system users	
5/2/2	Database requisitions	
5/2/3	Stationary store	
5/2/3/1	Catalogue	
5/2/3/2	Stock taking.	
5/2/3/2/1	Appointment	
5/2/3/2/2	Disposal	
5/2/4	Reporting	
5/2/5	Training and development	
5/3	**Asset Management**	
5/3/P	Policy	
5/3/R	Routine enquiries	
5/3/1	Asset/ inventory register	
5/3/1/1	Bar-coding	
5/3/1/2	Movements	
5/3/1/3	Transfers	
5/3/1/4	Disposals	
5/3/1/5	Heritage	
5/3/1/6	Stock taking	
5/3/1/7	Inventory lists	

5/3/1/8	Reconciliation	
5/3/2	Reporting (Open a file per type of report e.g., 5/3/2/Type of report)	
5/3/3	Safeguard of assets	
5/3/4	Training and development	
5/3/5	Barcoded asset auditing system (BAUD)	
5/4	**Ethnics and integrity Management**	
5/4/P	Policy	
5/4/R	Routine Enquiries	
5/4/1	Financial E-Disclosures (Open a file per financial year e.g., 5/4/1/Financial year)	
5/4/2	Reports	
5/4/2/1	Quarterly (Open a file per financial year e.g., 5/4/2/1/Quarter)	
5/4/2/2	Annually (Open a file per financial year e.g., 5/4/2/2/Financial year)	

MAIN FILING SYSTEM

6.INTERNAL FACILITIES MANAGEMENT

(The files in this main series deal with all functions regarding the planning, designing, managing of buildings, their mechanical, electrical installations, air-conditioning plants, equipment, furniture, etc. grounds, equipment, furniture, as well as postal and telecommunication services.)

FILE NO.	SUBJECT	DISPOSAL
6/1	**Buildings and Grounds**	
6/1/P	Policy	
6/1/R	Routine Enquiries	
6/1/1	Government immovable asset management act (GIAMA)	
6/1/1/1	User asset management plan (UAMP)	
6/1/2	Maintenance (Including renovations and restorations); (Open a file per project e.g., 6/1/2 Name of Project)	
6/1/2/1	Buildings	
6/1/2/1/1	Not separately provided for	
6/1/2/1/2	Air-conditioner and climate control	
6/1/2/1/2/1	Complaints	
6/1/2/1/3	Electrical installations and equipment	
6/1/2/1/4	Security installations	
6/1/2/1/4/1	Stack room doors	
6/1/2/1/5	Lifts	
6/1/2/1/6	Reports	
6/1/2/2	Grounds	
6/1/3	Cleaning of buildings, offices and grounds (including complaints)	
6/1/3/1	Pest Control	
6/1/4	Tea services (Including complaints)	

6/1/5	Beautifying of buildings and grounds.	
6/1/6	Usage of facilities by other institutions/persons (Only for the use of accommodation, e.g., conference room.)	
6/1/7	Allocation and utilization of offices, stores etc. (Open a file Per project e.g., 6/1/7/Name of project)	
6/1/8	Wastepaper	
6/1/8/P	Policy	
6/1/8/1	Removals	
6/2	**Equipment and furniture**	
6/2/P	Policy	
6/2/R	Routine enquiries	
6/2/1	Supply control administration	
6/2/1/1	Specifications	
6/2/1/2	Stock taking.	
6/2/1/2/P	Policy	
6/2/1/2/1	Master inventory and asset register	
6/2/1/2/2	Stock taking	
6/2/1/3	Loss Control	
6/2/1/3/P	Policy	
6/2/1/3/1	Statistics and reports on losses	
6/2/1/4	Disposal of surplus and unserviceable supplies	
6/2/1/5	Return of empty containers.	
6/2/1/6	Usage by other institutions/persons (Only the use of supplies by other institutions/persons)	
6/2/2	Acquisition maintenance and transfer	
6/2/2/1	Equipment and furniture not separately provided for	
6/2/2/2	Photocopiers	
6/2/2/3	Computers and electronic media (For computer networks, e-mail and internet see 8/7 subseries)	

6/2/2/3/1	Hardware (Including printers, scanners, programs, etc.)	
6/2/2/3/2	Peripherals (E.g., mouse pads, CDs, DVDs, memory sticks, etc.)	
6/2/2/3/3	Software	
6/2/2/3/4	Complaints and failures	
6/2/2/4	Office furniture (Excluding computer equipment)	
6/2/2/5	Stack room shelves	
6/2/2/6	Trolleys and ladders	
6/2/2/7	Steel trunks, padlocks and keys	
6/2/2/8	Microfilm equipment	
6/2/2/9	Electric fans and heaters	
6/2/2/10	Fire extinguishers and hoses	
6/2/2/11	Cleaning equipment	
6/2/2/12	Garden equipment	
6/2/2/13	Conservation equipment	
6/2/2/14	Office locks and keys	
6/2/2/14/1	Register	
6/2/2/14/2	Hand over certificates	
6/2/2/14/3	Replacement	
6/2/2/15	Fax machines	
6/2/2/16	Flags, flag poles and coat of arms	
6/2/2/17	Audiovisual apparatus (E.g., television, DSTV, video machine, video camera, cassettes, etc.)	
6/2/2/17/1	Renewal of licenses	
6/2/2/18	Tape recorders, dicta phones and cassettes	
6/2/2/19	Photographic equipment	

6/2/2/20	Safes	
6/2/2/20/1	Handover certificates and safe details	
6/2/2/21	Emergency communication connections (E.g., radios)	
6/2/2/22	Kitchen equipment	
6/2/2/23	Laundry equipment	
6/2/2/24	Medical equipment (Also includes medical laboratory equipment)	
6/2/2/25	Workshop equipment	
6/3	**Postal services** **(Includes the acquisition of post bags)**	
6/3/P	Policy	
6/3/R	Routine enquiries	
6/3/1	Renewal of post box	
6/3/2	Postal bag	
6/3/3	Franking machine	
6/3/3/1	Maintenance	
6/3/3/2	Postage	
6/3/3/3	Reports	
6/4	**Telecommunication Services** **(Includes telephones, switchboard and directories.)**	
6/4/1	Land lines	
6/4/1/P	Policy	
6/4/1/R	Routine enquiries	
6/4/1/1	Acquiring and application.	
6/4/1/2	Allocation of extensions and re-routing	
6/4/1/3	Telephone accounts (Open a file per month and financial year e.g., 6/4/1/3/Name of month/Financial Year)	
6/4/1/4	Internal movements (Open a file per type of action e.g., 6/4/1/4/Conversion of	

	lines;6/4/1/4/Transfer of lines)	
6/4/1/5	Group Pickups	
6/4/1/6	Complaints	
6/4/1/7	Top user accounts	
6/4/2	Cellular phones	
6/4/2/P	Policy	
6/4/2/R	Routine enquiries	
6/4/2/1	Acquiring of	
6/4/2/2	Requests for renewal/issuing	
6/4/2/3	Maintenance and repairs	
6/4/2/4	Roaming	
6/4/2/5	Accounts (Open a file per month and financial year e.g., 6/4/2/5/Name of month/Financial Year)	
6/4/3	Mobile Devices (Any mobile device capable of storing data and connection to unmanaged external network)	
6/4/3/P	Policy	
6/4/3/R	Routine enquiries	
6/4/3/1	Acquiring of	
6/4/3/2	Requests for renewal/issuing	
6/4/3/3	Maintenance and repairs	
6/4/3/4	Roaming	
6/4/3/5	Accounts (Open a file per month and financial year e.g., 6/4/3/5/Name of month/Financial Year)	
6/4/4	Compilation of telephone directories	
6/4/4/1	External directories	
6/4/4/2	Departmental directories	
6/4/4/3	Internal directories	

6/5	**Occupational Health and Safety (OHASA)**	
6/5/P	Policy	
6/5/R	Routine enquiries	
6/5/1	Audits and reports	
6/5/2	Arrangements and programs	
6/5/3	Contingency/emergency plans	
6/5/3/1	Evacuation drills	
6/5/3/2	Reports	
6/5/4	Appointment of members (Open a file per type of appointment e.g., 6/5/4/Name of appointment)	
6/5/4/1	Remuneration of first aiders	
6/5/5	Training of Members	
6/5/6	Reports (Open a file per type of report e.g., 6/5/6/Type of report)	
6/5/7	Inspections (Open a file per financial year e.g., 6/5/7/Financial Year)	
6/5/8	Protective clothing	
6/5/8/P	Policy	
6/5/9	Complaints	
6/5/10	**Business Continuity Planning (BCP)**	
6/5/10/P	Policy	
6/5/10/R	Routine enquiries	
6/5/10/1	Business impact analysis	
6/5/10/2	Training and awareness	
6/5/10/3	Maintenance and testing	
6/5/10/4	Standby facility	
6/5/11	**COVID-19**	

6/5/11/P	Policy	
6/5/11/R	Routine enquiries	
6/5/11/1	Arrangement and Programs	
6/5/11/2	Contingency/ Emergency Plans	
6/5/11/3	Assessment	
6/5/11/4	Reporting	
6/5/11/5	Compliance officials	
6/5/11/6	Personal Protective Equipment (PPE)	

7. INTERNAL TRAVEL AND TRANSPORT SERVICES

(1. This main series deals with all functions regarding the provision of transport to deliver services and the administration of travel arrangements for official journeys.

