



GAUTENG PROVINCE
SPORTS, ARTS, CULTURE AND RECREATION
REPUBLIC OF SOUTH AFRICA

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Date: 13 February 2015

Emfuleni City Local Municipality
Corner Klasie Havenga and Frikkie Meyer Boulevard
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1900

For Attention: Mr. Louis van Rooyen

Dear Sir,

APPROVAL OF A FILE PLAN: EMFULENI LOCAL MUNICIPALITY

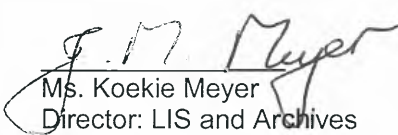
It is my pleasure to inform you that your file plan is hereby officially approved.

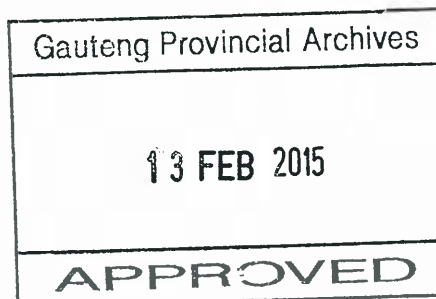
Kindly provide the following information on the approval sheet in the beginning of the file plan: The name of the compiler of the file plan; the name of the person in control thereof and the date of implementation. Also provide this office with the information.

Due to the nature of electronic management systems it may be necessary to adapt the file plan and make further amendments and additions when implementing it electronically. I would appreciate our continued co-operation when the Emfuleni Local Municipality starts with electronic implementation, so that the file plan can be adapted appropriately to suit both your institution business needs as well as the needs of the Gauteng Provincial Archives and Records Services to facilitate the long-term preservation of archival records.

I trust that this file plan will contribute towards efficiency in the administration processes of the Emfuleni Local Municipality.

Yours faithfully


Ms. Koekie Meyer
Director: LIS and Archives
Gauteng Provincial Archives
Date: 13/02/2015





EMFULENI
LOCAL MUNICIPALITY

Vaal River City, the Cradle of Human Rights

FILE PLAN

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- B. List of main series
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A. GENERAL INSTRUCTIONS TO FILE PLAN

NAME OF OFFICE

1. This file plan is for the use of Emfuleni Local 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 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 notification should be numbered each year starting at number one, eg. 2014/2013, etc (for unclassified correspondence see par. 16 of these instructions.)

CONTROL OF SYSTEM

3. Control of the File Plan is assigned to the Records Manager. 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 scrutinize 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 scrutinizing the relevant files regularly to ensure that they are used correctly.
 - c) He/she must keep the master copy up to date. (See also par.9)
 - d) The efficiency of the file plan should be examined regularly to insure 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 make sure that they are conversant with series with which they work and should ensure that all correspondence is dealt with on the correct files. 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 finalized. 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 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. The files are identified by the symbol "R" as the last component of the reference number e.g. 1/R, 1/1/R etc. These files are for enquiries of a routine nature which require no further action subsequent to the reply.
UNDER NO CIRCUMSTANCES MAY MATTERS OTHER THAN THE ROUTINE SUPPLY OF INFORMATION BE DEALT WITH ON THESE FILES.

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 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 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 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 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 forms 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. 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. 2013, 2014, 2015, 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 2010 and for which the disposal instruction is D3, therefore, will be entered under the year 2013. 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 on and thereafter no correspondence may be dealt with on the files of the previous file plan. Permission can be obtained from the Provincial Archivist to incorporate case files from the previous file plan into the new 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 DESCRIPTION ON FILES 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 DESCRIPTIONS.**

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 fi

ANNEXURE FILE COVERS

16. Additional covers 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 filled in such a cover. The cover should be marked clearly with the correspondence file in such a cover. The cover should be marked clearly with the correspondence file reference numbers and "Annexure file" written on the outside cover. Every document contained in the annexure file le should be opened.

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 –

A20 means 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 means 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 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 [eg. vol. 2] must be indicated on the outside of the new cover. A sheet of paper with the wording volume 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 system. For particulars concerning case files which do not form part 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 system. These files are distinguished from the ordinary files by the addition of capital letter 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 and 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 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.
- e. The disposal instruction for all secret files is A20 and they should be dealt with accordingly.

B. LIST OF MAIN SERIES

1. STATUTORY AND REGULATORY FRAMEWORK
2. ORGANISATION AND CONTROL
3. COUNCIL AND COUNCIL MATTERS
4. HUMAN RESOURCE MANAGEMENT
5. FINANCE
6. SUPPLY CHAIN MANAGEMENT
7. FACILITIES
8. TRAVEL AND TRANSPORT SERVICES
9. COMMUNICATION
10. INFORMATION SERVICES
11. LEGAL SERVICES
12. ATTENDING AND HOSTING OF GATHERINGS
13. LICENCES AND PERMITS
14. TOWN PLANNING AND CONTROL
15. ESSENTIAL SERVICES
16. COMMUNITY SERVICES

1. STATUTORY AND REGULATORY FRAMEWORK

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

NUMBER	DESCRIPTION	PROPOSED DISPOSAL
1/P	Policy	A20
1/R	Routine Enquiries	D5
1/1	<u>Own Legislation and regulations</u>	
1/1/1	<u>Council By-Laws</u> (Open a file for each By-Law and number consecutively e.g 1/1/1/3 Advertisement signs by-laws)	A20
1/1/1/P	Policy	A20
1/1/1/R	Routine Enquiries	D5
1/1/1/1	Drafting, amendment and tabling	D10
1/1/1/2	Interpretation and Legal Opinions	D10
1/1/2	<u>Council Regulations</u> (Open a file for each Regulation and number consecutively e.g. 1/1/2/2 Regulation of Parks and Open Spaces)	A20
1/1/2/P	Policy	A20
1/1/2/R	Routine Enquiries	D5
1/1/2/1	Drafting, amendment and tabling	D10
1/2	<u>Other Legislation and Regulations</u>	
1/2/1	<u>National Legislation</u> (Open a file for each Act of Parliament and number consecutively e.g. 1/2/1/1 Municipal Systems Act)	A20
1/2/1/P	Policy	A20
1/2/1/R	Routine Enquiries	D5
1/2/2	<u>National Regulations</u> (Open a file for each Regulation and number consecutively)	A20
1/2/2/P	Policy	A20
1/2/2/R	Routine Enquiries	D5
1/2/3	<u>Provincial Legislation and Regulations</u>	
1/2/3/1	<u>Provincial Legislation</u> (Open a file for each Gauteng Provincial Act and number consecutively)	A20
1/2/3/P	Policy	A20

NUMBER	DESCRIPTION	PROPOSED DISPOSAL
1/2/3R	Routine Enquiries	D5
1/3	<u>Bills, White Papers and Green Papers</u> (Open a file for each Bill, White Paper and Green Paper and number consecutively)	D5
1/3/P	Policy	A20
1/3/R	Routine Enquiries	D5
1/4	<u>Policy Matters</u>	A20
1/4/1	<u>Policy Development</u>	A20
1/4/1/1	Compilation	A20
1/4/1/2	Approval	A20
1/4/1/3	Implementation	A20
1/5	<u>Research</u>	
1/5/P	Policy	A20
1/5/R	Routine Enquiries	D5
1/5/1	Coordinating	D5
1/5/1/1	<u>Evaluation Proposal</u> (Open a file for each proposal and number consecutively)	D5

