



**MUNISIPALITEIT
RICHTERSVELD
MUNICIPALITY**

RICHTERSVELD MUNICIPALITY

FILE PLAN

GENERAL INSTRUCTIONS TO FILE PLAN

Richtersveld Municipality

1. This file plan is for the use of Richtersveld Municipality and it may not be applied to any other office without the prior permission of the Provincial Archivist.

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 Archivist for notification and formal approval. In cases where the amendments/additions are circulated by means of circulars, it will suffice if a copy thereof is forwarded to the Provincial Archivist. For easy reference and effective control the notifications should be numbered each year starting at number one, e.g. 1/..., 2/..., etc. It is advisable that in cases where major amendments and/or additions are required, the prior approval for the amendment be obtained from the Provincial Archivist before any new files are opened. (For unclassified correspondence see par. 16 of these instructions.)

CONTROL OF SYSTEM

3. Control of the file plan is assigned to the Richtersveld Municipality. No amendments and/or additions to the file plan may be made without the approval of this official. The duties of this official comprise inter alia the following:

- a) He/she must scrutinise the office daily file regularly to ensure that all correspondence is dealt with on the correct files.
- b) He/she must ensure that paragraphs 5 and 6 of the instructions are strictly adhered to by scrutinising the relevant files regularly to ensure that they are used correctly.
- c) He/she must keep the master copy up to date. (See also par. 9.)
- d) The efficiency of the file plan should be examined regularly to ensure that the necessary amendments are provided. When new functions are acquired, new files should be created and where necessary, existing files should be broken up or combined as the case may be. Parent files (i.e. headings which are subdivided but also used as files) should be examined regularly to prevent them from becoming general files and where necessary further sub-files should be created. NB - Such changes must be reported in terms of par. 2 of these instructions.
- e) Particular attention should be paid to cases where correspondence is started on one file and where the emphasis then shifts to another aspect in order to ensure that the matter is dealt with on the appropriate file.
- f) For duties i.r.o. the descriptions on file covers and unclassified correspondence, see paragraphs 13 and 16 below.

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

ACCURATE FILING OF CORRESPONDENCE

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

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 directives, should be dealt with on these files to ensure easier reference. It must be noted that the term "instructions", as used above, indicates instructions regarding the work of a section and not instructions to officials. If a case arises before disposal authority has been issued on the file plan where a policy matter is decided on a subject file, the Records Manager should decide whether copies of the correspondence as a whole, or a copy of the final decision only, should be placed on the relevant policy file. Once disposal authority has been issued, a copy of a policy decision taken on an A20 file should be placed on the policy file with a cross-reference to the file on which the case was finalised. If a policy decision is taken on a D file, copies of all relevant documents should be placed on the relevant policy file. Where a bulky document, e.g. a report, contains a policy decision or ruling, only an extract of the relevant section of the report should be placed on the policy file. Correspondence dealt with on policy files should be limited to that relating to the formulation and/or revision of policy.

THE FOLLOWING CORRESPONDENCE SHOULD NOT BE PLACED ON POLICY

FILES –

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

ROUTINE ENQUIRIES

6. At appropriate places in the file plan files for routine enquiries have been provided. These files are identified by the symbol "R" as the last component of the reference number, eg. 1/R, 1/1/R, etc. These files are for enquiries of a routine nature which require no further action subsequent to the reply.

UNDER NO CIRCUMSTANCES MAY MATTERS OTHER THAN THE ROUTINE SUPPLY OF INFORMATION BE DEALT WITH ON THESE FILES.

REPORTS AND RETURNS

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

ASPECTS NOT SEPARATELY PROVIDED FOR

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

MASTER COPY

9. The master copy is that copy of the file plan which contains all approved subjects and which indicates how files are to be opened and stored. No file may be opened unless the file description has already been recorded in the master copy and the approval of the Records Manager has been obtained. Individual case files which are opened according to notes in the file plan are not recorded in the master copy. They should be recorded in a register of files opened (see par. 10). The Records Manager must ensure that all amendments and/or additions are recorded in the master copy immediately.

REGISTER OF FILES OPENED

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

(For secret files see par. 22.)

DESTRUCTION REGISTER

11. A register of closed D files should be drawn up as soon as disposal authority has been obtained. This register is divided into years, e.g. 2010, 2011, 2012, etc. When a file volume is closed, its reference number should be entered under the year in which it will be destroyed. A volume which is closed in 2012 and for which the disposal instruction is D3, therefore, will be entered under the year 2015. The register thus indicates which volumes are to be destroyed in any particular year.

