

**LOUIS DU PLOOY**  
**INFORMATION MANAGEMENT**

| BOX NO. | FILE REF. | DESCRIPTION                                 | PERIOD | REMARK |
|---------|-----------|---|--------|--------|
|         |           | <b>FINDINGS</b>                             |        |        |
| Box 1   |           | Status Report                               |        |        |
|         |           | Section 30 Notices                          |        |        |
|         |           | HRVC Prefindings                            |        |        |
|         |           | Amnesty Findings                            |        |        |
|         |           | <b>INFORMATION MANAGEMENT</b>               |        |        |
| Box 2   |           | Documentation Center                        |        |        |
|         |           | Database Management                         |        |        |
|         |           | Statement Taking                            |        |        |
|         |           | Public Liaison                              |        |        |
|         |           | Status Reports                              |        |        |
| Box 3   |           | <b>R &amp; R</b>                            |        |        |
|         |           | Workshops                                   |        |        |
|         |           | <b>HEARINGS</b>                             |        |        |
|         |           | Evaluation Reports                          |        |        |
|         |           | Background Research                         |        |        |
|         |           | Amnesty Routine Arrangements & Logistics    |        |        |
| Box 4   |           | <b>HUMAN RESOURCE MANAGEMENT</b>            |        |        |
|         |           | Staffing and Personnel                      |        |        |
|         |           | <b>INVESTIGATION</b>                        |        |        |
|         |           | Corroboration                               |        |        |
|         |           | <b>FINDINGS</b>                             |        |        |
|         |           | Section 30 Findings                         |        |        |
|         |           | Status Reports                              |        |        |
|         |           | HRVC - Prefindings                          |        |        |
| Box 5   |           | <b>MEETINGS</b>                             |        |        |
|         |           | Inf. Task Group                             |        |        |
|         |           | Statement Taking                            |        |        |
|         |           | HRV - Minutes and Reports                   |        |        |
|         |           | IT and Summary Meetings                     |        |        |
|         |           | R & R Inf. Task Group - Policies / Proposal |        |        |
|         |           | <b>FINANCE</b>                              |        |        |
|         |           | Salaries                                    |        |        |
|         |           |   |        |        |
|         |           |   |        |        |

**The rest of Louis Du Plooy information can be found  
in Tania Paultse's collection.**

# CRYSTAL MATEMAN HUMAN RESOURCE MANAGER

| BOX NO. | FILE REF.                                      | DESCRIPTION   | PERIOD  | REMARK  |
|---------|--|---|---|---------|
| 206     | Box 1  | File 1  | General Correspondence/CEO/ORR/HAUPT/<br>Witness Protection/ Other Portfolios/<br>Miscellaneous |         |
|         | File 2   | Regional Correspondence - Gauteng                                       |   |         |
|         | File 3   | Regional Correspondence - Kwazulu-Natal                                 |   |         |
|         | File 4   | Regional Correspondence - Western Cape                                  |   |         |
|         | File 5   | Regional Correspondence - East London                                   |   |         |
| 207     | Box 2  | File 1  | Staffing and Personnel Job Descriptions   | 2 files |
|         | File 2   | Staffing and Personnel Staffing Plans and<br>Structures                 |   |         |
|         | File 3   | Staffing and Personnel Recruitment<br>Correspondence                    |   |         |
|         | File 4   | Staffing and Personnel Relocation                                       |   |         |
|         | File 5   | Staffing and Personnel Amnesty  |   |         |
| 208     | Box 3  | File 6  | Staffing and Personnel Placement Invoices   |         |
|         | File 7   | Staffing and Personnel Vacancies, Job Specs:<br>Interpreters            |   |         |
|         | File 8   | Staffing and Personnel Investigations                                   |   |         |
|         | File 9   | Staffing and Personnel Advertising Invoices                             |   |         |
|         | Box 4  | File 1  | Status Report, Progress, Weekly Reports, Strategic<br>Plans                                     |         |
| File 2  | Status Report, Progress, Weekly Reports        |   |   |         |
| File 3  | Human Resources Management                     |   |   |         |
| File 4  | Human Resources Committee Meetings             |   |   |         |
| File 5  | Contracts and Procedures, Employment Contracts |   | 2 files   |         |
| 209     | Box 5  | File 1  | Security Clearance Forms  |         |
|         | File 2   | Parliamentary Process Reporting   |   |         |
|         | File 3   | Security  |   |         |
|         | File 4   | Personnel Policies and Procedures                                       |   |         |
|         | File 5   | Direct Recruitment  |   |         |
|         | File 6   | Work Opportunities Post TRC   |   |         |
| 210     | Box 6  | File 1  | Winding Down Procedure  |         |
|         | File 2   | Staff Finances - Salaries   |   |         |
|         | File 3   | Formal Management Meetings, Reports to CEO for<br>Commissioner Meetings |   |         |
|         | File 4   | Formal Management Meetings, Portfolio Heads<br>Meetings                 |   |         |
|         | File 5   | Personnel Audit   |   |         |
|         | File 6   | Formal Management Meetings, Commission<br>Advisories                    |   |         |

**DENISE BOTHA**  
**FACILITIES CLERK**  
**FINANCE DEPARTMENT**

| BOX NO. | FILE REF. | DESCRIPTION  | PERIOD                   | REMARK                    |
|---------|-----------|--|--------------------------|---------------------------|
| Box 1   |           | S-Office Furniture and Equipment<br>Vol. 1 - 4                   | 01.1996 - 11.07.1997     | 4 files                   |
| Box 2   |           | S-Telephone Services Vol. 1 - 3                                  | 18.12.1995 - 11.10.1997  |                           |
| Box 3   |           | S-Telephone Services Vol. 4 - 6                                  | 14.02. - 23.10.1997      |                           |
| Box 4   |           | S-Telephone Services Vol. 7 - 9                                  | 11.02. - 27.05.1998      |                           |
| Box 5   |           | S-telephone Services Vol. 10,11                                  | 19.10. - 19.11.1998      | 11.1998 cellphone upgrade |
| Box 6   |           | S-Stationery : Sub File :<br>Staff Requisition Forms Vol. 1 - 4  | 02.1996 - 24.07.1996     |                           |
| Box 7   |           | S-Stationery : Sub File :<br>Staff Requisition Forms Vol. 5 - 9  | 25.07.1996 - 30.04.1997  |                           |
| Box 8   |           | S-Stationery : Sub File:<br>Staff Requisition Forms Vol. 10 - 13 | 02.05.11997 - 15.01.1998 |                           |
| Box 9   |           | S-Stationery : Sub File:<br>Staff Requisition Forms Vol. 14 - 16 | 16.01. - 30.10.1998      |                           |
| Box 10  |           | S-Stationery Orders - According to<br>Old System: Volume 1       | 29.03.1996 - 02.06.1997  |                           |
| Box 11  |           | S-Stationery Orders - According to<br>Old System: Volume 2       | 03.06.1997 - 20.07.1998  |                           |