2. ORGANISATION AND CONTROL

NUMBER	DESCRIPTION	DISPOSAL
2/P	Policy	A20
2/R	Routine Enquiries	D5
2/1	<u>Functions of Emfuleni Local Municipality</u>	
2/1/1	Transformation of Local Government	A20
2/1/2	Unbundling of Functions	A20
2/1/3	Disestablishments of Councils	A20
2/1/4	Service Delivery	A20
2/1/5	Service Level Agreements	A20
2/1/5/1	<u>Municipal Entities</u>	
2/1/5/1/1	Establishment	A20
2/2	<u>Strategic Planning/Institutional Review</u>	A20
2/2/1	Multi-year Operational Plan	A20
2/2/2	Annual Performance Plan	A20
2/2/3	Integrated Development Planning (IDP)	A20
2/2/4	SDBIP	A20
2/2/5	Monitoring and Evaluation	A20
2/2/6	Emfuleni Growth and Development Strategy	A20
2/3	<u>Establishment of Metro/New Sections/Offices</u> (For posts control see sub-series 4/1)	A20
2/3/1	Business Plan	A20
2/4	Work Planning and Procedures	A20
2/5	<u>Delegation of Authority</u>	
2/5/1	Temporary	D10
2/5/2	Permanent	A20
2/6	<u>Office Instructions</u>	D10
2/6/1	Internal Circulars	D10
2/6/2	Procedures	D10
2/7	<u>Risk Management systems</u>	

NUMBER	DESCRIPTION	DISPOSAL
2/7/P	Policy	A20
2/7/R	Routine Enquiries	D5
2/7/1	Risk Assessment	D5
2/7/2	Risk Mitigation	D5
2/7/3	Declaration of Interest	D10
2/8	<u>Fraud Prevention and Investigation</u>	
2/8/P	Policy and Procedures	S20
2/8/R	Routine Enquiries	D5
2/8/1	Plan	D10
2/8/2	Investigations and Related	D10
2/9	<u>Internal Auditing</u> (For financial audit refer to main series 5)	
2/9/P	Policy and Procedures	A20
2/9/R	Routine Enquiries	D5
2/9/1	Charter	D10
2/9/2	Standards	D10
2/9/3	Methodology	D10
2/9/4	<u>Incidents and Investigations</u> (Open a file for each incident/investigation and number consecutively)	A20
2/10	<u>Security Management</u>	
2/10/P	Policy and Procedures	A20
2/10/R	Routine Enquiries	D5
2/10/1	Municipal Entities	D5
2/10/2	Service Providers	D5
2/10/3	Access and Key Control	D5
2/11	<u>Business Continuity Management</u>	
2/11/P	Policy, Procedures and Circulars	A20
2/11/R	Routine Enquiries	D5
2/11/1	Business Continuity Plans	D5
2/11/2	Disaster Recovery Plans	D10
2/12	<u>Gift Management</u>	

NUMBER	DESCRIPTION	DISPOSAL
2/12/P	Policy	A20
2/12/R	Routine Enquiries	D5
2/12/1	Receipts	D5
2/13	Demarcation of Municipal Boundaries	A20
2/14	Grading of Local Authorities	A20

3. COUNCIL MATTERS

NUMBER	DESCRIPTION	DISPOSAL
3/P	Policy	A20
3/R	Routine enquiries	D5
3/1	<u>Elections</u>	
3/1/1	<u>Independent Electoral Commission (IEC)</u>	
3/1/1/1	Demarcation of Wards	A20
3/1/1/2	Voters' Rolls	A20
3/1/1/3	Nominations	D10
3/1/1/4	Election Equipment	D10
3/1/1/5	Appointments (e.g. Presiding Officers etc.)	D10
3/1/1/6	Polling Stations	D10
3/1/1/7	Election results	A20
3/1/1/8	Election of Office bearers	D5
3/1/1/9	Election irregularities	A20
3/1/2	<u>Municipal Elections</u>	
3/1/2/1	Municipal By-Elections	A20
3/1/3	Election of the Mayor, Speaker and Mayoral Committee	D10
3/1/4	Petitions	D10
3/1/5	Motions	D10
3/1/6	<u>Revision Court</u>	
3/1/6/1	Appointment of members	D10
3/1/6/2	Agendas and minutes	A20
3/1/6/3	Appeals and Rejections	A20
3/2	<u>Matters Concerning Councillors</u> (Only matters which cannot be placed elsewhere – financial matters are e.g. placed under sub-series 5/12 and qualification for elections on 3/1/1/3)	
3/2/P	Policy	A20
3/2/R	Routine enquiries	D5
3/2/1	Parking	D5
3/2/2	Awards	A20
3/2/3	Details /Appointments/Identification	D5
3/2/4	Arrangements with Councillors to deliver agendas and	D5

NUMBER	DESCRIPTION	DISPOSAL
	minutes	
3/2/5	Death of Members	D5
3/2/6	Arrangements for Overseas Visits	D5
3/2/7	Code of Conduct	A20
3/2/8	Training	D5
3/2/9	Municipal Accounts	D5
3/2/10	Resignations/Dismissals	D5
3/2/11	Gifts	D5
3/2/12	Pecuniary Interest	D10
3/2/13	Suspensions / Re-instatements	D5
3/2/14	Councillors Games Arrangements	D5
3/2/15	Nominations of Councillors to serve on bodies	D5
3/2/16	Floor Crossing	D5
3/2/17	Mayoral Programme	D5
3/2/18	Councillors Induction	D5
3/2/19	Councillors Constituency reports	D5
3/3	<u>Appointment of Representatives on Councils, Committees, Institutions, Associations and Other Bodies</u>	
3/3/P	Policy	A20
3/3/R	Routine Enquiries	D5
3/3/1	<u>Council</u>	
3/3/1/1	Emfuleni Local Municipality	A20
3/3/2	<u>Committees</u>	
3/3/2/1	<u>Section 79 Committees</u> (Open a file for each committee and number consecutively)	A20
3/3/2/2	<u>Section 80 Committees</u> (Open a file for each committee and number consecutively)	A20
3/3/2/3	<u>Institutions</u> (Open a file for each institution and number consecutively)	A20
3/3/2/4	<u>Other Bodies</u>	
3/3/2/4/1	Audit Committee	A20
3/3/2/4/2	Audit Steering Committee	A20

NUMBER	DESCRIPTION	DISPOSAL
3/3/2/4/3	Remuneration Committee	A20
3/3/2/5	<u>Associations</u> (Open a file for each association and number consecutively)	A20
3/4	<u>Establishment of Ward Committees</u>	
3/4/P	Policy	A20
3/4/R	Routine Enquiries	D5
3/4/1	Election of Ward Committees	A20
3/4/2	Remuneration	A20
3/4/3	Induction	D10
3/5	<u>Requests received from</u> (Open a file for each office e.g. The Executive Mayor)	D10
3/6	<u>Donations by Council</u>	
3/6/P	Policy	A20
3/6/R	Routine Enquiries	D5
3/6/1	Allocations	A20

4. HUMAN RESOURCE MANAGEMENT

(Files under this main series should be used for general staff matters only. Correspondence in connection with a particular person is placed on the personal files that do not form a part of this file plan. See List of series of separate case files.)