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

IMPLEMENTATION

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

OPENING OF FILES AND DESCRIPTIONS ON FILE COVERS

13. Files should be opened only when required. Care should be taken that the numbering and descriptions of the files, as indicated in the file plan, are strictly adhered to. In cases where file descriptions are too lengthy, certain components which do not form an essential part of the file description may be omitted. Where, for instance, the complete file description reads as follows: Finance, Taxes, Land and Property Tax, Remission, the word Taxes may be omitted. Although certain components may be omitted, the title of the main series must always be given and the file description must be sufficiently comprehensive to describe the content of the file. In order to assist the registry staff, the Records Manager should indicate which components may be omitted in such cases. Titles should be printed in indelible ink. The dates of first and last correspondence as well as applicable disposal instructions when available, should be indicated on the file cover. Worn covers should be replaced regularly.

UNDERLINED DESCRIPTIONS

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

15. 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

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

ANNEXURE FILE COVERS

17. An additional cover must be opened where necessary for storing bulky documentation which if filed would result in an inordinate increase in the volume of a file. No correspondence, may however be filed in such a cover. The cover should be marked clearly with the correspondence file reference number and "Annexure File" written on the outside cover. Every document contained in the Annexure file should bear a cross-reference to the correspondence on which it was received.

DISPOSAL OF FILES

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

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

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

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

THICKNESS OF FILES

19. Files should not exceed 3 cm. in thickness. On reaching this thickness a file must be closed and a new cover should be opened. The number of the new volume (e.g. vol. 2) must be indicated on the outside of the new cover. A sheet of paper with the wording "Closed, see volume ..." should be filed as the last item on the closed volume.

CLOSURE OF A20 FILES

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

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

CASE FILES

21. Case files which form part of the subject classification are to be opened in accordance with the instructions appearing at the appropriate places in the file plan. For particulars concerning case files which do not form part of the subject classification, see the list of series of separate case files at the end of the subject classification. (See also paragraph 9.)

SECRET FILES

22. Concerning secret files the following procedure should be followed:

- (a) Secret files may be opened under any main series, sub-series

or file description appearing in the master copy of this file plan. These files are distinguished from the ordinary files by the addition of a capital letter S to the reference number.

(b) Should a secret file be needed for a subject for which a suitable main series, sub-series or file description does not exist, an

appropriate provision should be made and reported in the usual way to the Provincial Archivist. It is not necessary, however, to indicate that it is intended for secret correspondence.

(c) Secret files are not indicated as such in the master copy and are also not recorded in the register of files opened for ordinary files. A separate register of secret files opened should be kept along the same lines as set out in paragraph 10 of these instructions.

(d) Separate arrangements for the safe-keeping of secret files must be made and should not be incorporated as a part of these instructions. See the Minimum Information Security Standards (MISS) for storage of classified documents.

(e) The disposal instruction for all secret files is A20 and they should be dealt with accordingly.

LIST OF MAIN SERIES

1. LEGISLATION
2. ORGANISATION AND CONTROL
3. COUNCIL AND COUNCIL MATTERS
4. HUMAN RESOURCES
5. FINANCE
6. DOMESTIC SUPPLIES AND SERVICES
7. BUILDINGS AND GROUNDS
8. TENDERS, QUOTATIONS AND CONTRACTS
9. REPORTS AND RETURNS
10. PUBLICITY AND INFORMATION
11. FESTIVALS AND SOCIAL MATTERS
12. COMPOSITION AND MEETINGS OF BODIES AND OTHER GATHERINGS
13. LEGAL MATTERS
14. LICENCES
15. TOWN PLANNING AND CONTROL
16. ESSENTIAL SERVICES
17. COMMUNITY SERVICES

1. LEGISLATION

(Acts, regulations, ordinances, etc. must be kept outside the file plan.)

NUMBER DESCRIPTION DISPOSAL

1/P Policy

1/R Routine enquiries

1/1 Parliamentary legislation and regulations

1/1/1 Drafting and amendment

(Open a file for each act and/or regulation and number consecutively.)

1/1/2 Legal opinions

(For legal opinions related to the contravention of legislation, see 13/1.)

1/2 Provincial legislation and regulations

1/2/1 Drafting and amendment

(Open a file for each act and/or regulation and number consecutively.)

1/2/2 Legal opinions

(For legal opinions related to the contravention of legislation, see 13/1.)

1/3 Council by-laws

1/3/1 General

1/3/1/1 Drafting, amendment, tabling

(Open a file for each by-law and number consecutively.)

1/3/1/2 Advertising, objections, publication

(Open a file for each by-law and number consecutively.)

1/3/1/3 Submission for approval by premier

(Open a file for each by-law and number consecutively.)

1/3/2 Standard

1/3/2/1 Drafting and amendment

(Open a file for each by-law and number consecutively.)