2. Open a file for each GG vehicle and number according to Registration Number as indicated in the List of Separate Case Files. All matters related to the relevant vehicle should be filed on the vehicle's file)

FILE NO.	SUBJECT	DISPOSAL
7/1	**Transport**	
7/P	Policy	
7/R	Routine Enquiries	
7/1/1	Government motor transport Open a file for every GG vehicle and number as follows e.g., 7/1/1/GG vehicle number. Logbooks are kept outside the file plan. See the Records Control Schedule.)	
7/1/1/1	Log sheets (Open a file for every GG vehicle and number as follows e.g., 7/1/1/1/GG vehicle number.)	
7/1/1/2	Vehicle checklists and inspections	
7/1/1/3	Traffic offences and fines	
7/1/1/4	Accident and theft reports	
7/1/1/5	Misuse of vehicles	
7/1/1/6	Temporary use of vehicles	
7/1/1/7	Verification of driver details	
7/1/1/7/1	Sanctioning (Open a file per financial year)	
7/1/1/8	Public drivers permit.	
7/1/1/9	Condition assessment	
7/1/2	Departmental transport	
7/1/2/1	Permanent (Open a file for each vehicle according to registration number e.g., 7/1/2/1/Registration number)	

MAIN FILING SYSTEM

7/1/2/1/1	Log sheets (Open a file for each vehicle according to registration number eg.7/1/2/1/1/Registration number)	
7/1/2/1/2	Vehicle checklists	
7/1/2/1/3	Traffic offences and fines	
7/1/2/1/4	Accident and theft reports	
7/1/2/1/5	Misuse of vehicles	
7/1/2/1/6	Insurance	
7/1/3	Subsidised vehicle	
7/1/3/1	Log sheets and claims (Open a file for each vehicle according to surname e.g., 7/1/3/1/1/Surname of official)	
7/1/4	Rental vehicles	
7/1/4/P	Policy	
7/1/4/R	Routine enquiries	
7/1/4/1	Requests and usage	
7/1/5	Air travel and cancellations	
7/1/6	Use of private vehicle for official purposes (Open a file for each staff member according to initial and surname e.g., 7/1/6/E Tengwa)	
7/1/7	Returns and reports.	
7/1/8	Parking arrangements	
7/1/8/P	Policy	
7/1/8/1	Employees	
7/1/8/2	Visitors	
7/1/8/3	Street loading zones	
7/1/8/4	GMT	
7/1/9	Vehicle payments (Open file per type of transport e.g., 7/1/9 type of transport)	
7/1/9/1	Fuel Tariffs	
7/2	International Travel	
7/3	Training and awareness	

8. INTERNAL INFORMATION SERVICES

(Files in this main series deal with all functions regarding the provision and maintenance of information resources of the department.)

FILE NO	SUBJECT	DISPOSAL
8/1	**Internal records management**	
8/1/P	Policy	
8//1R	Routine Enquiries	
8/1/1	File plan	
8/1/1/1	Compilation (For obtaining disposal authorities see 8/1/3/1)	
8/1/1/2	Amendments and additions	
8/1/1/3	Distribution of copies	
8/1/2	Records Control Schedule	
8/1/2/1	Compilation (For obtaining disposal authorities see 8/1/3/1.)	
8/1/2/2	Amendments and additions	
8/1/3	Disposal of records	
8/1/3/1	Obtaining of disposal authorities.	
8/1/4	Transfer of records	
8/1/4/1	To the Eastern Cape Archives and Records Service	
8/1/4/2	To and from other departments/municipalities/institutions/ Administrations	
8/1/5	Destruction of records	
8/1/6	inspection of records	
8/1/6/1	Arrangements	
8/1/6/2	Reports	
8/1/7	Codes and directives (1. Only on internal records management and registry practices. 2. For office instructions and codes see 2/5 sub series.)	
8/1/7/1	Records Management Policy	
8/1/7/2	Registry Procedure Manual and other Manuals	

MAIN FILING SYSTEM

8/1/7/2/1	Training	
8/1/8	Registry matters	
8/1/8/1	Daily file: Maintenance and distribution	
8/1/8/2	Forwarding of correspondence received in error.	
8/1/8/3	Borrowing of files.	
8/1/8/3/1	External (From the Eastern Cape Archives and Records Service and other Departments)	
8/1/8/3/2	Internal	
8/1/8/4	Storage of records	
8/1/8/5	Electronic content management (Can include file tracking / Livelink)	
8/1/8/5/P	Policy	
8/1/8/5/R	Routine Enquiries	
8/1/8/5/1	Manual	
8/1/8/5/2	Administrators	
8/1/8/5/3	Creation and deletion of users	
8/1/8/5/4	Password reset.	
8/1/8/5/5	Reports	
8/1/8/5/6	Training and awareness	
8/1/8/6	Staff Rotation	
8/2	**Library management**	
8/2/P	Policy	
8/2/R	Routine enquiries	
8/2/1	Stocktaking (For stocktaking of other supplies see 6/2/1/2/2.)	
8/2/2	Disposal of surplus and obsolete library material	
8/2/3	Exchange of surplus publications (Includes transfer of surplus publications to and from governmental bodies and other institutions.)	
8/2/4	Acquisition of library material	
8/2/4/1	Purchase/subscriptions	

8/2/4/2	Donations	
8/2/4/3	Material obtained in terms of an Act of Parliament	
8/2/5	Classification, cataloguing and indexing.	
8/2/6	Restoration and binding	
8/2/6/1	Reports	
8/2/7	Copyright	
8/2/8	Contributions to catalogues of publishing houses	
8/2/9	Distribution of new publications	
8/2/10	Automation of library	
8/3	**Information management** (Only information which cannot be placed on an appropriate subject file. For publicity matters see main series 9.)	
8/3/P	Policy	
8/3/R	Routine Enquiries	
8/3/1	Supplying of information.	
8/3/1/1	Questions and answers (Open a file per Department e.g., 8/3/1/1/Name of department) Only information on subjects which have no connection with other main series should be dealt with here.)	
8/3/1/2	Provision of advice (Open a file per Department e.g., 8/3/1/2/Name of department, only advice which cannot be placed on an appropriate subject file. This file is limited to advice on professional matters to bodies not falling under the provisions of the line functions act)	
8/3/1/3	Provision of statistics (Open a file per Department e.g., 8/3/1/3/Name of department)	
8/3/1/4	Provision of Data (Open a file per Department e.g., 8/3/1/4/Name of department)	
8/3/1/5	Surveys and Questionnaires (Open a file per Department e.g., 8/3/1/5/Name of department)	
8/3/1/6	Helpdesk	
8/3/1/7	Media Releases	
8/4	**Knowledge management**	
8/4/1	Professional training to outside persons (1. Includes training of outside persons/students, e.g., interns, learnerships, etc.	

	2. For staff see 3/2 sub series.)	
8/4/1/P	Policy	
8/4/1/R	Routine Enquiries	
8/4/1/1	Arrangements	
8/4/1/2	Syllabus/programs	
8/4/1/3	Reports	
8/4/2	Governance	
8/4/2/P	Policy	
8/4/2/R	Routine Enquiries	
8/4/2/1	Arrangements	
8/4/2/2	Programmes (Open a file per programme e.g., 8/4/212/Name of programme)	
8/4/2/3	Evaluations	
8/5	**Internal Security Measures**	
8/5/P	Policy	
8/5/R	Routine enquiries	
8/5/1	Access control	
8/5/1/1	Registers	
8/5/1/2	Database	
8/5/2	Access permits	
8/5/2/P	Policy	
8/5/2/1	Application for access permits	
8/5/2/2	Reports	
8/5/3	Minimum Information Security Standards (MISS)	
8/5/3/P	Policy	
8/5/3/1	Declaration of secrecy	
8/5/3/2	Investigations	

8/5/3/2/1	Security Breaches	
8/5/4	Name badges	
8/5/5	Security Screening	
8/5/6	Security Vetting	
8/5/7	Threat and Risk Assessments (TRA's) (Open a file per assessment e.g., 8/5/7/Name of assessment)	
8/5/8	**Administering Protection of Personal Information Act (POPIA)**	
8/5/8/P	Policy	
8/5/8/R	Routine enquiries	
8/5/8/1	Training and Awareness	
8/5/8/2	Complaints received by organisation (Open a file per department and financial year e.g., 8/5/8/2/department and Financial Year)	
8/5/8/3	Personal information audits (Open a file per department and financial year e.g., 8/5/8/3/department and Financial Year)	
8/5/8/4	Private impact assessment (Open a file per department and financial year e.g., 8/5/8/4/Financial Year)	
8/6	**Administering Promotion of Access to Information Act (PAIA)**	
8/6/P	Policy	
8/6/R	Routine enquiries	
8/6/1	Section 14 Manual (Open a file per financial year e.g., 8/6/1/Financial Year)	
8/6/2	Applications	
8/6/2/1	Formal requests (Form A section 14) and appeals thereto. (Open a file per request e.g., 8/6/2/1/ Number of request)	
8/6/2/2	Informal requests (Section 15) (Open a file per financial year e.g., 8/6/2/2/Financial Year)	
8/6/2/3	Register of applications received/denied. (Open a file per financial year e.g., 8/6/2/3/Financial Year)	
8/6/3	Section 32 reports (Open a file per financial year e.g., 8/6/3/Financial Year)	
8/7	**Management of Information Services**	
8/7/1	Strategic ICT Services	