NUMBER	DESCRIPTION	DISPOSAL
4/1	<u>Posts Control</u> (1. For surveys to ascertain extension demands, system 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 of the posts, i.e. Estimates, designation and classification of posts creation and conversion of posts.)	
4/1/1	<u>Main Files</u>	
4/1/1/P	Policy	A20
4/1/1/R	Routine Enquiries	D5
4/1/1/1	<u>Furnishing of Information</u>	
4/1/1/1/1	To other bodies	D5
4/1/1/1/2	By other bodies	D5
4/1/1/2	Staff Movement (Includes transfers and Secondment)	D5
4/2	<u>Determination of Conditions of Service</u> (1. For grants, payments and deductions see sub-series 4/5. 2. For negotiations with trade unions see sub-series 4/10/1.)	
4/2/P	Policy	A20
4/2/R	Routine Enquiries	D5
4/2/1	Collective Agreement	A20
4/2/2	<u>Leave</u>	D10
	(Open a file for each leave type and number consecutively)	
4/2/3	<u>Official Working Hours</u>	D10
4/2/3/1	Extended Hours	D10
4/2/4	Salary scales	D10
4/2/5	Long Service	D5
4/3	<u>Vacancies and Appointments</u>	
4/3/P	Policy	A20
4/3/R	Routine Enquiries	D5

NUMBER	DESCRIPTION	DISPOSAL
4/3/1	Advertisement of posts	D5
4/3/2	Applications for Employment	D5
4/3/3	<u>Temporary/Part Time Appointments</u>	
4/3/3/1	Obtaining/Extension of Contracts/Amendments	D10
4/3/3/2	Interim Staff/Placement	D5
4/3/3/3	Termination of Contracts	D5
4/3/3/4	Volunteers/Ward Coordinators	D5
4/3/4	<u>Permanent appointments</u> (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 cases files.)	
4/3/4/1	Mayor, Speaker and Chief Whip's Offices	D10
4/3/4/2	Municipal Manager	D10
4/3/4/3	Internal Audit	D10
4/3/4/4	Corporate Services	D10
4/3/4/5	Finance	D10
4/3/4/6	Economic Development Planning	D10
4/3/4/7	Basic Services	D10
4/3/4/8	Public Safety and Community Development	D10
4/3/4/9	Infrastructure Planning and Asset Management	D10
4/3/4/10	Chief Operations	D10
4/3/5	<u>Special appointments in terms of an act</u>	
	(Open a file for each Appointment and number consecutively)	A20
4/3/6	Nominations of staff to serve on bodies	D10
4/3/7	Requests for filling of Critical vacancies	D10
4/3/8	Demilitarisation Programme	D10
4/4	<u>Training and Qualifications</u>	
4/4/P	Policy	A20
4/4/R	Routine enquiries	D5
4/4/1	Scholarships	D5
4/4/2	<u>Courses</u>	
	(Open a file for each course and number consecutively)	
4/4/3	Qualifications	D10
4/4/4	Internships/mentorship	D5
4/4/5	Learner ship Programs	D5

NUMBER	DESCRIPTION	DISPOSAL
4/4/6	Induction/Orientation	D5
4/4/7	Skills development plan/Reports	D10
4/4/8	Skills Development Reports	D10
4/5	<u>Financial</u> (1. Aspects regarding conditions of service should be dealt with under sub-series 4/2. 2. All deductions should be dealt with under sub-series 5/3.)	
4/5/P	Policy	A20
4/5/R	Routine Enquiries	D5
4/5/1	<u>Salaries</u>	D10
	(Open a file for each type and number consecutively)	
4/5/2	<u>Payment of Allowances</u> (For Councilors see sub-series 5/12.)	
4/5/2/P	Policy	A20
4/5/2/R	Routine Enquiries	D5
	(Open a file for each type of allowance and number consecutively)	
4/5/3	<u>Deductions</u>	D10
4/5/3/1	Income-tax	D10
4/5/3/2	Pay As You Earn (PAYE)	D10
4/5/3/3	Insurance	D10
4/5/4	<u>Financial Assistance/Loans</u> (Open a file for each and number consecutively)	
4/5/4/P	Policy	A20
4/5/4/R	Routine Enquiries	D10
4/5/5	<u>Insurance Funds</u>	
	(Open a file for each fund and number consecutively)	D10
4/5/6	<u>Medical aid Schemes</u> (Open a file for each Medical Aid Scheme and number consecutively)	D10
4/5/6/R	Routine enquiries	D5
4/6	<u>Termination of Service</u>	
4/6/P	Policy	A20
4/6/R	Routine enquiries	D5
4/6/1	Testimonials and Service Certificates	D5

NUMBER	DESCRIPTION	DISPOSAL
4/6/2	Retirement	D5
4/6/3	Dismissals	D5
4/6/4	Retrenchments	D5
4/6/5	Death	D5
4/6/6	Disability/Medically Unfit/Boarded	D5
4/6/7	Voluntary	D5
4/7	<u>Staff Control</u>	
4/7/P	Policy	A20
4/7/R	Routine Enquiries	D5
4/7/1	<u>Office Hours</u>	D5
4/7/1/1	Clocking Activities and Time sheets	D5
4/7/2	Leave and Relief Arrangements	D5
4/7/3	Complaints Against Staff	D5
4/7/4	<u>Dress code</u>	D5
4/7/4/1	Uniforms (For purchasing see 6/5/2/3)	D5
4/7/5	Language Matters	D5
4/7/6	Security of Staff/Identification	D5
4/7/7	Grievances	D10
4/7/8	Abscondment	D5
4/7/9	Declarations/ Pecuniary interest	D10
4/7/10	Permission to perform remunerative work outside Council	D5
4/7/11	<u>Use of Council Vehicles</u>	D5
4/7/11/1	Professional Driving Permits (PDP)	D10
4/7/12	Suspension/Reinstatement	D5
4/7/13	Sexual Harassment	D5
4/7/14	Complaints from staff	D5
4/7/15	Code of Conduct	A20
4/7/16	Attendance of Memorial Services and Funerals	D5
4/7/17	Team Building	D5
4/7/18	Staff well being/HIV Aids	D10
4/7/19	Telephone management	D5
4/7/20	Acceptance of gifts	D2
4/7/21	Duty Sheets	D5

NUMBER	DESCRIPTION	DISPOSAL
4/8	<u>Staff Evaluation and Grading</u> (For posts evaluation and grading see sub-series 4/15)	
4/8/P	Policy	A20
4/8/R	Routine Enquiries	D5
4/8/1	<u>Performance evaluation</u>	D10
4/8/1/1	<u>Senior Management</u>	D10
4/8/1/1/1	Performance Contracts	D10
4/8/1/2	Service Excellence Awards	D10
4/8/2	Determination of Seniority	D10
4/8/3	Progressive Advancement	D10
4/8/4	Demotions	D10
4/9	<u>Staff Returns</u> (See par. 7 of the General instructions)	
4/9/1	Statistics	A20
4/10	<u>Labour Relations</u>	
4/10/P	Policy	A20
4/10/R	Routine Enquiries	D5
4/10/1	<u>Negotiations with Trade Unions and Staff Associations</u>	
4/10/1/1	Independent Municipal and Allied Trade Union (IMATU)	D10
4/10/1/2	South African Municipal Workers Union (SAMWU)	D10
4/10/1/3	Municipal Employees Union	D10
4/10/1/4	Bargaining Council	D10
4/10/1/5	Mine Workers Union/Solidarity	D10
4/10/1/6	Municipal Education State Health and Allied Workers Union (MESHAWU)	D10
4/10/2	Unfair Labour Practices	D10
4/10/3	Arbitrations/Disputes	D10
4/10/4	Disciplinary Hearings	D10
4/10/5	Stay-a-Ways/Strikes	D10
4/10/6	Legal Representation	A20
4/10/7	Organisational Rights Agreement	A20
4/11	<u>Study Tours</u>	
4/11/P	Policy	A20
4/11/R	Routine Enquiries	D5
4/11/1	Arrangements	D5
4/11/2	Reports	D10
4/12	<u>Occupational Health and Safety</u>	