NUMBER DESCRIPTION DISPOSAL

1/3/3 Compulsory

1/3/3/1 Drafting and amendment

(Open a file for each by-law and number consecutively.)

1/4 Council regulations

1/4/1 Drafting and amendment

(1. Representations for amendment are placed on the file concerned hereunder.

2. Open a file for each regulation and number consecutively.)

2. ORGANISATION AND CONTROL

NUMBER DESCRIPTION DISPOSAL

2/P Policy

2/R Routine enquiries

2/1 Functions

2/2 Survey to ascertain extension demands

and systems investigation

2/3 Establishment of new sections/offices

(For posts control see 4/1.)

2/4 Workplanning and procedures

2/5 Delegation of authority

2/5/1 Temporary

2/5/2 Permanent

2/6 Office instructions

2/7 Record control

2/7/1 File plan

2/7/1/1 Compilation and amendment

2/7/2 Disposal of records

2/7/2/1 Obtaining of disposal authority

2/7/2/2 Transfer

2/7/2/3 Destruction

2/7/3 Microfilming

(Correspondence regarding obtaining of disposal authority from the provincial archives service should be dealt with on 2/7/2/1.)

2/7/4 Data processing

(Correspondence regarding obtaining of disposal authority from the provincial archives service should be dealt with on 2/7/2/1.)

2/7/5 Inspections

2/7/6 Returns

(See par. 7 of the general instructions.)

NUMBER DESCRIPTION DISPOSAL

2/8 Privatisation

2/9 Grading of local authority

2/10 Meetings of heads

2/10/1 Arrangements

2/10/2 Agendas

2/10/3 Minutes

3. COUNCIL AND COUNCIL MATTERS

NUMBER DESCRIPTION DISPOSAL

3/P Policy

3/R Routine enquiries

3/1 Election

3/1/1 Council

3/1/1/1 Determination of wards

3/1/1/2 Voters' rolls

3/1/1/3 Nominations

3/1/1/4 Polling booths

3/1/1/5 Presiding officer and polling

Officer: appointment

3/1/1/6 Petitions

3/1/1/7 Revision court

3/1/1/7/1 Appointment of members

3/1/1/7/2 Agenda and minutes

3/1/2 Council committees

3/1/3 Office-bearers

3/2 Meetings

3/2/1 Main files

3/2/1/P Policy

3/2/1/1 Motions

3/2/1/2 Questions by members

3/2/1/3 Outstanding resolutions

3/2/1/4 Leave of absence

3/2/1/5 Caucus meetings

3/2/1/6 Standing orders

3/2/2 Council

3/2/2/1 Arrangements

3/2/2/2 Agendas

3/2/2/3 Minutes

3/2/3 Committees

3/2/3/1 Arrangements

3/2/3/2 Agendas

3/2/3/3 Minutes

NUMBER DESCRIPTION DISPOSAL

3/3 Matters concerning councillors

(Only matters which cannot be placed

elsewhere - financial matters are eg.

placed on 5/12 and qualification

for election on 3/1/1/3.)

3/3/1 Trade with councillors

3/3/2 Awards to councillors

4. HUMAN RESOURCES

(Files under this main series should be used for general human resources matters

only. Correspondence in connection with a particular person is placed on the

personal files which do not form a part of this file plan. See list of series of separate

case files.)

NUMBER DESCRIPTION DISPOSAL

4/1 Posts control

(1. For surveys to ascertain extension demands, systems investigations, establishment of new sections/ offices, see main series 2.

2. Posts control has only to do with posts structure and not with the staff filling the posts, i.e.

i) Estimates

ii) Designation and classification of Posts

iii) Creation and conversion of posts.)

4/1/1 Main files

4/1/1/P Policy

4/1/1/1 Furnishing of information

4/1/1/1/1 To other bodies

4/1/1/1/2 By other bodies

4/1/1/2 Duty sheets

4/1/1/3 Evaluation of posts

4/1/2 Sections

4/1/2/1 Municipal Manager

4/1/2/2 Support Services

4/1/2/3 Financial Services

4/2 Determination of conditions of service

(1. For grants, payments and deductions see 4/5 sub-series.

2. For negotiations with trade unions, see 4/10/1.)

4/2/1 Salary scales

4/2/2 Leave

4/2/3 Official hours of attendance

NUMBER DESCRIPTION DISPOSAL

4/3 Vacancies and appointments

4/3/P Policy

4/3/R Routine enquiries

4/3/1 Temporary/Part time appointments

4/3/1/1 Holiday work

4/3/2 Permanent appointments

(As soon as a person is appointed, his/her personal documents are removed from the files hereunder and transferred to his/her personal file. See list of series of separate case files.)