8/7/1/1	Policy and Strategy	
8/7/1/1/P	Policy	
8/7/1/1/R	Routine enquiries	
8/7/1/1/1	Policy development (Open a file per policy, e.g., 8/7/1/1/1/Name of policy)	
8/7/1/1/2	E-government strategies (Open a file per strategy, e.g., 8/7/1/1/2/Name of strategy)	
8/7/1/1/3	Market research	
8/7/1/1/3/1	Reports (Open a file per report, e.g., 8/7/1/1/3/1/Name of report)	
8/7/1/2	Planning and Development	
8/7/1/2/P	Policy	
8/7/1/2/R	Routine enquiries	
8/7/1/2/1	Enterprise architecture (Open a file per domain e.g., 8/7/1/2/1/Name of domain)	
8/7/1/2/1/1	Provincial ICT plan	
8/7/1/2/1/2	Review board	
8/7/1/2/1/3	ICT standards (Open a file perversion e.g., 8/7/1/2/1/3/Name of version)	
8/7/1/2/2	Departmental ICT plan (Open a file per Department e.g., 8/7/1/2/2/Name of Department)	
8/7/1/2/2/P	Policy	
8/7/1/2/3	Business solutions	
8/7/1/2/3/1	Analysis (Open a file per project e.g., 8/7/1/2/3/1/Name of project)	
8/7/1/2/3/2	Transversal (Open a file per project e.g., 8/7/1/2/3/2/Name of project)	
8/7/1/2/3/3	Business cases (Open a file per Project e.g., 8/7/1/2/3/3/Name of project)	
8/7/1/3	E-Government for Citizens	
8/7/1/3/P	Policy	
8/7/1/3/R	Routine enquiries	
8/7/1/3/1	Reports	
8/7/1/3/1/1	Contact Tickets	

8/7/1/3/1/2	National	
8/7/1/3/1/3	Provincial	
8/7/1/3/2	ECCOGTA Portal (Open a file per organisation, e.g., 8/7/1/3/2/Name of organisation)	
8/7/1/3/2/1	ECCOGTA Internet Gateway (Open a file per organisation, e.g., 817/1/3/2/1/Name of organization)	
8/7/1/3/2/2	ECCOGTA Intranet (Open a file per organisation, e.g., 8/7/1/3/2/2/Name of organisation)	
8/7/1/3/3	ECCOGTA Contact Centre (Open a file per organisation, e.g., 8/7/1/3/3/Name of organisation)	
8/7/1/3/3/1	ECCOGTA Call Centre (Open a file per organisation, e.g., 8/7/1/3/3/1/Name of organisation)	
8/7/1/3/3/2	ECCOGTA Walk in Centre (Open a file per organisation, e.g., 8/7/1/3/3/2/Name of organisation)	
8/7/1/3/3/3	ECCOGTA e-mail Centre (Open a file per organisation, e.g., 8/7/1/3/3/3/Name of organisation)	
8/7/1/3/3/4	Presidential Hotline (Open a file per organisation, e.g., 8/7/1/3/3/4/Name of organization)	
8/7/1/3/3/5	Transversal Contact Centre (Open a file per organisation, e.g., 8/7/1/3/3/5/Name of organisation)	
8/7/1/3/4	Eastern Cape Access	
8/7/1/3/4/1	Memorandum of Understanding (MOU)	
8/7I1/3/4/2	e-Community Forums (Open a file per Forum, e.g., 8/7/1/3/4/2/Name of Forum) (Minutes and agendas to be filed on main series 11)	
8/7/1/3/4/3	e-Community Centres (Open a file per Centre, e.g., 8/7/1/3/4/3/Name of Centre)	
8/7/1/3/4/4	Eastern Cape Access Training (Open a file per organisation, e.g., 8/7/1/3/4/4/Name of organisation)	
8/7/1/3/5	Content Management (Open a file per organisation, e.g., 8/7/1/3/5/Name of organisation)	
8/7/1/3/6	Usability & Design (Open a file per project per department, this includes all issues like wire frames, design etc., e.g., 8/7/1/3/6/name of project/ name of department)	
8/7/1/3/7	Change Management	
8/7/1/3/7/1	Communication	
8/7/1/3/7/2	Stakeholders	
8/7/1/3/7/3	Training	
8/7/1/3/7/4	Change Control	

8/7/1/3/8	Technology	
8/7/1/3/9	Project Management (Open a file per project, e.g., 8/7/1/3/9/Name of project)	
8/7/1/3/10	Ditcoms	
8/7/1/3/11	Social Media (Open a file per social media platform e.a.8/7/1/3/11/Facebook)	
8/7/1/3/11/P	Policy	
8/7/2	DGITO Management Services	
8/7/2/1	ICT Services	
8/7/2/1/1	Application / Systems	
8/7/2/1/1/1	Planning and Development (Open a file per department, e.g., 8/7/2/1/1/1/Name of department)	
8/7/2/1/1/2	Support and maintenance (Open a file per department, e.g., 8/7/2/1/1/2/Name of department)	
8/7/2/1/1/3	Evaluation (Open a file per department, e.g., 8/7/2/1/1/3/Name of department)	
8/7/2/1/1/4	Decommissioning (Open a file per department, e.g., 8/7/2/1/1/4/Name of department)	
8/7/2/1/2	Technology and infrastructure	
8/7/2/1/2/1	Planning and Development (Open a file per department, e.g., 8/7/2/1/2/1/Name of department)	
8/7/2/1/2/2	Support and maintenance (Open a file per department, e.g., 8/7/2/1/2/2/Name of department)	
8/7/2/1/2/3	Evaluation (Open a file Per department, e.g., 8/7/2/1/2/3/Name of department)	
8/7/2/1/2/4	Decommissioning (Open a file per department, e.g., 8/7/2/1/2/4/Name of department)	
8/7/2/1/3	Audit	
8/7/2/1/3/1	Support (Open a file per department, e.g., 8/7/2/1/3/1/Name of department)	
8/7/2/1/3/2	Maintenance (Open a file Per department, e.g., 8/7/2/1/3/2/Name of department)	
8/7/2/1/3/3	New developments (Open a file per department, e.g., 8/7/2/1/3/3/Name of department)	
8/7/2/1/4	Vendor/ Contract Management Services (Open a file per case, e.g., 8/7/2/1/4/Name of case)	
8/7/2/1/5	SITA	

8/7/2/1/5/P	Policy	
8/7/2/1/5/R	Routine enquiries	
8/7/2/1/5/1	Financial management and services (Open a file Per type of service e.g., 8/7/2/1/5/1/Name of service)	
8/7/2/1/5/2	Requests (Open a file per type of request e.g., 8/7/2/1/5/2/Name of request)	
8/7/2/1/6	IT Security	
8/7/2/1/6/P	Policy	
8/7/2/1/6/R	Routine enquiries	
8/7/2/1/6/1	Support and maintenance (Open a file per department, e.g., 8/7/2/1/6/1/Name of department)	
8/7/2/1/6/2	New developments (Open a file per department, e.g., 8/7/2/1/6/2/Name of department)	
8/7/2/1/6/3	Service requests (Open a file per department, e.g., 8/7/2/1/6/3/Name of department)	
8/7/2/1/7	Reports (Open a file per type of report e.g., 8/7/2/1/7/Name of report)	
8/7/2/1/8	Helpdesk	
8/7/2/1/8/1	Complaints (Open a file per department e.g., 8/7/2/1/8/1/Name of department)	
8/7/2/1/8/2	Technical reports (Open a file per department e.g., 8/7/2/1/8/2/Name of department)	
8/7/2/1/8/3	DITCOM / Change Control (Open a file per department e.g., 8/7/2/1/8/3/Name of department)	
8/7/2/1/8/4	DITCOM Application	
8/8	**Administering Promotion of Administrative Justice Act (PAJA)**	
8/8/P	Policy	
8/8/R	Routine enquiries	
8/8/1	Requests received and responded to (Open a file per Financial Year e.g.,8/8/1/Financial Year)	
8/8/2	Self-assessment Tool	
8/8/3	Management Performance Assessment Tool (MPAT) reporting	
8/8/4	Training and awareness	
8/8/5	Notice of Public inquiry.	

MAIN FILING SYSTEM

9. COMMUNICATIONS

(The files in this main series deal with all functions regarding the systematic planning, implementing, monitoring and revision of publication and marketing strategies, as well as the dissemination of information.)