NUMBER	DESCRIPTION	DISPOSAL
4/12/P	Policy	A20
4/12/R	Routine Enquires	D5
4/12/1	Safety Inspection Feedback	D10
4/12/2	Evacuation Processes	D10
4/12/3	Accidents Reports	D10
4/12/4	Protective Clothing	D10
4/12/5	Fire extinguishers	D10
4/12/6	Safety equipment	D10
4/12/7	Injury on Duty	D10
4/13	<u>Employment Equity, Affirmative Action and Gender Issues</u>	
4/13P	Policy	A20
4/13R	Routine Enquiries	D5
4/13/1	Employment Equity Plan	D5
4/14	<u>Employee Assistance</u>	
4/14/P	Policy	A20
4/14/R	Routine Enquiries	D5
4/14/1	HIV/AIDS	D10
4/14/2	Narcotic Substances (Including alcohol)	D10
4/15	<u>Organisational Development</u>	
4/15P	Policy	A20
4/15R	Routine Enquiries	D5
4/16	<u>Job Descriptions and Designations</u> (Open a file for each department and number consecutively)	D10
4/17	<u>Organograms</u> (Open a file for each department and number consecutively)	D10
4/18	Job Evaluation and Grading of Posts	D10

5. FINANCE

(For staff finance see sub-series 3/5)

NUMBER	DESCRIPTION	DISPOSAL
5/1	<u>Estimates</u>	
5/1/P	Policy	A20
5/1/R	Routine Enquiries	D5
5/1/1	<u>Annual Estimates</u> : Compilation of (Open a file cover for each year, e.g. 5/1/1-2014/15; 5/1/1-2015/16)	A20
5/1/1/1	Operational Budget	D10
5/1/1/2	Capital Budget	D10
5/1/2	<u>Adjustment Budget</u> : Compilation of (Open a file cover for each year, e.g. 5/1/2-2014/15; 5/1/2-2015/16)	A20
5/1/2/1	Operational Budget	D10
5/1/2/2	Capital Budget	D10
5/1/3	SDBIP financial Reports	D10
5/1/4	Over expenditure	D10
5/1/5	Transfer of funds	D10
5/1/6	<u>Financial Planning</u>	
5/1/6/1	Approval/Review of Budget	A20
5/1/6/2	Budget Speech	A20
5/1/6/3	Implementation of the Municipal Finance Management Act.	D5
5/1/6/4	Reports according to the revenue act	D5
5/1/7	<u>Financial Statements</u>	
5/1/7/1	<u>Half Yearly Financial Statements</u> (Open a file for each year e.g. 5/1/7/1-2014)	A20
5/1/7/2	<u>Yearly Financial Statements</u> (Open a file for each year e.g. 5/1/7/2-2014/2015)	A20
5/1/7/3	Monthly Statements	A20
5/2	<u>Valuations</u>	
5/2/P	Policy	A20
5/2/R	Routine Enquiries	D5
5/2/1	Appointment of Appraiser	D5

NUMBER	DESCRIPTION	DISPOSAL
5/2/2	Valuation Roll	A20
5/2/2/1	Arable Land and Portions of Farms / Holdings	D5
5/2/3	<u>Valuation Board</u>	
5/2/3/1	Appointment of	D5
5/2/4	Valuation Certificates	D10
5/2/5	Objections/Petitions against Valuations	A20
5/2/6	Appeals from the public	A20
5/2/7	Advertising of valuation notices	D5
5/3	<u>Rates & Taxes</u>	
5/3/1	<u>Land and Property Tax</u> (For collection see 5/13/5)	
5/3/1/P	Policy	A20
5/3/1/R	Routine Enquiries and Complaints	D5
5/3/1/1	Determination of	D5
5/3/1/1/1	Objections / Petitions against rates	D10
5/3/1/2	Tax/Clearance Certificates (e.g. when Private property is transferred)	D5
5/3/1/3	Remission/Rebates	D5
5/3/1/4	Statistics	D5
5/3/2	Value Added Tax (VAT)	D10
5/4	<u>Loans</u> (For staff loans see sub-series 4/5/4 and for loans to the public see sub-series 5/16)	
5/4/P	Policy	A20
5/4/R	Routine Enquiries	D5
5/4/1	<u>External Loans</u>	
5/4/1/1	<u>Short-term Loans</u> (Open a file for each loan and number consecutively)	D10
5/4/1/2	<u>Long-term Loans</u> (Open a file for each loan and number consecutively)	D10
5/4/1/2/1	ABSA Capital Expenditure	D10
5/4/1/2/2	Development Bank of South Africa (DBSA)	D10
5/4/1/2/3	Infrastructure Finance Corporation Ltd (INCA)	D10

NUMBER	DESCRIPTION	DISPOSAL
5/4/2	<u>Internal Loans</u>	
5/4/2/1	Endowment Fund	D10
5/4/2/2	Capital Development Fund	D10
5/4/2/3	Consolidated Loans Fund	D10
5/4/2/4	Domestic Bond Market	D10
5/5	<u>Tariffs</u>	
5/5/P	Policy	A20
5/5/R	Routine Enquiries	D5
5/5/1	<u>Determination</u>	
5/5/1/1	Solid Waste Service	D5
5/5/1/2	Refuse Removal	D5
5/5/1/3	Landfill Sites	D5
5/5/1/4	Waste Paper	D5
5/5/1/5	Medical Waste	D5
5/5/1/6	Advertising Signs	D5
5/5/1/7	Cemeteries and Crematoriums	D5
5/5/1/8	Rendering of Services by Public Safety	D5
5/5/1/9	Libraries /Auditoriums and Information Services	D5
5/5/1/10	Sport, Recreation Arts and Culture Facilities	D5
5/5/1/11	Electricity	D5
5/5/1/12	Building plans and Related Fees	D5
5/5/1/13	Entrance Fees to Regional Parks	D5
5/5/1/14	Water Supply	D5
5/5/1/15	Financial Services	D5
5/5/1/16	Hostels	D5
5/5/1/17	Removal of street trees	D5
5/5/1/18	Road Related Services Provisions	D5
5/5/1/19	Hire of or Use of Facilities in Parks	D5
5/5/1/20	Waste Water	D5
5/5/1/21	Corporate advertising in the Emfuleni External Newsletter	D5
5/5/1/22	Health Services	D5
5/5/1/23	Development Planning Application Fees	D5
5/5/1/24	Bus and Transport Services	D5
5/5/1/25	Legal Rates	D5

NUMBER	DESCRIPTION	DISPOSAL
5/5/1/26	Ambulance Services	D5
5/5/1/27	Assessment	D5
5/6	<u>Subsidies and Grants Received</u>	
5/6/P	Policy	A20
5/6/R	Routine Enquiries	D5
5/6/1	<u>Individual Subsidies</u>	
	(Open a file for each subsidy and number consecutively)	D5
5/7	<u>Deposits/Refunds</u>	
5/7/P	Policy	A20
5/7/R	Routine Enquiries	D5
5/7/1	Water and Electricity	D5
5/7/2	Bank Guarantees	D5
5/7/3	Credit Control Measures	D5
5/7/4	Billing Systems	D5
5/7/5	Masakhane Project	D5
5/7/6	Credit Rating	D5
5/7/7	Tenders	D5
5/7/8	Builders	D5
5/7/9	Posters	D5
5/7/10	Halls	D5
5/7/11	Public Amenities	D5
5/7/12	Valuations	D5
5/7/13	Licenses	D5
5/7/14	Health Services	D5
5/7/15	<u>Emergency Services</u>	D5
	(Open a file for each service and number consecutively)	D5
5/7/16	Contractors	D5
5/7/17	Unclaimed deposits	D5
5/8	<u>Funds</u>	
5/8/1	Capital Development	D10
5/8/2	Reserve	D10
5/8/3	Business Linkage	D10
5/8/4	Trust	D10