4/3/2/1 Section Municipal Manager

4/3/2/2 Section Support Services

4/3/2/3 Section Financial Services

4/4 Training and qualifications

4/4/P Policy

4/4/R Routine enquiries

4/4/1 Scholarships

4/4/2 Courses

4/4/3 Language qualifications

4/5 Financial

(1. Aspects regarding conditions of service are to be dealt with under

4/2.

2. All deductions should be dealt with on the 4/5/3 sub-division.)

4/5/P Policy

4/5/1 Salaries and overtime

4/5/2 Payment of allowances

(For councillors see 5/12.)

4/5/2/1 Subsistence and transport

4/5/2/2 Leave

4/5/2/3 Housing

4/5/3 Deductions

4/5/3/1 Income-tax

4/5/3/2 Pension

4/5/3/3 Insurance

4/5/4 Loans

4/5/4/1 Housing

4/5/4/2 Study

4/5/4/3 Purchase of motor-car

25

NUMBER DESCRIPTION DISPOSAL

4/5/5 Pension fund

4/5/5/1 Application for membership

4/5/6 Insurance

4/5/6/1 Medical benefit society

4/5/6/2 Accident insurance

4/6 Termination of service

4/6/1 Testimonials and service certificates

4/7 Staff control

4/7/1 Office hours

4/7/2 Leave and relief arrangements

4/7/3 Complaints against staff

4/7/4 Clothing

4/7/4/1 Uniforms

(For purchasing see sub-series 6/1/2/3.)

4/8 Staff evaluation and grading

(For posts evaluation and grading see 4/1.)

4/8/1 Merit assessment

4/8/2 Determination of seniority

4/9 Staff returns and statistics

(See par. 7 of the general instructions.)

4/9/1 Accidents at work

4/10 Labour relations

4/10/1 Negotiations with trade unions and

staff associations

4/11 Productivity

4/11/P Policy

27

5. FINANCE

(For staff finance see 4/5 sub-series)

NUMBER DESCRIPTION DISPOSAL

5/1 Estimates

5/1/P Policy

5/1/1 Annual estimates: Compilation of

(Open a file cover for each year,

e.g. 5/1/1-2010/11; 5/1/1-2011/12.)

5/1/2 Excess

5/1/3 Financial statements

5/2 Evaluations

5/2/P Policy

5/2/R Routine enquiries

5/2/1 Appointment of appraiser

5/2/2 Valuation roll

5/2/2/1 Arable land and farm portions

5/2/3 Valuation Appeal Board

5/2/3/1 Appointment of members

5/2/3/2 Appeals and reviews

5/2/4 Valuation certificates

5/2/5 Objections against valuations

5/3 Taxes

5/3/1 Land and property tax

(For collection see 5/13/5.)

5/3/1/P Policy

5/3/1/R Routine enquiries

5/3/1/1 Determination of

5/3/1/2 Tax certificates

(E.g. when property is transferred.)

5/3/1/3 Remission

5/4 Loans

(For staff loans see 4/5/4

and for loans to the public

see 5/16/1/3.)

5/4/P Policy

5/4/1 Borrowing powers

5/4/1/1 Applications and approvals

28

NUMBER DESCRIPTION DISPOSAL

5/4/2 External loans

5/4/2/1 Short-term loans

5/4/2/2 Long-term loans

(Open a file for each loan and
number consecutively.)

5/4/3 Internal loans

5/4/3/1 Endowment fund

5/4/3/2 Capital development fund

5/5 Rates

5/5/P Policy

5/5/R Routine enquiries

5/5/1 Determination

5/5/1/1 Water

5/5/1/2 Electricity

5/5/1/3 Bus

5/5/1/4 Swimming bath

5/5/1/5 Market

5/6 Subsidies received

5/6/P Policy

5/6/1 Individual subsidies

5/6/1/1 Dental clinics

5/6/1/2 Roads

5/6/1/3 Library

5/6/1/4 Wages

5/7 Deposits

5/7/P Policy

5/7/1 Water and electricity

5/8 Funds and levies

5/8/1 Capital development fund

5/8/2 Reserve fund

5/9 Investment

5/9/P Policy

5/9/1 Long-term

5/9/2 Short-term

5/10 Claims

5/10/1 Salaries

5/10/2 Accidents

5/10/3 Compensation

29

NUMBER DESCRIPTION DISPOSAL

5/11 Settlement of accounts

5/11/1 Telephone

5/11/2 Rail

5/12 Grants and pension fund: councillors

5/12/1 Payment of grants

(For staff see 4/5/2.)