FILE NO.	SUBJECT	DISPOSAL
9/P	Policy	
9/R	Routine Enquiries	
9/1	**Government Products & Publications**	
9/1/1	Government Gazettes (Open a file per month e.g., 9/1/1/Name of month)	
9/1/2	Projects (Open a file per project/event per year e.g., 9/1/2/Name of project/event 2020)	
9/1/2/1	Designs & Photography (Open a file per project e.g., 9/1/2/1/Name of project)	
9/1/2/2	Printing (Open a file per project e.g., 9/1/2/2/Name of project)	
9/2	**Events & Public participation**	
9/2/1	Projects (Open a file per project/event per year e.g., 9/2/1/Name of project/event 2020)	
9/2/2	Databases (Open a file per name of database e.g., 9/2/2/Name of database)	
9/3	**Advertising, Marketing & Branding**	
9/3/1	Projects (Open a file per project/event per year e.g., 9/3/1/Name of project/event 2020)	
9/4	**Media Support**	
9/4/1	Requests (Open a file per request per year e.g., 9/4/1/Name of request 2020)	
9/4/2	Communication Plans (Open a file per project per year e.g., 9/4/2/Name of project 2020)	
9/4/3	Databases (Open a file per name of database e.g., 9/4/3/Name of database)	
9/4/4	Communiqué	
9/4/4/1	Provincial	

9/4/4/2	Departmental	
9/4/5	Web Content	
9/5	**Language Services**	
9/5/1	Translations (Open a file per destination Language per quarter e.g., 9/5/1/Name of Language/1st quarter)	
9/5/2	Editing & Proof reading. (Open a file per destination Language per quarter e.g., 9/5/2/Name of Language/1st quarter)	
9/5/3	Plain language writing (Open a file per destination Language per quarter e.g., 9/5/3/Name of Language/1st quarter)	
9/5/4	Term Bank (Open a file per destination Language per quarter e.g., 9/5/4/Name of Language/1st quarter)	
9/6	**Media Monitoring**	
9/6/1	Reports (Open a file per month/year e.g., 9/6/1/Name of month/year)	
9/7	**Reports** (Open a file per report e.g., 9/6/Name of report)	
9/8	**Speeches and Lectures** **(Copies of all speeches and lectures should be filed here.)**	
9/8/1	Arrangements	
9/8/2	Copies of Speeches and Lectures	
9/8/3	Contributions to speeches (E.g., for the Premier, Minister, Director-General, Head of Department)	
9/8/4	Visits	
9/8/4/1	Received (Includes school and student groups, other institutions, etc.)	
9/8/4/2	Paid to external institutions.	
9/8/5	Publicity guides (1. Contributions to guides. 2. For library contributions to catalogues see 8/2/8.)	

9/8/6	Website/ Intranet	
9/8/7	Educational material	
9/8/7/1	Acquisition	
9/8/7/2	Production of own material	
9/8/8	Annual Provincial Sports Day	
9/8/8/P	Policy	
9/8/8/R	Routine enquiries	
9/8/8/1	Arrangements	
9/9	**Awards to other institutions/persons**	
9/10	**Social matters**	
9/10/1	Letters of thanks, congratulations, and condolences (Only public and official.)	
9/10/2	Functions (Only to functions/gatherings that cannot be placed elsewhere in the system, e.g., for launches openings, etc.)	
9/10/2/1	Own functions	
9/10/2/1/1	Arrangements and invitations	
9/10/2/1/2	Programs	
9/10/2/2	Other functions and invitations	
9/10/3	Reports	
9/11	**Strategic communications**	
9/11/P	Policy (Open a file per policy/ strategy e.g., 9/11/P/Name of policy/ strategy)	
9/11/R	Routine enquiries	

MAIN FILING SYSTEM

9/11/1	Media Analysis	
9/11/1/1	Newsclip Report (Open a file per month e.g., 9/11/1/1/Name of month)	
9/11/1/2	Cabinet media performance report (Open a file per project/event per year e.g., 9/11/1/2/Name of project/event/2020)	
9/11/2	Research/Surveys	
9/11/2/1	Citizen Surveys Strategy	
9/11/2/2	Strategy implementation	
9/11/2/2/1	Office of the Premier (OTP)	
9/11/2/2/1/1	Eastern Cape (COGTA) Gateway	
9/11/2/2/1/2	Corporate Communication	
9/11/2/2/2	Provincial Departments (Open a file per department e.g., 9/11/2/2/2/Name of department)	
9/11/3	Performance Review	
9/11/3/1	Office of the Premier (OTP)	
9/11/3/2	Provincial Departments (Open a file per department e.g., 9/11/3/2/Name of department)	
9/11/3/3	Special Campaigns Review	
9/11/4	Government Communication Information System (GCIS)	
9/11/5	Executive Advice	

MAIN FILING SYSTEM

10. LEGAL SERVICES

(1. This main series deals with all functions regarding the provision of legal advice and litigation.)

(2. Contract Management must be dealt with on the subject files.)

(3. For legislation see main series 1.)

FILE NO.	SUBJECT	DISPOSAL
10/1	**Provision of Legal Advice**	
10/1/P	Policy (Open a file per project e.g., 10/1/P/Name of Project)	
10/1/R	Routine enquiries	
10/1/1	Requests for advice (Open a file for each request e.g., 10/1/1/L 1 of 2020-2021)	
10/1/2	Drafting & Editing of Contracts (Open a file for each request e.g., 10/1/2/C 1 of 2020-2021)	
10/2	**Litigation**	
10/2/P	Policy	
10/2/R	Routine enquiries	
10/2/1	investigations	
10/2/2	Litigation matters	
10/2/2/1	Litigation by or against Western Cape Government (Open a file per Litigation number e.g., 10/2/2/1/LT 1 of 2020-2021)	
10/3	Compliance (Open a file per dept. and Financial Year e.g., 10/3/Name of Dept. and Financial Year)	
10/3/P	Policy	
10/3/R	Routine enquiries	
10/4	Membership of International Association of Privacy Professional (IAPP) (Open a file for each membership e.g., 10/4/Name of membership)	

11. ATTENDING AND HOSTING MEETINGS AND OTHER GATHERINGS

(The files in this main series deals with all functions relating to attending of gatherings)

FILE NO.	SUBJECT	DISPOSAL
11/P	Policy	
11/1	**Auxiliary functions** (Involves those tasks that have to be done in order to enable the organisation to fulfill its line function)	
11/1/1	**Councils**	
11/1/R	Routine enquiries	
11/1/1/1	Type of councils, arrangements, memberships and representation, etc. (Open a file for each council e.g., 11/1/1/1Name of council)	
11/1/1/2	Agendas, minutes, reports and Terms of Reference (Open a file for each council e.g., 11/1/1/2Name of council)	
11/1/2	**Committees/meetings**	
11/1/2/R	Routine enquiries	
11/1/2/1	Type of committees, arrangements, memberships and representation, etc. (Open a file for each committee, e.g., 11/1/2/1/Name of committee)	
11/1/2/2	Agendas, minutes and reports (Open a file for each committee, e.g., 11/1/2/2/Name of committee)	
11/1/3	**Task groups/teams**	
11/1/3/R	Routine enquiries	
11/1/3/1	Type pf task group, arrangements, membership and representation, etc. (Open a file for each task group/team, e.g., 11/1/3/1/Name of task group/team)	
11/1/3/2	Agendas, minutes, reports and Terms of Reference (Open a file for each task group/team, e.g., 11/1/3/2/Name of task group/team)	
11/1/4	**Forums**	
11/1/4/R	Routine enquiries	
11/1/4/1	Type of forums, arrangements, membership and representation, etc. (Open a file for each forum, e.g.,11/1/4/1/Name of forum)	
11/1/4/2	Agendas, minutes, reports and Terms of Reference	
11/1/5	**Conferences**	
11/1/5/R	Routine enquiries	

11/1/5/1	Type of conferences, arrangements, memberships and representation etc. (Open a file for each conference and name of conference e.g.,11/5/1/Name of conference)	
11/1/5/2	Agenda, minutes, reports and Terms of Reference (Open a file for each conference and name of conference e.a.11/1/5/2/Name of conference)	
11/2	**Line Functions** (Involves those unique tasks that distinguish an organization from other organizations, as they embody those specific assignments for which the organization is responsible.)	
11/2/1	**Councils**	
11/2/1/R	Routine enquiries	
11/2/1/1	Type of councils, arrangements, membership and representation, etc. (Open a file for each council and number it consecutively, e.g., 11/2/1/1/Name of council)	
11/2/1/2	Agendas, minutes, reports and Terms of Reference (Open a file for each council and number it consecutively, e.g., 11/2/1/2/Name of council)	
11/2/2	**Committees**	
11/2/2/R	Routine enquiries	
11/2/2/1	Type of committees, arrangements, membership and representation, etc. (Open a file for each committee and number it consecutively, e.g., 11/2/2/1Name of committee)	
11/2/2/2	Agendas, minutes, reports and Terms of Reference (Open a file for each committee and number ii consecutively, e.g., 11/2/2/2/Name of committee)	
11/2/3	**Task group/teams**	
11/2/3/R	Routine enquiries	
11/2/3/1	Type of task group/team, arrangements, membership and representation etc. (Open a file for each task group/team and number it consecutively, e.g., 11/2/3/1/Name of task group/team)	
11/2/3/2	Agendas, minutes, reports and Terms of Reference (Open a file for each task group/team and number it consecutively, e.g., 11/2/3/2/Name of task group/team)	
11/2/4	**Forums**	
11/2/4/R	Routine enquiries	
11/2/4/1	Type of forums, arrangements, membership and representation etc. (Open a file for each forum and number it consecutively, e.g.,11/2/4/1/Name of forum)	