NUMBER	DESCRIPTION	DISPOSAL
5/8/5	Landfill Rehabilitation	D10
5/8/6	European Union Funding	D10
5/8/7	Revenue Enhancement	D10
5/8/8	Public Transport	D10
5/9	<u>Investment</u>	
5/9/P	Policy	A20
5/9/R	Routine Enquiries	D5
5/9/1	Long-term	A20
5/9/2	Short-term	D10
5/10	<u>Levies</u> (For determination of tariffs see sub-series 5/5/1)	
5/10/1	Outstanding	D5
5/10/2	Regional Services	D5
5/10/3	Municipal	D5
5/10/4	Fuel	D5
5/10/5	Skills Development	D5
5/10/6	Transport Services	D5
5/11	<u>Settlement of Accounts</u> (For acquisition of apparatus see sub-series 6/5)	
5/11/P	Policy	A20
5/11/R	Routine Enquiries	D5
5/11/1	Telephone/Cell phone	D5
5/11/2	Catering	D5
5/11/3	Attending of Congresses, Meetings and Workshops	D5
5/11/4	Equipment	D5
5/11/5	Machinery	D5
5/11/6	Stationery	D5
5/11/7	Postage	D5
5/11/8	Consultants/Attorneys/Contractors	D5
5/11/9	Computers	D5
5/11/10	Petty Cash	D5
5/11/11	Advertisements	D5
5/11/12	Creditors	D5
5/11/13	Subscriptions	D5
5/11/14	TV Licenses	D5

NUMBER	DESCRIPTION	DISPOSAL
5/11/15	Music License (Samro)	D5
5/11/16	Valuations	D5
5/11/17	Cleaning Services	D5
5/12	<u>Financial Matters: Councillors</u> (For staff see sub-series 4/5)	
5/12/P	Policy	A20
5/12/R	Routine Enquiries	D5
5/12/1	<u>Payment of Salaries</u>	
5/12/1/1	Mayor	D5
5/12/1/2	Speaker	D5
5/12/1/3	Chief Whip	D5
5/12/1/4	Mayoral Committee Members	D5
5/12/1/5	Ordinary Councilors	D5
5/12/1/6	Body Guards	D5
5/12/1/7	Non Governmental Organizations (NGO)	D5
5/12/2	Pension Fund Matters	D5
5/12/3	<u>Allowances</u>	
5/12/3/1	Subsistence and Traveling	D5
5/12/3/2	Cell Phones	D5
5/12/3/3	Insurance	D5
5/12/3/4	Medical Aids	D5
5/12/3/5	Sitting Allowances	D5
5/12/3/6	Housing	D5
5/12/3/7	Study	D5
5/12/4	<u>Donations</u>	
5/12/4/1	Political Parties	D5
5/12/5	<u>Fines</u>	
5/12/5/1	Non Compliance	D5
5/13	<u>Collection of Revenue</u>	
5/13/P	Policy	A20
5/13/R	Routine Enquires	D5

NUMBER	DESCRIPTION	DISPOSAL
5/13/1	Water and Electricity	D5
5/13/1/1	Easy Pay Points	D5
5/13/2	Ambulance	D5
5/13/3	Fire Brigade	D5
5/13/4	Traffic Fines	D5
5/13/5	Rates and Taxes	D5
5/13/6	Removal of Carcasses	D5
5/13/7	Electricity disconnections and reconnections	D5
5/13/7/1	Temporary connections	D5
5/13/8	Assessment rates	D5
5/13/9	Water disconnections and reconnections	D5
5/13/10	Auctions	D5
5/13/11	Unspecified	D5
5/14	<u>Insurance</u>	
5/14/P	Policy	A20
5/14/R	Routine Enquiries	D10
5/14/1	<u>Appointment of Brokers</u>	
5/14/1/1	Short term	D10
5/14/1/2	Long term	D10
5/14/2	<u>Insurance Cases</u>	
	(Open a file for each insurance case and number consecutively)	D10
5/14/3	<u>Claims</u>	
	(Open a file for each claim and number consecutively)	D10
5/15	<u>Accounting Responsibility</u>	
5/15/1	<u>External Audit</u>	
5/15/1/1	Auditor General	D10
5/15/1/1/1	Annual Report	A20
5/15/1/2	Private Auditors	D10
5/15/1/3	Informal Enquiries	D10
5/15/2	<u>Internal Audit</u>	
5/15/2/R	Routine Enquiries	D5
5/15/2/1	Reports (Open a sub file for each department)	D10
5/16	<u>Financial Assistance</u>	

NUMBER	DESCRIPTION	DISPOSAL
5/16/1	<u>By Council to the Public</u>	
5/16/1/P	Policy	A20
5/16/1/R	Routine Enquiries	D5
5/16/1/1	Grants in aid/Donations/Sponsorships	D10
5/16/1/2	Bursaries	D5
5/16/1/3	Indigents	D5
5/16/2	<u>Mayoral Discretionary Fund</u>	
5/16/2/1	Loans	D10
5/16/2/2	Bursaries	D10
5/16/2/3	Reports	D10
5/16/3	<u>By National/Provincial/Private Businesses</u>	
5/16/3/1	Sponsorships/Donations	D10
5/17	<u>Losses</u>	
5/17/P	Policy	A20
5/17/R	Routine enquiries	D5
5/17/1	<u>Bad Debts</u>	
5/17/1/1	Water & Lights	D5
5/17/1/2	Traffic Fines	D5
5/17/1/3	Ambulance fees	D5
5/17/1/4	Rent: Housing schemes	D5
5/17/1/5	Rates and Taxes	D5
5/17/1/6	Hiring of buildings	D5
5/17/1/7	Assessment Rates	D5
5/17/2	<u>Loss of Municipal Property</u>	
5/17/2/R	Routine enquiries	D5
5/17/2/1	Boipatong	D5
5/17/2/2	Bophelong	D5
5/17/2/3	Evaton	D5
5/17/2/4	Roshnee	D5
5/17/2/5	Rust ter Vaal	D5
5/17/2/6	Sebokeng	D5
5/17/2/7	Sharpeville	D5

NUMBER	DESCRIPTION	DISPOSAL
5/17/2/8	Tshepiso	D5
5/17/2/9	Vanderbijlpark	D5
5/17/2/10	Vereeniging	D5
5/18	<u>Banking Account</u>	
5/18/P	Policy	A20
5/18/R	Routine Enquiries	D5
5/18/1	Signing authority	A20
5/18/2	Cash and Bank Balances	D10
5/18/2/1	Cash in Transit/Cash Transportation Security	D10
5/18/3	Interest Rate	D10
5/18/4	Appointment of Bankers	D10
5/19	<u>Reports and Returns</u> (See par 7 of the General Instructions)	
5/19/1	SA Reserve Bank	A20
5/19/2	Central Statistics Services	D10