5/12/1/1 Executive Mayor

5/12/1/2 Speaker

5/12/1/3 Mayoral Committee members

5/12/2 Pension fund matters

5/13 Collection of money

5/13/1 Water and electricity

5/13/2 Ambulance

5/13/3 Fire brigade

5/13/4 Traffic fines

5/13/5 Taxes

5/14 Insurance

5/14/1 Appointment of brokers

5/14/2 Cases

5/14/2/1 All risk

5/14/2/2 Fire

5/14/2/3 Third party

5/14/2/4 Money

5/15 Accounting responsibility

5/15/1/1 Provincial

5/15/1/2 Internal

5/15/1/2/1 Monthly reports

5/15/1/2/2 Enquiries

5/15/1/2/2/1 Market

5/15/1/2/2/2 Abattoir

5/15/1/2/2/3 Parks

5/15/1/2/2/4 Transport

5/16 Financial assistance

5/16/1 By council to the public

5/16/1/P Policy

5/16/1/1 Donations

5/16/1/2 Bursaries

30

NUMBER DESCRIPTION DISPOSAL

5/16/1/3 Loans

5/16/1/3/1 Sewerage

5/16/1/3/2 Purchase of electrical appliances

5/16/2 Through mayor's funds

5/17 Losses

5/17/1 Bad debts

5/17/2 Loss of municipal property

5/18 Banking account

5/18/1 Signing authority

5/19 Reports and returns

(See par. 7 of the general
instructions.)

5/19/1 To S.A. Reserve Bank

5/19/2 To Statistics SA

31

6. DOMESTIC SUPPLIES AND SERVICES

(1. For tenders, quotations and contracts see main series 8.

2. Domestic supplies and services related to buildings, structures and grounds designed specifically for the benefit of the community are dealt with under the main series for essential and community services.)

NUMBER DESCRIPTION DISPOSAL

6/1 Domestic supplies

6/1/P Policy

6/1/1 Stocktaking

6/1/2 Acquisition and maintenance

6/1/2/1 Furniture and office equipment

6/1/2/1/1 Section Municipal Manager

6/1/2/1/2 Section Support Services

6/1/2/1/3 Section Financial Services

6/1/2/2 Stationery

(Including the printing of forms.)

6/1/2/3 Uniforms

6/1/3 Disposal of surplus and worn-out supplies

6/2 Domestic services

6/2/P Policy

6/2/1 Transport

6/2/1/1 Applications and approvals

6/2/1/2 Accident reports

6/2/2 Communication

(Excluding transport.)

6/2/2/1 Postal service

6/2/2/2 Telephone service

6/2/2/3 Telefax

6/2/2/4 Intercom

6/2/2/5 E-mail

6/2/3 Translation service

6/2/4 Security services

7. BUILDINGS AND GROUNDS

(All council buildings, structures and grounds designed specifically for the benefit of the community are dealt with under the main series for essential and community services.)

NUMBER DESCRIPTION DISPOSAL

7/1 Buildings

7/1/1 Acquisition

7/1/1/1 Purchase

7/1/1/2 Erection

7/1/1/3 Hire

7/1/1/4 Expropriation

7/1/2 Allocation

7/1/3 Maintenance

7/1/3/1 Specialist maintenance

7/1/4 Alienation

7/1/4/1 Letting

(E.g. excess office accommodation.)

7/1/4/2 Sale

7/2 Grounds

7/2/1 Acquisition

7/2/1/1 Purchase

7/2/1/2 Expropriation

7/2/1/3 Hire

7/2/2 Maintenance

7/2/3 Alienation

7/2/3/1 Letting

7/2/3/2 Sale

7/2/4 Embellishment

8. TENDERS, QUOTATIONS AND CONTRACTS

(Agreements should not be placed on files in this main series. They should be placed on the appropriate subject files elsewhere in the file plan.)

NUMBER DESCRIPTION DISPOSAL

8/1 Main files

8/1/P Policy

8/1/1 Opening of tenders

8/1/2 Approval by Premier

8/2 Specific tenders and quotations

8/3 Specific contracts

(Open a file for each contract
and number consecutively.)

9. REPORTS AND RETURNS

(This main series should only be used for annual, quarterly, monthly and other reports and returns which cannot be placed under another main series. See also par. 7 of the general instructions.)

NUMBER DESCRIPTION DISPOSAL

9/P Policy

9/1 Reports

9/1/1 Annual Report of the Council

9/1/2 Annual reports of the sections

9/1/2/1 Municipal Manager

9/1/2/2 Support Services

9/1/2/3 Financial Services

9/2 Returns

9/2/1 Monthly

9/2/1/1 Municipal Manager

9/2/1/2 Support Services

9/2/1/3 Financial Services

10. PUBLICITY AND INFORMATION

NUMBER DESCRIPTION DISPOSAL

10/1 Own publicity and information

10/1/P Policy

10/1/1 Press and radio reports

10/1/2 Brochures and newsletters

10/1/3 Enquiries

(Only enquiries concerning subjects

not pertaining to any other main

series are to be dealt with hereunder.)