11/2/4/2	Agendas, minutes, reports and Terms of Reference (Open a file for each forum and number it consecutively, e.g., 11/2/4/2/Name of forum)	
11/2/5	**Courts**	
11/2/5/R	Routine enquiries	
11/2/5/1	Type of courts, arrangements, membership and representation etc. (Open a file for each court and number it consecutively, e.g.,11/2/5/1/Name of court)	
11/2/5/2	Agendas, minutes, reports and Terms of Reference (Open a file for each court and number it consecutively, e.g., 11/2/5/2/Name of court)	
11/2/6	**Conferences**	
11/2/6/R	Routine enquiries	
11/2/6/1	Type of conference, arrangements, membership and representation, etc. (Open a file for each conference e.g., 11/2/6/1/Name of conference)	
11/2/6/2	Agendas, minutes, reports and Terms of Reference (Open a file for each conference e.g., 11/2/6/2/Name of conference)	

12. DEVELOPMENTAL LOCAL GOVERNMENT CO-ORDINATION, MUNICIPAL SUPPORT & MONITORING SERVICES & DICTRICT SUPPORT OFFICES

FILE NO.	SUBJECT	DISPOSAL
12/P	Policy	
12/R	Routine Enquiries	
12/1	Admin support services for branch	
12/1/1	Branch/Components budget/Action Plans	
12/1/2	Capacity Building programs	
12/1/3	Branch/Divisions sessions & meetings	
12/1/4	Performance assessment reports for the Branch	
12/1/5	Resources & other general matters for the branch	
12/2	Municipal evaluation & capacity assessment	
12/2/P	Policy	
12/2/R	Routine Enquiries	
12/2/1	Capacity assessment	
12/2/2	Monitoring and evaluation reports) (Open a file for each District municipality and number as in Annexure A).	
12/2/3	Municipal support programmes	
12/2/4	5-year Loc Gov Strategic Agenda (Open a file for each municipality and number as in Annexure A).	
12/2/5	Municipal evaluation & capacity assessment general files (Ad hoc responses)	
12/3	Municipal Performance Management	
12/3/P	Policy	
12/3/R	Routine Enquiries	
12/3/1	Municipal Key Performance Areas and Key Performance Indicators reports. (Open a file for each Municipality as in Annexure A.)	
12/3/2	Municipal performance management reports (Open a file for each Municipality as in Annexure A)	
12/3/3	Pilot municipalities- Performance Management System	
12/3/4	Municipal Annual Reports (Sec 46)	

12/3/5	Municipal performance management general files (Ad hoc responses)	
12/4	Municipal Support	
12/4/P	Policy	
12/4/R	Routine Enquiries	
12/4/1	Support providers per Municipality (Open a file for each Municipality as in Annexure A)	
12/4/2	Reports on support provided per Municipality. (Open a file for each Municipality as in Annexure A)	
12/5	District Support Offices/Centres	
12/5/P	Policy	
12/5/R	Routine Enquiries	
12/5/1	Admin support services for District Support Offices	
12/5/1/1	District support offices budget & plans (Open a file for each district support office and number consecutively).	
12/5/1/2	Capacity Building programs (Open a file for each district support office and number consecutively).	
12/5/1/3	District support offices sessions & meetings (Open a file for each district support office and number consecutively).	
12/5/4	Performance assessment reports for District support Offices (Open a file for each district support office and number consecutively).	
12/5/5	Resources & other general matters for District support offices (Open a file for each district support office and number consecutively).	
12/6	Rapid Response	
12/6/P	Policy	
12/6/R	Routine Enquiries	
12/6/1	Local Government Turn Around Plans	
12/6/1/1	Working Session with municipalities on LGTAS & MUTAS (Open a file for each municipalities and number according to Annexure A).	
12/6/1/2	MUTAS reports/documents (Open a file for each municipality and number according to Annexure A).	
12/6/2	Stakeholder feedback	
12/6/3	Service Delivery issues and reports (unblocking)	
12/6/4	Municipal best practices	
12/6/5	Rapid response general matters (Ad hoc)	

13. MUNICIPAL GOVERNANCE

FILE NO.	SUBJECT	DISPOSAL
13/P	Policy	
13/R	Routine Enquiries	
13/1	Admin support services for branch	
13/1/1	Branch/Components budget/Action Plans	
13/1/2	Capacity Building programs	
13/1/3	Branch/Divisions sessions & meetings	
13/1/4	Performance assessment reports for the branch	
13/1/4	Resources & other general matters for the branch	
13/2	Municipal Administration	
13/2/P	Policy	
13/2/R	Routine Enquiries	
13/2/1	Legislative compliance	
13/2/1/1	Establishment & disestablishment municipalities	
13/2/1/2	Formulation of municipal by-laws and policy matters	
13/2/1/3	Determination of number of Councilors by Municipalities	
13/2/4	Anthropological and ethnological research	
13/2/5	Customs and customary research	
13/2/2	Good Governance	
13/2/2/1	Assignment of powers and function	
13/2/2/2	Devolution of powers and functions	
13/2/2/3	Redetermination of municipal boundaries	

13/2/2/4	Municipal interventions	
13/3	Municipal Human Resource Management & Development	
13/3/P	Policy	
13/3/R	Routine Enquiries	
13/3/1	Municipal Human Resource Management	
13/3/1/1	Filling of posts	
13/3/1/2	Transfer of personnel	
13/3/1/3	Advancement of Personnel	
13/3/1/4	Affirmative action & employment equity	
13/3/1/5	Conditions of Service	
13/3/1/6	Service Benefits	
13/3/1/7	Disciplinary Procedure	
13/3/1/8	Labour Relations	
13/3/1/9	Industrial Relations and Bargaining Council	
13/3/1/10	Grievance Procedure	
13/3/1/11	Organization and Establishment	
13/3/1/12	Municipal HRM policies (Open file for each Municipality according to Annexure A)	
13/3/2	Municipal Human Resource Development	
13/3/2/P	Policy	
13/3/2/R	Routine Enquiries	
13/3/2/1	Loc Govt Training Provision for Councilors	
13/3/2/2	Loc Govt Training Provision for administrators	
13/3/2/3	Reporting	

13/3/2/4	Municipal training budgeting and expenditure reports	
13/3/2/5	Assessment/monitoring of Training needs	
13/3/2/6	Mentoring	
13/3/2/7	Evaluation of Training results	
13/3/2/8	Workshops, seminars, and symposiums	
13/3/2/9	Skills Audit and skills plan	
13/3/2/10	SALGA matters	
13/3/2/11	Loc Govt SETA matters	
13/4	Municipal Development Finance	
13/4/P	Policy	
13/4/R	Routine Enquiries	
13/4/1	Municipal Audit/Risk Management	
13/4/1/1	Auditor-Generals reports.	
13/4/1/2	Assessment of audit reports (Open a file for each Municipality as in Annexure A)	
13/4/1/3	Municipal Audit Inspections (Open a file for each Municipality as in Annexure A.)	
13/4/1/4	Municipal Special Investigations (Open a file for each Municipality as in Annexure A.)	
13/4/2	Municipal Financial Assistance Management	
13/4/2/1	Local Government Financial Management	
13/4/2/1/1	Municipal Budget	
13/4/2/1/2	Revenue Base	
13/4/2/1/3	Financial Statements (Open a file for each Municipality as in Annexure A)	
13/4/2/1/4	Assets – movable	
13/4/2/1/5	Assets – immovable	

13/4/2/1/6	Loans/borrowing	
13/4/2/1/7	Remedial actions	
13/4/2/2	Loc. Govt Revenue Management	
13/4/2/2/1	Internal controls – Organograms	
13/4/2/2/2	Internal controls - IT Systems	
13/4/2/2/3	Internal controls - Policies on tariffs settings	
13/4/2/2/4	Internal controls - Credit controls	
13/4/2/2/5	Internal controls – Indigent	
13/4/2/2/6	Subsidies	
13/4/2/2/7	Metering	
13/4/2/2/8	Billing	
13/4/2/2/9	Investments	
13/4/2/2/10	Municipal Taxes	
13/4/2/2/11	Valuation roll	
13/4/2/2/12	Financial Assistance	
13/4/2/2/13	Internal Controls	
13/4/2/2/14	Procurement Services	
13/5	Public participation	
13/5/P	Policy	
13/5/R	Routine Enquiries	
13/5/1	Community Development Work (CDW) facilitation	
13/5/1/1	Recruitment of CDW's	
13/5/1/2	Appointment of CDW's	