6. SUPPLY CHAIN MANAGEMENT

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

NUMBER	DESCRIPTION	DISPOSAL
6/1	<u>Tenders and Quotations</u>	
6/1/P	Policy	A20
6/1/R	Routine Enquiries and Complaints	D10
6/1/1	Advertisement of Tenders	D10
6/1/2	Approval/ Awarding/Extension of Tenders	A20
6/1/3	<u>Comments on Tender Reports</u>	
	(Open a file for each Tender and number consecutively)	D10
6/1/4	Unsuccessful Tenders	D10
6/1/5	<u>Quotations</u>	
	(Open a file for each quotation and number consecutively)	D10
6/1/6	Statistics	D10
6/2	<u>Contracts</u>	
6/2/P	Policy	A20
6/2/R	Routine Enquiries and Complaints	D10
6/2/1	<u>Matters re Contractors</u>	
6/2/1/1	Panel of Contractors	D5
6/2/1/2	<u>Appointment of Contractors</u>	
	(Open a file for each cluster's appointments and number consecutively. Contracts are kept separately from the system under Securities)	D10
6/2/1/3	<u>Termination of Contracts</u>	
	(Open a file for each cluster's termination and number consecutively)	D10
6/2/1/4	<u>Extension of Contracts</u>	D10
	(Open a file for each cluster's extension and number consecutively)	
6/3	<u>Consultants</u> (Consultants employed by the Council to do a specific task, e.g. taking meter readings for water and lights)	
6/3/P	Policy	A20
6/3/R	Routine Enquiries	D5
6/3/1	Panel of Consultants	D5
6/3/2	<u>Appointment of Consultants</u> (Open a file for each cluster's appointment and number consecutively)	D10

NUMBER	DESCRIPTION	DISPOSAL
6/4	<u>Municipal Programs</u>	
6/4/1/P	Policy	A20
6/4/1/R	Routine Enquiries	D5
6/4/1	Procurement Procedures	A20
6/4/1/1	Prioritisation Model	A20
6/5	<u>Domestic Supplies</u>	
6/5/P	Policy	A20
6/5/R	Routine Enquiries	D5
6/5/1	Stocktaking	D10
6/5/2	<u>Acquisition and Maintenance</u>	
6/5/2/1	Furniture and Office Equipment	D10
6/5/2/2	Stationery/Printing	D10
6/5/2/3	Uniforms/Cleaning materials	D10
6/5/2/4	Firearms	D10
6/5/2/5	Computers	D10
6/5/2/5/1	Software Licenses	D10
6/5/2/6	Elevators	D10
6/5/2/7	Two way Radios	D10
6/5/2/8	Cables/Network	D10
6/5/2/9	Generators	D10
6/5/2/10	Servers	D10
6/5/2/11	Short Message Service (SMS)	D10
6/5/2/12	Fire backbone	D10
6/6	<u>Asset Register</u>	A20
6/6/1	Transfer of Movable Assets	D10
6/7	<u>Disposal of Surplus and Worn-out Supplies</u> (open a file for each department's Disposal of Surplus and Worn-out supplies and number consecutively)	D5
6/8	<u>Public Auction</u> (Open a file for each public auction and number consecutively)	D5

7. FACILITIES

(All council buildings, structures and ground 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	<u>Buildings</u>	
7/1/P	Policy	A20
7/1/R	Routine Enquiries	D5
7/1/1	<u>Acquisition</u>	
7/1/1/1	Purchase	A20
7/1/1/2	Constructions	A20
7/1/1/3	Lease	A20
7/1/1/4	Expropriation	A20
7/1/1/5	Donations/Devolved Properties	A20
7/1/2	<u>Allocation</u>	D5
7/1/2/1	Relocations	D5
7/1/2/2	Councillor and Employee parking	D5
7/1/3	<u>Maintenance</u>	D10
7/1/3/1	<u>Emfuleni Customer Care Centres (Civic Centres)</u> (Open a file for each town's Customer Care Centre and number consecutively)	D10
7/1/3/1/P	Policy	A20
7/1/3/1/R	Routine Enquiries	D5
7/1/4	<u>Renovations</u>	
7/1/4/1	<u>Emfuleni Council Chambers and Civic Centres</u> (Open a file for each Town's Council Chamber and number consecutively)	D5
7/1/5	<u>Alienation</u>	
7/1/5/1	<u>Sale</u>	A20
	(Open a file for each Town's Sale and number consecutively)	
7/1/5/2	Council owned shops	A20
7/1/5/3	Exchange	A20
7/1/5/4	<u>Lease</u>	
	(Open a file for each Towns' Lease and number consecutively)	A20

NUMBER	DESCRIPTION	DISPOSAL
7/1/5/5	Rental of Council Houses	D10
7/1/5/6	Sale of council properties /land to employees /councillors	A20
7/1/6	Naming of New Buildings	A20
7/2	<u>Grounds</u>	
7/2/1	<u>Acquisition</u>	
7/2/1/P	Policy	A20
7/2/1/R	Routine Enquiries	D5
7/2/1/1	<u>Purchase</u>	
	(Open a file for each Town's Purchase and number consecutively)	A20
7/2/1/2	Expropriation	A20
7/2/1/3	Lease	D10
7/2/1/4	Testing centres	D10
7/2/2	Maintenance	D10
7/2/3	<u>Alienation</u>	
7/2/3/P	Policy	A20
7/2/3/R	Routine Enquiries	D5
7/2/3/1	<u>Sale</u>	
	(Open a file for each Town's Sale and number consecutively)	A20
7/2/3/2	<u>Lease</u>	
	(Open a file for each Town's Lease and number consecutively)	A20
7/2/3/3	Exchange	A20
7/2/3/4	Donations /Devolved Land	A20
7/2/3/5	Restriction of Access	A20

8. TRAVEL AND TRANSPORT SERVICES

NUMBER	DESCRIPTION	DISPOSAL
8/1	<u>Fleet</u>	
8/1/P	Policy	A20
8/1/R	Routine Enquiries	D5
8/1/1	<u>Council Vehicle Control</u>	
8/1/1/1	Application and Approvals	D10
8/1/1/2	Accident Reports	D10
8/1/1/3	Vehicle arrangements for funerals	D10
8/1/1/4	Parking Arrangements	D10
8/1/1/5	Traffic Fines	D10
8/1/1/6	Leasing / Purchasing	D10
8/1/1/7	Maintenance	D10
8/1/1/8	Transfer of vehicles	D10
8/1/1/9	Tracking devices	D10
8/1/1/10	Fuel	D10
8/1/1/11	Fleet Vehicles Database	D10
8/1/1/12	Mayoral Vehicles	D10
8/1/1/13	Log Sheets	D10
8/1/1/14	Irregular use	D10
8/2	<u>Fleet Programs</u>	
8/2/1	Traffic Management System	D10
8/2/2	Fleet Management System	D10
8/2/3	Vehicle Recovery Tow Truck roster system	D10
8/2/4	Application tracking system	D10
8/3	<u>Vehicle Control</u>	
8/3/1	Roadworthiness Testing	D10
8/3/2	Disposal of Abandoned Vehicles	D10
8/3/3	Traffic Volume Surveys and Vehicle Statistics	A20
8/3/4	Traffic Calming Measures	D5
8/3/5	Use of Speed Humps	D5