10/1/3/1 History of the town

10/1/3/2 Sights

10/1/4 Participation in shows and exhibitions

10/1/5 Emblems of the council

10/1/5/P Policy

10/1/5/1 Adoption, alteration and
interpretation

10/1/5/2 Enquiries and permission to use

10/1/5/2/1 Town coat of arms

10/1/5/2/2 Flag

10/1/5/2/3 Chain of office

10/2 Publicity by other bodies: control

(Only control over publicity which
cannot be placed under any other
main series.)

10/2/P Policy

10/2/1 Advertising media

10/2/1/1 Boards and posters

10/3 Information: other bodies

(1. Only information of direct concern
to this office.

2. Information regarding the functions
of the office must be dealt with on the
files concerning those functions.)

10/3/1 Central government

10/3/2 Provincial governments

10/3/3 Other local authorities

11. FESTIVALS AND SOCIAL MATTERS

NUMBER DESCRIPTION DISPOSAL

11/1 Main files

11/1/P Policy

11/1/1 Speeches

(Copies of all speeches should be
filed here.)

11/1/2 Protocol and list of addresses

11/1/3 Order paper of municipalities

11/2 Festivals

(1. Correspondence re exhibits is
placed on 10/1/4 and speeches on
11/1/1.

2. Open a file for each festival
and number consecutively.)

11/3 Social matters

11/3/1 Own receptions and functions

11/3/1/1 Mayoral reception

11/3/1/2 Reception for the aged

11/3/2 Other receptions and functions

11/3/2/1 Invitations

11/3/3 Letters of thanks, congratulation
and condolence

11/3/4 Awards to the public

12. COMPOSITION AND MEETINGS OF BODIES AND

OTHER GATHERINGS

- (1. For own council and committee meetings, see main series 3.
2. For meetings of heads, see main series 2.)

NUMBER DESCRIPTION DISPOSAL

12/P Policy

12/1 Routine correspondence

- (1. Routine enquiries, arrangements, membership matters, notices, etc.
2. Notices concerning policy should be dealt with under 12/2.
3. Open a file for each body or gathering if necessary and number consecutively.)

12/2 Minutes, reports and policy decisions

12/2/1 National and provincial

(Where national or provincial organisations have regional or local offices, the latter's documentation should be provided for under 12/2/2 or 12/2/3.)

12/2/1/1 Institute of Municipal Finance Officers

12/2/1/2 Institute of Municipal Administration of South Africa

12/2/2 Regional

12/2/2/1 Midlands Co-ordinating Committee

12/2/2/2 Regional Development Association

12/2/3 Local

12/2/3/1 Ratepayers' Association

12/2/3/2 Metropolitan Transport Committee

13. LEGAL MATTERS

(This main series does not deal with the provision of legislation, but concerns matters which result from the contravention thereof. For acts, ordinances,

15/1/7 Guide, guideline, structure and development plans

15/2 Town planning schemes

(Open a file for each scheme and number consecutively.)

15/3 Establishment of townships

(Open a file for each township and number consecutively.)

15/4 Control of townships

(Aspects concerning individual erven e.g. amendments of individual conditions of title, subdivision of a specific erf, rezoning on a specific erf etc., should be dealt with on the erf files. See list of series of separate case files.)

15/4/1 (Name of township)

15/4/1/1 Amendment of conditions of establishment

15/4/1/2 Subdivisions and consolidations

15/4/1/3 Servitudes

15/4/1/4 Control of construction of buildings

15/4/1/4/1 Building line restrictions and encroachments

15/4/1/5 Permitted practices

NUMBER DESCRIPTION DISPOSAL

15/4/1/6 Existing practices

15/4/1/7 Rezoning

15/4/1/8 Sectional titles

15/4/2 (Name of next township)

(Provide the same subdivisions as under 15/4/1.)

16. ESSENTIAL SERVICES

NUMBER DESCRIPTION DISPOSAL

16/1 Water

(Correspondence which pertains to a specific area is placed on the relevant case file under 16/1/2.

Correspondence which cannot be linked to a specific area, is placed on the relevant subject file which has been provided under the heading: main files.)

16/1/1 Main files

16/1/1/P Policy

16/1/1/R Routine enquiries

16/1/1/1 Acquisition of sources

16/1/1/1/1 Dams

16/1/1/1/2 Rivers

16/1/1/1/3 Springs

16/1/1/2 Purchases

(Financial aspects of a routine nature, e.g. accounts, should be dealt with on the appropriate files under main series 5.)