13/5/1/3	Payment of stipends for trainee CDW's	
13/5/1/4	Monitor performance of CDW's.	
13/5/1/5	Local Govt SETA consultation	
13/5/1/6	Budget & physical resources for CDW's	
13/5/2	Ward Committee Facilitation	
13/5/2/1	Establishment of functional Ward Committees	
13/5/2/2	Establishment of effective Public Participation units	
13/5/2/3	Co-ordination of outreach programme	
13/5/2/4	Co-ordination of local govt elections	

14. MUNICIPAL DEVELOPMENT & PLANNING

FILE NO	SUBJECT	DISPOSAL
14/P	Policy	
14/R	Routine Enquiries	
14/1	Admin support services for branch	
14/1/1	Branch/Components budget/Action Plans	
14/1/2	Capacity Building programs	
14/1/3	Branch/Divisions sessions & meetings	
14/1/4	Performance assessment reports for the Branch	
14/2	Town and Regional Planning	
14/2/P	Policy	
14/2/P/1	IDP Policy	
14/2/P/2	Local Government Policy	
14/2/P/3	Land/Spatial Development Policy	
14/2/P/4	Land/Spatial Development Policy	
14/2/P/5	Urban Development Policy	
14/2/P/6	Upgrading of Informal Settlement Policy	
14/2/P/7	Rural Development Policy	
14/2/P/8	Transport Policy	
14/2/P/9	Environmental Policy	
14/2/P/10	Tourism Policy	
14/2/P/11	Statistics Policy	
14/2/1	Main Files	

14/2/1/1	Grants	
14/2/1/2	Consultants	
14/2/2	Cacadu District Municipalities (Open a file for each District Municipality as per below activities e.g., 14/2/2/District Munic / 1)	
14/2/2/…. /1	Planning Enquiries	
14/2/2/…/2	Integrated Development Plans (IDP)	
14/2/2/…/3	Zoning Scheme	
14/2/2/…/4	Planning applications	
14/2/3	Amatole District Municipality (Open a file for each District Municipality as per below activities e.g., 14/2/3/District Munic/1)	
14/2/3/…/1	Planning Enquiries	
14/2/3/…/2	IDP	
14/2/3/…/3	Zoning Scheme	
14/2/3/…/4	Planning applications	
14/2/4	Chris Hani District Municipality (Open a file for each District Municipality as per below activities e.g., 14/2/4/District Munic / 1)	
14/2/4/…. /1	Planning Enquiries	
14/2/4/…. /2	IDP	
14/2/4/…. /3	Zoning Scheme	
14/2/4/…. /4	Planning applications	
14/2/5	Ukhahlamba District Municipality (Open a file for each District Municipality as per below activities e.g., 14/2/5/District Munic / 1)	
14/2/5/…/1	Planning Enquiries	
14/2/5/…/2	IDP	
14/2/5/…/3	Zoning Scheme	

14/2/5/.../4	Planning applications	
14/2/6	O R Tambo District Municipality (Open a file for each District Municipality as per below activities e.g., 14/2/6/District Munic / 1)	
14/2/6/.../1	Planning Enquiries	
14/2/6/.../2	IDP	
14/2/6/.../3	Zoning Scheme	
14/2/6/.... /4	Planning applications	
14/2/7	Alfred Nzo District Municipality (Open a file for each District Municipality as per below activities e.g., 14/2/7/District Munic 1)	
14/2/7/.... /1	Planning Enquiries	
14/2/7/.... /2	IDP	
14/2/7/.... /3	Zoning Scheme	
14/2/7/.... /4	Planning applications	
14/2/8	Nelson Mandela Metropolitan Municipality (Open a file for each District Municipality as per below activities e.g., 14/2/8/District Munic / 1)	
14/2/8/.../1	Planning Enquiries	
14/2/8/.../2	IDP	
14/2/8/.../3	Zoning Scheme	
14/2/8/.../4	Planning applications	
14/3	Land Survey Services	
14/3/P	Policy	
14/3/R	Routine Enquiry	
14/3/1	Survey (Open a file for each Municipality e.g., 14/3/1/1)	
14/3/2	Mapping	
14/3/3	Budget	

14/3/4	Cabinet memo's	
14/4	Valuations	
14/4/P	Policy	
14/4/R	Routine Enquiries	
14/4/1	Valuations (Open a file for each Municipality e.g., 14/4/1/1)	
14/4/2	Valuation Courts	
14/4/3	Valuation Consultants	
14/5	Land Use Management	
14/5/P	Policy	
14/5/R	Routine Enquiries.	
14/5/1	Land Use Management & Administration (Open a file for each Municipality according to Annexure A.). Township Establishments Subdivisions Subdivision and Rezoning Relaxation of Building Lines Removal of Restriction Extension of validity/time	
14/5/2	Land Transaction (Open a file for each Municipality according to Annexure A, e.g., 14/5/2/1…).	
14/5/2/1	Change of Ownership/ Transfers	
14/5/2/3	Opening of Township Register	
14/5/3	Land Release	
14/5/3/1	Land use & administration support and interventions	
14/5/3/2	Human Settlements,	
14/5/3/3	Land Claims	
14/5/3/4	Training and skills development	
14/5/3/5	Staff meetings	

14/5/3/6	Monthly Reports.	
14/5/4	DFA matters.	
14/5/4/1	Tribunal appointments	
14/5/4/2	Tribunal secretariat	
14/5/4/3	Tribunal training	
14/5/4/4	Tribunal meetings	
14/5/4/5	DFA Funding	
14/5/4/6	DFA workshops and symposium	
14/5/4/7	Task Teams matters	
14/5/4/8	Individual District Municipalities (Open file for each Municipality and number according to Annexure A).	
14/5/4/9	Capacitation of Municipalities (Open a file for each Municipality and number according to Annexure A)	
14/5/4/10	Advisory Board Matters	
14/5/4/10/1	Agendas and arrangements	
14/5/4/10/2	Minutes	
14/5/4/10/2	Training and Workshops	
14/5/4/10/2/1	Municipalities (Open a file for each municipality and number according to Annexure A).	
14/5/5	Budget and Finance (Open a file for each municipality and number according to Annexure A).	
14/5/5/1	Payments	
14/5/5/1/1	Service Providers	
14/5/5/1/2	Gazette	
14/5/5/2	Action Plans (Open a file for each Municipality and number according to Annexure A).	
14/5/6	Land Invasion (Open a file for each Municipality and number according to Annexure A)	
14/6	Integrated Development Plans (IDP's) (Open a file for each Municipality and number according to Annexure A).	

79

14/7	IDP engagements/commenting process. (Open a file for each Municipality)	

15. MUNICIPAL LOCAL ECONOMIC DEVELOPMENT FACILITATION

FILE NO	SUBJECT	DISPOSAL
15/P	Policy	
15/R	Routine Enquiries	
15/1	Admin support services for the branch	
15/1/1	Branch/Components budget/Action Plans	
15/1/2	Capacity Building programs	
15/1/3	Branch/Divisions sessions & meetings	
15/1/4	Performance assessment reports for the Branch	
15/2	Local Economic Development (LED) support (Open a file for each Municipality and number according to Annexure A	
15/2/..../1	Funding of project	
15/2/..../2	Monitoring of projects	
15/2/..../3	Expenditure reports	
15/3	Second Economy Intervention Programmes (SEIP) (Open a file for each Municipality and number Consecutively e.g., 11/3/ Annexure A/1)	
15/3/..../1	Funding of project	
15/3/..../2	Monitoring of projects	
15/3/..../3	Expenditure reports	
15/4	Township and Small-Town Regeneration (Open a file for each Municipality and number Consecutively e.g., 11/4/Annexure A/1)	
15/4/..../1	Funding of projects	
15/4/..../2	Monitoring of projects	
15/4/..../3	Expenditure reports	
15/5	Rural Service Centres (Open a file for each Municipality and number	

	Consecutively e.g11/5/Annexure A/1)	
15/5/.../1	Funding of projects	
15/5/.../2	Monitoring of projects.	
15/5/.../3	Expenditure reports	
15/6	Rural Livelihood (RULIV) (Open a file for each Municipality and number consecutively)	
15/7	Municipal Budget/ business Plans	
15/8	Knowledge management programmes	
15/9	Workshops	
15/10	Meetings	
15/11	LED Community empowerment /Capacity building programmes to Municipalities (Open a file for each Municipality and number consecutively)	
15/11/.../1	Funding of projects	
15/11/.../2	Monitoring of projects	
15/11/.../3	Expenditure reports	