9. COMMUNICATION

NUMBER	DESCRIPTION	DISPOSAL
9/1	<u>Own Publicity and Information</u>	
9/1/P	Policy	A20
9/1/R	Routine Enquiries	D5
9/1/1	Press Releases, Radio Reports and News Clippings, Media	D10
9/1/2	Brochures and Newsletters	A20
9/1/3	<u>Enquiries</u> (Only enquiries concerning subjects not pertaining to any other main series are to be dealt with hereunder.)	
9/1/3/1	History of the Town (Open a file for each Customer Care Center)	A20
9/1/3/2	Sights	D5
9/1/3/3	Request for information in terms of the Promotion of Access to Information Act	D5
9/1/3/4	Requests for Information by the public	D5
9/1/4	<u>Participation in Shows and Exhibitions</u>	
9/1/4/1	Marketing and Promotion Plan	D10
9/1/4/2	Research Database	D10
9/1/4/3	Tourism Exhibitions	D10
9/1/5	<u>Emblems of the Council</u>	
9/1/5/P	Policy	A20
9/1/5/1	Adoption, Alteration and Interpretation	A20
9/1/5/2	<u>Enquiries and Permission to use</u>	
9/1/5/2/1	Town Coat of Arms	A20
9/1/5/2/2	Flag	A20
9/1/5/2/3	Chain/Term of Office	A20
9/1/5/2/4	Corporate Signage on Council Vehicles	A20
9/1/5/2/5	Corporate Gifts	A20
9/1/5/2/6	Corporate Identity	A20
9/1/6	<u>International Relations</u>	
9/1/6/P	Policy	A20
9/1/6/R	Routine enquiries	D5
9/1/6/1	Twinning of Cities	A20

NUMBER	DESCRIPTION	DISPOSAL
9/1/7	Municipal Yearbook	D10
9/1/8	Intergovernmental Relations	A20
9/1/9	Historical Memorabilia	A20
9/2	<u>Publicity by Other Bodies</u> (Only control over publicity that cannot be placed under other main series.)	
9/2/P	Policy	A20
9/2/R	Routine Enquiries	D5
9/2/1	<u>Advertising Media</u>	D10
9/2/1/1	Outdoor Advertising	D10
9/2/2	Business Profiles/Proposals/Plans/Database	D5
9/3	<u>Information: Other Bodies</u> (1. Only information of direct concern to this office. 2. Information regarding the functions of an office must be dealt with on the file concerning those functions.)	
9/3/1	Other Local Authorities	D5
9/3/2	<u>Provincial Government</u>	D5
9/3/2/1	Provincial Circulars	D5
9/3/3	Political Parties	D5
9/3/4	Private Sector	D5
9/3/5	<u>National Government</u>	D5
9/3/5/1	National Circulars	D5
9/4	<u>Main Files</u>	
9/4/P	Policy	A20
9/4/R	Routine Enquiries	D5
9/4/1	Speeches (Copies of all speeches should be filed here)	A20
9/4/2	Protocol and List of Addresses	D5
9/5	<u>Festivals</u> (Open a file for each festival and number consecutively.)	D5
9/6	<u>Celebrations</u> (Open a file for each celebration and number consecutively)	D5
9/7	<u>Shows</u> (Open a file for each show and number consecutively)	D5

NUMBER	DESCRIPTION	DISPOSAL
9/8	<u>Sport Games</u> (Open a file for each type of Sport and number consecutively)	D5
9/9	<u>Social Matters</u>	
9/9/1	<u>Own Receptions and Functions</u> (Open a file for each reception and number consecutively)	D5
9/9/2	Invitations	D5
9/10	<u>Other Receptions and Functions</u> (Open a file for each type of reception/function and number consecutively)	D5
9/10/1	Invitations	D5
9/10/2	Letters of Thanks, Congratulations and Condolence	D5
9/10/3	Awards to the Public	D10
9/11	<u>Visits</u>	
9/11/1	International/National visits	D5
9/11/1	Provincial visits	D5
9/11/3	MEC's visits	D5

10. INFORMATION SERVICES

NUMBER	DESCRIPTION	DISPOSAL
10/1	<u>Information Communication Technology programs (ICT)</u> (Open a file for each program and number consecutively)	
10/1P	Policy	A20
10/1R	Routine Enquiries	D5
10/1/1	<u>Installation and maintenance</u> (Open a file for each program and number consecutively)	D5
10/1/2	<u>License Management</u>	
10/1/2/1	Server Licenses	D10
10/1/2/2	Software License Agreements	D10
10/1/3	<u>Requests for</u>	
10/1/3/1	New User	D5
10/1/3/2	Change	D5
10/1/3/3	Reset Password	D5
10/1/4	<u>Information and System Security</u>	
10/1/4/P	Policy	A20
10/1/4/R	Routine Enquiries	D5
10/1/4/1	Access Control	D5
10/1/4/2	Virus Protection	D5
10/1/4/3	Back up	D10
10/1/4/4	Disaster Recovery Plan	D10
10/1/4/5	Incident Reports	D10
10/2	<u>Communication</u> (For settlement of accounts see sub-series 5/11)	
10/2/P	Policy	A20
10/2/R	Routine Enquiries	D10
10/2/1	Postal Service	D10
10/2/2	Telephone Service	D10
10/2/3	Cell Phones	D10

NUMBER	DESCRIPTION	DISPOSAL
10/2/4	Internet/E-mail/Websites/Intranet	D10
10/2/5	Two way Radios	D10
10/2/6	Telefax	D10
10/2/7	Intercom	D10
10/3	<u>Records Management</u>	
10/3/P	Policy	A20
10/3/R	Routine Enquiries	D5
10/3/1	<u>File Plan</u>	
10/3/1/1	Compilation / Amendment and Implementation	D5
10/3/2	<u>Disposal of Records</u>	
10/3/2/1	Obtaining of disposal authority	D10
10/3/2/2	Transfer	A20
10/3/2/3	Destruction	A20
10/3/3	Microfilming (Disposal authority from the National Archives should be obtained)	A20
10/3/4	Data Processing (Disposal authority from the National Archives should be obtained)	D5
10/3/5	<u>Inspections</u>	
10/3/5/1	Provincial Archives	A20
10/3/5/2	Internal	D10
10/3/6	Returns (See par.7 of the General instructions)	A20
10/3/7	Transcriptions	A20
10/4	<u>Reports</u>	
10/4/P	Policy	A20
10/4/R	Routine Enquiries	D5
10/4/1	<u>Annual Reports</u>	
10/4/1/1	Emfuleni Local Municipality	A20

NUMBER	DESCRIPTION	DISPOSAL
10/4/1/2	<u>Departments</u>	
	(Open a file for each Department and number consecutively)	D10
10/4/2	<u>Quarterly Reports</u>	
10/4/2/1	Emfuleni Local Municipality	D5
10/4/2/2	<u>Departments</u>	
	(Open a file for each Department and number consecutively)	D5
10/4/3	<u>Monthly Reports</u>	
10/4/3/1	Emfuleni Local Municipality	D5
10/4/3/2	<u>Departments</u>	
	(Open a file for each Department and number consecutively)	D5
10/4/4	<u>Weekly Reports</u>	
10/4/4/1	<u>Departments</u> (Open a file for each Department and number consecutively)	D5
10/4/5	<u>Periodical Reports</u>	
10/4/5/1	Geological	D10
10/4/6	<u>Management Reports</u>	

NUMBER	DESCRIPTION	DISPOSAL
	(Open a file for each Department and number consecutively)	D10
10/4/6/1	Technical Reports	D10
10/4/7	<u>Human Rights Commission</u>	D10
10/4/7/1	Section 32 Submission	D10

11. LEGAL SERVICES

(This main series does not deal with the provision of legislation, but concerns matters which result from the contravention thereof. For acts, ordinances, regulations and by-laws, see main series 1.)