16/1/01/03 Provision and maintenance of reservoirs and purification plants

(Including pumping stations.)

16/1/1/4 Main pipe lines

16/1/1/4/1 Installation

16/1/1/4/2 Servitudes

16/1/1/4/3 Connection

16/1/1/5 Meters

16/1/1/5/1 Installation

16/1/1/5/2 Testing

16/1/1/6 Water restrictions

16/1/1/7 Statistics

16/1/2 Municipal areas

(Open a file for each area and number consecutively.)

NUMBER DESCRIPTION DISPOSAL

16/2 Electricity

16/2/P Policy

16/2/R Routine enquiries

16/2/1 Generation

16/2/2 Purchase

(1. E.g. from Escom. 2. Financial aspects of a routine nature, e.g. accounts, should be dealt with on the appropriate files under main series 5.)

16/2/3 Servitudes

16/2/4 Erection and maintenance of sub-stations

16/2/5 Provision and maintenance of street lights

16/2/6 Meters

16/2/6/1 Installation

16/2/6/2 Testing

16/2/7 Statistics

16/2/8 Distribution

(Open a file for each area and number consecutively.)

16/3 Roads and streets

16/3/P Policy

16/3/R Routine enquiries

16/3/1 Road construction programme

16/3/2 Proclamation

16/3/3 Planning and commentary

i.r.o. main roads

16/3/3/1 National roads

16/3/3/2 Provincial roads

16/3/4 Closing

16/3/4/1 Temporary closing

16/3/5 Construction and maintenance

16/3/5/1 Surfaces

(Open a file for each road or street and number consecutively.)

16/3/5/2 Stormwater drainage

(Open a file for each area and number

consecutively.)

16/3/5/3 Sidewalks

NUMBER DESCRIPTION DISPOSAL

16/3/5/4 Bridges and subways

(Open a file for each bridge or subway and number consecutively.)

16/3/6 Allocation of street-names

16/4 Sewerage

16/4/P Policy

16/4/R Routine enquiries

16/4/1 Establishment and management

16/4/1/1 Sewerage farms

(Open a file for each farm and number consecutively.)

16/4/1/2 Sewerage pumping-stations

(Open a file for each pumping-station and number consecutively.)

16/4/1/3 Network

(Open a file for each area and number consecutively.)

16/5 Sanitation

16/5/P Policy

16/5/R Routine enquiries

16/5/1 Rubbish removal service

16/5/1/1 Street rubbish bins

16/5/1/2 Home rubbish bins

16/5/1/3 Garden garbage

16/5/2 Sanitation service

16/5/2/1 Bucket service

16/5/2/2 Vacuum tank service

16/5/2/3 Public toilets

16/5/3 Recovery of waste

16/6 Cemetery and crematorium

16/6/P Policy

16/6/R Routine enquiries

16/6/1 Establishment

16/6/2 Maintenance

16/6/2/1 Cemetery

16/6/2/2 Crematorium

16/6/3 Exhumation and reburials

16/6/4 Erection of tombstones

16/6/5 Pauper burials

17. COMMUNITY SERVICES

NUMBER DESCRIPTION DISPOSAL

17/1 Health

(All inspections are to be dealt with under 17/1/4.)

17/1/P Policy

17/1/R Routine enquiries

17/1/1 Provision of clinic services

(For patient files see list of series of separate case files)

17/1/2 Diseases and plagues

17/1/2/1 Notice of occurrence

17/1/2/2 Measures for prevention

17/1/2/3 Measures for combatting

17/1/2/3/1 Epidemics

17/1/3 Inspections

17/1/3/1 Premises and food

17/1/3/2 Air and water pollution

17/2 Education

17/2/P Policy

17/2/R Routine enquiries

17/3 Traffic control

(For bus transport see 17/8.)

17/3/P Policy

17/3/R Routine enquiries

17/3/1 Road use

17/3/1/1 Promotion of road safety

- 17/3/1/2 Vehicle control
 - 17/3/1/2/1 Roadworthiness testing
 - 17/3/1/2/2 Disposal of abandoned vehicles
 - 17/3/1/3 Traffic volume surveys
 - 17/3/1/4 Provision of road signs
 - 17/3/1/5 Applications for permission
 - 17/3/1/5/1 Processions
 - 17/3/1/5/1/1 Political
 - 17/3/1/5/2 Rallies
 - 17/3/1/5/3 Abnormal loads
 - 17/3/1/5/4 Loudspeakers and posters
 - 17/3/1/6 Use of speed traps
 - 17/3/1/7 Offences: condonation
- (For prosecutions, see 13/4.)