16. INFRASTRUCTURE, DISASTER MANAGEMENT & FREE BASIC SERVICES

FILE NO	SUBJECT	DISPOSAL
16/P	Policy	
16/R	Routine Enquiries	
16/1	Admin support services for branch	
16/1/1	Branch/Components budget/Action Plans	
16/1/2	Capacity Building programs	
16/1/3	Branch/Divisions sessions & meetings	
16/1/4	Performance assessment reports for the Branch	
16/1/5	Meetings	
16/1/5/1	Management Meetings	
16/1/5/2	Extended Management Meetings (with DG).	
16/1/5/3	Inter Departments Technical Committee (IDTC).	
16/1/5/4	Joint Project Team (JPT)	
16/1/5/5	Member of the Executive Council (MEC)	
16/1/5/6	Provincial Technical Task Team (PTTT).	
16/2	Municipal Infrastructure Training / Capacitation	
16/3	Committees	
16/3/1	Water Research Commission	
16/3/2	Amatola Water Resource System Analysis	
16/3/3	Regional Solid Waste Disposal/Sewerage Schemes	
16/4	Municipalities Infrastructure Projects	
16/4/1	Eastern Cape Local Government Association (ECLGA) matters (Open a file for each Municipality as shown in Annexure A)	
16/4/2	Engineering Projects	
16/4/3	Payment to Municipalities	
16/4/4	Environmental Impact Assessment (EIA) Studies	
16/5	Other Departments, Institutions and Municipalities	
16/5/1	Department of Water Affairs and Forestry	
16/5/1/P	Policy/Green - White Papers/discussion Documents/Acts/etc.	
16/5/1/1	Water Boards	
16/5/1/2	Provincial Liaison Committee	

16/5/1/3	Planning Sub-Committee/CWSS/Projects Planning	
16/5/1/4	Min MEC/Technical Task Team	
16/5/1/5	Water Studies	
16/5/1/6	Provincial Sanitation Task Team	
16/5/1/7	East Cape Situation Analysis	
16/5/1/8	Meetings/Workshops	
16/5/1/9	Water Services Development Plans	
16/5/2	National Department of Co-operative Governance and Traditional Affairs	
16/5/3	Department of Public Works	
16/5/3/1	Water and Sanitation	
16/5/3/2	Roads, Bridges and Storm water	
16/5/3/3	Public Works Programmes	
16/5/3/3/1	College & Hospital Water and Sanitation	
16/5/3/3/2	Multi-Purpose Community Centers	
16/5/4	Department of Health	
16/5/4/P	Policy	
16/5/4/R	Routine Enquiries	
16/5/5	Department of Education	
16/5/5/P	Policy	
16/5/5/R	Routine Enquiries	
16/5/6	National Department of Housing	
16/5/6/P	Policy/Discussion documents/etc	
16/5/6/1	Redbook	
16/5/6/2	Minutes of meetings	
16/5/7	Development Bank of South Africa (DBSA)	
16/5/8	Statistics South Africa	
16/5/9	Independent Electoral Commission (IEC).	
16/5/10	ESKOM	
16/5/11	Water Research Commission	
16/5/12	Demarcation Board	
16/5/13	Engineering Council of South Africa (ECSA)	
16/5/14	District Municipalities	
16/5/14/1	Main Files	
16/5/14/1/1	General Infrastructure Development Matters	

16/5/14/1/2	Workshops/meetings	
16/5/14/1/3	Projects	
16/5/14/1/3/1	Rural Access Roads	
16/5/14/2	Individual District Municipality (Open a file for each District Municipality according to Annexure A).	
16/5/15	Former Trust Areas	
16/6	Contractors/Developers (Open a file for each Contractor/Developer and number consecutively).	
16/7	Presidential Project Team	
16/8	Reconstruction and Development Programme (RDP) projects	
16/8/P	Policy	
16/8/P/1	Municipal Infrastructure Programme (MIP)/EMIP	
16/8/P/2	Bulk Connector Infrastructure Grants (BCIG).	
16/8/P/3	Rapid Infrastructure Development (RAID).	
16/8/P/4	Consolidated Municipal Infrastructure Programme (CMIP).	
16/8/P/5	Public Private Partnership (PPP).	
16/8/P/6	Special Integrated Presidential Projects (SIPP's).	
16/8/P/7	Ex-Ciskei Infrastructure Programme (CIP).	
16/8/R	Routine Enquiries	
16/8/1	Business Plans/Submit Memos/Appointments	
16/8/2	Progress Reports/Minutes / Procedures	
16/8/3	Site Visits	
16/8/4	Special Development Initiative (SDI).	
16/8/5	RDP Capacitation programmes	
16/8/6	Payments and Transfers/Cash flows	
16/8/7	Certificates of completion	
16/9	Funds – Consolidation Municipal Infrastructure Programmes (CMIP). (Open a file for each financial year and number consecutively).	
16/10	DG, MEC, Premiers Office, etc. (responses, queries).	
16/10/1	Cabinet Memo's/resolutions	
16/10/2	Cabinet-, MEC reports and speeches	
16/11	Water	

16/12	Sanitation	
16/12/R	Routine Enquiries	
16/12/1	Oxidation Ponds – Transkei	
16/12/2	Ventilated Improved Bucket Sanitation System (VIBSS)	
16/13	Roads/Storm water	
16/14	Solid Waste	
16/15	Reports	
16/15/1	Disasters	
16/15/2	Annual	
16/15/3	Quarterly	
16/15/4	Monthly	
16/15/5	Targets	
16/15/6	Growth & Development	
16/15/7	Action Plans	
16/15/8	Provincial Policy/Budget speeches	
16/15/9	National Speeches, etc.	
16/16	Engineering	
16/16/1	Cemetery sites and ground water pollution	
16/17	Municipal Mentoring Programme (MMP).	
16/18	Consolidated Municipal Infrastructure Programme (CMIP).	
16/18/P	Policy	
16/18/R	Routine Enquiries	
16/18/1	National	
16/18/1/R	Routine Enquiries	
16/18/1/1	Meetings	
16/18/1/1/1	Agendas	
16/18/1/1/2	Minutes and reports	
16/18/1/2	Disbursement	
16/18/1/3	Developer's performance	
16/18/2	Provincial	
16/18/2/1	Provincial Municipal Infrastructure Task Team (PMITT).	
16/18/2/2	Management Information Systems	
16/18/2/3	Consultants	
16/18/2/4	Projects linked with Department of Water Affairs	

16/18/2/5	Individual CMIP Projects	
16/18/2/5/1	Municipalities (Open a file for each Municipality and number according to Annexure A).	
16/18/2/5/2	Towns (Open a file for each Town and number consecutively).	
16/19	Disaster Management	
16/19/P	Policy	
16/19/R	Routine Enquiries	
16/19/1	Circulars /minutes-Disaster meetings	
16/19/1/2	Municipal Disaster Management Centre	
16/19/1/3	Disaster Risk Assessment	
16/19/1/4	Emergency Response Teams	
16/19/2	Assessments of disasters (Open a file for each Municipality according to Annexure A.e.g.12/19/2/1, …).	
16/19/3	Reports (National)-disaster assessments	
16/19/4	Liaising with Govt Departments (Education, Health, Works, Agriculture, Welfare, Sports, etc.).	
16/19/5	Budget/Action Plans	
16/19/6	Contracts/Consultants	
16/19/7	Capacity Building/awareness campaigns	
16/19/8	Fire and Emergency Services	
16/19/8/1	Facilitation of Fire and Emergency Services	
16/19/8/2	Inspection of fire and emergency services	
16/19/8/3	Appointment of category of authorized personnel	
16/19/8/4	Fire Fighting equipment	
16/19/8/5	Training on fire services	
16/19/8/6	Liaison with municipalities	
16/19/8/7	Standing Committee questions and response	
16/19/8/8	Disaster Management Information Technology system	
16/19/8/9	Disaster Management plans	
16/20	Free Basic Services	
16/20/P	Policy	
16/20/R	Routine Enquiries	
16/20/1	Free basic electric services (Open a file for each Municipality according to Annexure	

	A.)	
16/20/2	Free basic water & sanitation (Open a file for each Municipality according to Annexure A)	
16/20/3	Free basic services monitoring & evaluation (Open a file for each Municipality according to Annexure A)	

17. TRADITIONAL AFFAIRS

FILE NO	SUBJECT	DISPOSAL
17/P	Policy	
17/R	Routine Enquiries	
17/1	Admin support services for branch	
17/1/1	Branch/Components budget/Action Plans	
17/1/2	Capacity Building programs	
17/1/3	Branch/Divisions sessions & meetings	
17/1/4	Performance assessment reports for the branch	
17/2	Traditional Leadership, Policy, and legislation Development	
17/2/P	Policy	
17/2/R	Routine Enquiries	
17/2/1	Traditional leadership Policy development	
17/2/2	Interpretation of Traditional leadership Policies	
17/2/3	Implementation of Traditional leadership Policies	
17/2/4	Establishment & disestablishment of traditional leadership institutions advice	
17/2/5	Anthropological and ethnological research	
17/2/6	Customs and customary research	
17/3	Provincial House of Traditional Leaders	
17/3/P	Policy	
17/3/R	Routine Enquiries	
17/3/1	Main Files	

17/3/1/1	Budget/Action plans	
17/3/1/2	Claims & Counter claims	
17/3/1/3	Session of the House	
17/3/1/4	Motion	
17/3/1/5	Members of the House	
17/3/1/5/1	Coalition Members	
17/3/1/6	Capacity Building programme	
17/3/1/7	Local Government Matters	
17/3/1/8	Task Teams	
17/3/1/9	Invitations to Functions	
17/3/2	Committees	
17/3/2/1	Executive Committee	
17/3/2/1/1	Arrangements	
17/3/2/1/2	Agenda, submission, minutes, and related documentation	
17/3/2/2	Chair of chairs Committee	
17/3/2/2/1	Arrangements	
17/3/2/2/2	Agenda, submission, minutes, and related documentation	
17/3/2/3	Tradition, Culture, Custom and Education Committee	
17/3/2/3/1	Arrangements	
17/3/2/3/2	Agenda, submission, minutes, and related Documentation	
17/3/2/4	Legislation and Public Safety Committee	
17/3/2/4/1	Arrangements	
17/3/2/4/2	Agenda, submission, minutes and related documentation	

17/3/2/5	Social Development and Health Committee	
17/3/2/5/1	Arrangements	
17/3/2/5/2	Agenda, submission, minutes, and related documentation	
17/3/2/6	Agriculture, Economic, Land and Environment Affairs Committee	
17/3/2/6/1	Arrangements	
17/3/2/6/2	Agenda, submission, minutes, and related documentation	
17/3/2/7	Disputes and Claims Committee	
17/3/2/7/1	Arrangements	
17/3/2/7/2	Agenda, submission, minutes, and related Documentation	
17/3/2/8	Aged, Gender, Physical Challenged Status of Woman and Youth Committee	
17/3/2/8/1	Arrangements	
17/3/2/8/2	Agenda, submission, minutes, and related documentation	
17/3/2/9	Internal Arrangements Committee	
17/3/2/9/1	Arrangements	
17/3/2/9/2	Agenda, submission, minutes, and related documentation	
17/3/2/10	Ad Hoc Committees	
17/3/2/10/1	Arrangements	
17/3/2/10/2	Agenda, submission, minutes, and related documentation	
17/3/3	Correspondence Received	
17/3/3/1	National Assembly	
17/3/3/2	Provincial Legislature	
17/3/3/3	National Departments (Open a file for each Department and number consecutively).	
17/3/3/4	Provincial Department (Open a file for each Department and number consecutively).	

17/3/3/5	Traditional Affairs Regional Offices (Open a file for each Traditional Affairs Regional office)	
17/3/4	Events	
17/3/5	Communication/protocol	
17/3/6	National House of Traditional Leaders	
17/3/7	Local Houses of Traditional Leaders (Open a file for each House and number consecutively).	
17/3/8	Research matters commissioned by the House	
17/3/9	Constituencies for the members	
17/3/10	Resolutions of the House	
17/3/11	Order papers	
17/3/12	Members of the House	
17/3/13	Mou's signed by the house with other stake holders.	
17/3/14	Houses at the international level	
17/3/15	Speeches for the Chairperson	
17/3/16	Outreach matters	
17/3/17	Bills referred to the House from National Parliament and legislature.	
17/3/18	House advice to provincial government	
17/3/19	House security matters	
17/4	Traditional Community Development	
17/4/P	Policy	
17/4/R	Routine Enquiries	
17/4/1	Traditional leadership development programmes/Projects	
17/4/2	Traditional leadership integration with other institutions	
17/4/3	Donor funding	

17/4/4	Assignment of functions by other departments	
17/5	Traditional Leadership Institution support	
17/5/P	Policy	
17/5/R	Routine Enquiries	
17/5/1	Infrastructure	
17/5/1/1	Infrastructure inspection	
17/5/1/2	Infrastructure budget/expenditure	
17/5/1/3	Infrastructure progress reports	
17/5/2	Recognition and removal of traditional leaders	
17/5/3	Trad Affairs Regional office support (Open a file for each Region and number consecutively).	
17/5/4	Traditional Councils (Open a file for each Trad Council and number consecutively).	
17/5/5	Kingdoms/King Council (Open a file for each Kingdom/King Council and number consecutively).	
17/6	Traditional Leadership Capacity building	
17/6/P	Policy	
17/6/R	Routine Enquiries	
17/6/6	Traditional Leadership training interventions	
17/6/6/1	Training needs and plan	
17/6/6/2	Skills audit	
17/6/6/3	Progress report on implementation of training Plan	
17/6/6/4	Impact assessment of training	
17/6/6/5	Training budget and Expenditure reports	
17/7	Traditional Leadership Financial Management	
17/7/P	Policy	

MAIN FILING SYSTEM

17/7/R	Routine Enquiries	
17/7/1	Traditional Leadership Financial assistance	
17/7/1/1	Financial planning &Budgeting	
17/7/1/2	Expenditure	
17/7/1/3	Payments	
17/7/1/4	Salaries	
17/7/1/5	Revenue- Traditional Leadership Institutions	
17/8	Traditional Leadership assets/resources	
17/8/1	Acquisition	
17/8/2	Stocktaking of Traditional Leadership institutions resources	

ANNEXURE "A" (DISTRICT & LOCAL MUNICIPALITIES)

(The numbering sequence of Municipal series will have to be followed as below)

1	**Sarah Baartman District Municipalities**
1/1	Camdeboo Municipality
1/2	Blue Crane Route Municipality
1/3	Ikwezi Municipality
1/4	Makana Municipality
1/5	Ndlambe Municipality
1/6	Sundays River Municipality
1/7	Baviaans Municipality
1/8	Koega Municipality
1/9	Kou Kamma Municipality
1/10	Dr Beyers Naude Municipality
1/11	Nelson Mandela Metropolitan Municipality
2	**Amatole District Municipalities**
2/1	Mbashe Municipality
2/2	Mnquma Municipality
2/3	Great Kei Municipality
2/4	Amahlati Municipality
2/5	Buffalo City Municipality
2/6	Ngqushwa Municipality
2/7	Raymond Mhlaba Municipality
2/8	Amatole Municipality
3	**O. R. Tambo Municipalities**
3/1	Mbizana Municipality
3/2	Ntabankulu Municipality
3/3	Qawukeni Municipality / Ingquza Hill Municipality
3/4	Port St Johns Municipality
3/5	Nyandeni Municipality
3/6	Mhlontlo Municipality
3/7	King Sabata Dalindyebo Municipality
4	**Chris Hani Municipalities**
4/1	Inxuba Yethemba Municipality
4/2	Tsolwana Municipality
4/3	Inkwanca Municipality
4/4	Lukanji Municipality
4/5	Intsika Yethu Municipality
4/6	Emalahleni Municipality
4/7	Engcobo Municipality

| 4/8 | Sakhisizwe Municipality |
| 4/9 | Enoch Mgijima Municipality |

5	**Joe Gqabi District Municipalities**
5/1	Elundini Municipality
5/2	Senqu Municipality
5/3	Malethswai Municipality
5/4	Gariep Municipality
5/5	Walter Sisulu Municipality

6	**Alfred Nzo District Municipalities**
6/1	Umzimkhulu Municipality
6/2	Umzimvubu Municipality
6/3	Matatiele Municipality
6/4	Mbizana Municipality
6/5	Ntabankulu Municipality

ANNEXURE B: DISTRICT OFFICES

1.	**Dalindyebo Regional Authority**
1.1	**Engcobo District**
1.2	**Mqanduli District**
1.3	**Umtata District**
2	**Emboland Regional Authority**
2.1	**Mt Frere District**
2.2	**Tsolo District**
2.3	**Qumbu District**
3	**Fingo Regional Authority**
3.1	**Butterworth District**
3.2	**Ngqamakwe District**
3.3	**Tsomo District**
4	**Gcaleka Regional Authority**
4.1	**Centani District**
4.2	**Elliotdale District**
4.3	**Idutywa District**
4.4	**Willowvale District**
5	**Maluti Regional Authority**
5.1	**Maluti District**
5.2	**Mt Fletcher District**
5.3	**Sterkspruit District**
6	**Nyandeni Regional Authority**
6.1	**Libode District**
6.2	**Ngqeleni District**
6.3	**Port St'Johns District**
7	**Qaukeni Regional Authority**
7.1	**Bizana District**
7.2	**Flagstaff District**
7.3	**Lusikisiki District**
7.4	**Mt Ayliff District**
7.5	**Tabankulu District**
8	**Umzimkhulu Regional Authority**
8.1	**Umzimkhulu District**
9	**Western Tembuland Regional Authority**
9.1	**Cala District**

MAIN FILING SYSTEM

LIST OF SERIES OF SEPARATE CASE FILES

Personal files

SP, Surname and initials	**Personal Confidential File.**
	(This file contains all confidential documents, e.g., Letters of appointment, promotions, and documents of merit, and is opened once a person has been appointed).
SL, Surname, and initials	**Leave File.**
	(This file contains leave forms and correspondence concerning leave matters, and is opened when necessary)
SF, Surname and initials	**Financial File.**
	(This file contains documents concerning transfer and housing costs, transport matters, salaries, and allowances, and is opened for each official when necessary)
AS, Surname and initials	**Accident File.**
	(This file contains documents referring to accidents that happen on duty – and more specifically where the Workmen's Compensation Act is applicable and is pended for an official when necessary.

RECOMMENDED FOR APPROVAL BY:

pp

TA. NCUME
CHIEF DIRECTOR: CORPORATE SERVICES
DATE: 26/09/2024

APPROVED BY:

V. MLOKOTHI
ACTING HEAD OF DEPARTMENT
DEPARTMENT OF COOPERATIVE GOVERNENCE
AND TRADITIONAL AFFAIRS

DATE: 27/09/2024