NUMBER DESCRIPTION DISPOSAL

- 17/3/2 Parking allocation
- 17/3/2/1 Public parking
- 17/3/2/2 Taxis
- 17/3/2/3 Loading zones
- 17/4 Library Services
- 17/4/P Policy
- 17/4/R Routine enquiries
- 17/4/1 Buildings
- 17/4/1/1 Acquisition

17/4/1/2 Maintenance

17/4/2 Books and periodicals

17/4/2/1 Purchase

17/4/2/2 Donation

17/4/2/3 Losses

17/4/2/4 Inter-library loans

17/4/3 Reports and returns

(See par. 7 of the general
instructions.)

17/5 Housing

17/5/P Policy

17/5/R Routine enquiries

17/5/1 Schemes

17/5/1/1 National housing scheme

17/5/1/2 Municipal housing scheme

17/5/1/2/1 Applications

17/5/1/2/2 Waiting-lists

17/5/2 Rent board investigations

17/6 Civic centre, parks, gardens and
open spaces

17/6/P Policy

17/6/R Routine enquiries

17/6/1 Applications

17/6/2 Provision

17/6/3 Maintenance

17/6/3/1 Parks

17/6/3/2 Caravan parks

17/6/3/3 Playgrounds

17/6/3/4 Camping grounds

17/6/3/5 Islands and circles

17/6/3/6 Nurseries

NUMBER DESCRIPTION DISPOSAL

17/6/3/7 Civic centre

17/6/4 Planting and felling of trees

17/7 Sport and recreation

17/7/P Policy

17/7/R Routine enquiries

17/7/1 Swimming baths

17/7/1/1 Application for use

17/7/1/2 Hours

17/7/2 Provision of sports facilities

17/7/3 Maintenance of sports Facilities

(Open a file for each sport and number consecutively.)

17/8 Bus transport

(For traffic control see 17/3.)

17/8/P Policy

17/8/R Routine enquiries

17/8/1 Establishment of services

17/8/2 Arrangement of services

17/8/3 Determination of routes and halts

17/8/4 Provision of shelters

17/8/5 Drafting and amending of time-tables

17/8/6 Hiring out of buses
17/8/7 Bus tours arranged by council
17/8/8 Disposal of lost goods
17/9 Market
17/9/P Policy
17/9/R Routine enquiries
17/9/1 Appointment of market agents
17/9/2 Hiring out of tables and stalls
17/9/3 Sales
17/9/3/1 Arrangement of auctions
17/9/3/2 Fixing of prices

NUMBER DESCRIPTION DISPOSAL

17/10 Provision and management of fire brigade and ambulance services
17/10/1 Fire brigade services
17/10/1/P Policy
17/10/1/R Routine enquiries
17/10/1/1 Buildings
17/10/1/1/1 Acquisition
17/10/1/1/2 Maintenance
17/10/2 Ambulance services
17/11 Abattoir
17/11/P Policy
17/11/R Routine enquiries
17/12 Pound

17/12/P Policy

17/12/R Routine enquiries

17/12/1 impounding of animals

17/13 Welfare

17/13/P Policy

17/13/R Routine enquiries

17/13/1 Welfare organisations

17/13/1/1 Registration

17/13/1/2 Street collections

17/13/1/2/1 Applications

17/13/2 Supply of food, clothing and fuel

17/14 Religion and churches

17/14/P Policy

17/14/R Routine enquiries

17/15 Museums and memorials

17/15/P Policy

17/15/R Routine enquiries

17/15/1 Provision

17/15/2 Maintenance

17/15/2/1 Professional

17/15/2/2 Routine

17/15/3 Declaration as monument

17/16 Civil defence

LIST OF SERIES OF SEPARATE CASE FILES

NUMBER DESCRIPTION DISPOSAL

Personal files

SP, surname Personal confidential file

and initials (This file contains personal matters of a confidential nature.) SL, surname Leave file

and initials (This file contain routine matters i.r.o. subject.)

Erf number Erf files

(Copies of all matters i.r.o. the history of an individual erf should be filed here.)

Clinic code, Clinical patient files

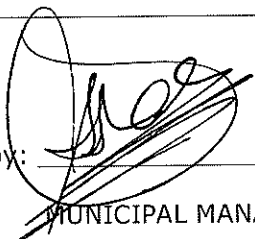
Surname (Medical reports, social reports,

and initials and related documentation i.r.o. a specific patient should be filed here.)

23. Authorization

Approved Date: 30/06/2022	Council resolution number: RVM007/06/2022
Effective Date: 01/07/2022	Review date: 30/06/2023

Signed by: _____



MUNICIPAL MANAGER

Date: _____

30/06/2022