NUMBER	DESCRIPTION	DISPOSAL
11/P	Policy	A20
11/R	Routine Enquiries	D5
11/1	Legal Opinions and Court Decisions	A20
11/2	<u>Attorneys and Agents to represent, deliver Summonses, and collect money on behalf of council</u>	
11/2/R	Routine Enquiries	D5
11/2/1	Appointments	D10
11/2/2	Evaluations	D5
11/2/3	Panel	D5
11/2/4	Tracings and Collections of debt	D10
11/2/5	Termination of Services	D5
11/3	<u>Claims</u>	
11/3/R	Routine Enquiries	D5
11/3/1	<u>By the Council</u>	
11/3/1/1	Damage Claims	A20
11/3/1/2	Negligence	A20
11/3/1/3	<u>Specific Claims</u>	
	(Open a file for each Claim and number consecutively)	D10
11/3/1/4	Traffic Accidents	D10
11/3/2	<u>Claims against Council</u>	
	(Open a file for each Claim and number consecutively)	D10
11/3/3	Withdrawal of claims	D5
11/3/4	Report on claim by and against council	D10
11/4	<u>Prosecutions</u>	
11/4/1	Serving of Lawsuit Documents (Where applicable to a specific case, file on relevant case file.)	D10
11/4/2	<u>Trespasses against Council</u>	
11/4/2/1	<u>Illegal Occupation of Property</u>	A20
	(Open a file for each Town's Illegal Occupation and number consecutively)	A20
11/4/2/2	Contravention of the Liquor Act	D5

NUMBER	DESCRIPTION	DISPOSAL
11/4/2/3	<u>Contravention of Town Planning Schemes</u>	A20
	(Open a file for each Town's Contravention on Town Planning Schemes and number consecutively)	
11/4/2/4	Contravention of Traffic Act	D5
11/4/2/5	Public Liability	D5
11/4/2/6	Contravention of the Atmospheric Pollution Prevention Act	D5
11/4/2/7	Contravention of Building regulations	D5
11/4/2/8	Contravention of Occupational Health and Safety Act	D5
11/4/2/9	Contravention of Noise Regulation	D5
11/4/3	<u>Infringements/Non –Compliance by Council</u>	
	(Open a file for each Infringement/Non-compliance and number consecutively)	D5
11/5	<u>Agreements</u>	
11/5/1	<u>Services Agreements</u> (Open a file for each Service Agreement and number consecutively)	D10
11/5/1/R	Routine Enquiries	D5
11/5/2	<u>Lease Agreements</u> (Open a file for each lease agreement and number consecutively)	D10
11/5/2/R	Routine Enquiries	D5
11/5/3	Termination/Cancellation of Lease Agreements	D10
11/5/4	Extension of lease Agreements	D10
11/5/5	Breach of Agreements/Contracts	D10
11/6	<u>Investigations</u> (Referred by public prosecutor)	
11/6/1	Illegal activities	D5
11/7	<u>Legal Action Sales</u>	
11/7/P	Policy	A20
11/7/R	Routine enquiries	D5
11/7/1	<u>Boipatong</u>	
11/7/1/1	Sale in Execution	D10

NUMBER	DESCRIPTION	DISPOSAL
11/7/1/2	Transfer of Properties	D10
11/7/1/3	Registration of Properties	D10
11/7/1/4	Cancellation of deeds transfer	D10
11/7/2	<u>Bophelong</u>	
11/7/2/1	Sale in Execution	D10
11/7/2/2	Transfer of Properties	D10
11/7/2/3	Registration of Properties	D10
11/7/2/4	Cancellation of deeds of transfer	D10
11/7/3	<u>Evaton</u>	
11/7/3/1	Sale in Execution	D10
11/7/3/2	Transfer of Properties	D10
11/7/3/3	Registration of Properties	D10
11/7/3/4	Cancellation of deeds of transfer	D10
11/7/4	<u>Roshnee</u>	
11/7/4/1	Sale in Execution	D10
11/7/4/2	Transfer of Properties	D10
11/7/4/3	Registration of Properties	D10
11/7/4/4	Cancellation of deeds of transfer	D10
11/7/5	<u>Rust ter Vaal</u>	
11/7/5/1	Sale in Execution	D10
11/7/5/2	Transfer of Properties	D10
11/7/5/3	Registration of Properties	D10
11/7/5/4	Cancellation of deeds of transfer	D10
11/7/6	<u>Sebokeng</u>	
11/7/6/1	Sale in Execution	D10
11/7/6/2	Transfer of Properties	D10
11/7/6/3	Registration of Properties	D10
11/7/6/4	Cancellation of deeds of transfer	D10
11/7/7	<u>Sharpeville</u>	
11/7/7/1	Sale in Execution	D10
11/7/7/2	Transfer of Properties	D10
11/7/7/3	Registration of Properties	D10
11/7/7/4	Cancellation of deeds of transfer	D10

NUMBER	DESCRIPTION	DISPOSAL
11/7/8	<u>Tshepiso</u>	
11/7/8/1	Sale in Execution	D10
11/7/8/2	Transfer of Properties	D10
11/7/8/3	Registration of properties	D10
11/7/8/4	Cancellation of deeds of transfer	D10
11/7/9	<u>Vanderbijlpark</u>	
11/7/9/1	Sale in Execution	D10
11/7/9/2	Transfer of Properties	D10
11/7/9/3	Registration of properties	D10
11/7/9/4	Cancellation of deeds of transfer	D10
11/7/10	<u>Vereeniging</u>	
11/7/10/1	Sale in Execution	D10
11/7/10/2	Transfer of Properties	D10
11/7/10/3	Registration of properties	D10
11/7/10/4	Cancellation of deeds of transfer	D10

12. ATTENDING AND HOSTING OF GATHERINGS

NUMBER	DESCRIPTION	DISPOSAL
12/P	Policy	A20
12/R	Routine Enquiries	D5
12/1	<u>Meetings</u>	
12/1/1	<u>Organisational Meetings</u>	
12/1/1/1	<u>Senior Management Team</u>	
12/1/1/1/1	Agenda	D10
12/1/1/1/2	Minutes	A20
12/1/1/2	<u>Cluster meetings</u>	
	(Open a file for each cluster and number consecutively)	D10
12/1/1/3	<u>Departmental meetings</u> (Open a file for each Department and number consecutively)	D10
12/1/1/4	<u>Council Meetings</u> Agendas and minutes are bound separately and kept outside the system)	A20
12/1/1/4/P	Policy	A20
12/1/1/4/1	Arrangements	D5
12/1/1/4/2	Motions	D10
12/1/1/4/3	Questions by members	D10
12/1/1/4/4	Outstanding matters	D10
12/1/1/4/5	Applications for leave of absence	D10
12/1/1/4/5	Standing Orders	D10
12/1/1/4/7	Caucus meetings	D10
12/1/1/4/8	Resolutions	A20
12/1/1/5	<u>Mayoral Committee</u> Agendas and minutes are bound separately and kept outside the system)	A20
12/1/1/5/P	Policy	A20
12/1/1/5/1	Arrangements	D5
12/1/1/5/2	Action lists	D10
12/1/1/5/3	Resolutions	A20
12/1/1/6	<u>Section 80 Committees</u> Agendas and minutes are bound separately and kept outside the system. Open a file for each committee	A20

NUMBER	DESCRIPTION	DISPOSAL
	and number consecutively))	
12/1/1/6/P	Routine enquiries	D5
12/1/1/6/1	Arrangements	D5
12/1/1/7	<u>Section 79 Committees</u> Agendas and minutes are bound separately and kept outside the system. Open a file for each committee and number consecutively)	A20
12/1/1/7/R	Routine enquiries	D5
12/1/1/7/1	Arrangements	D5
12/1/1/8	<u>Other Committees</u> (This relates to committees such as Gender Committee, Local Transport Committee etc. Open a file for each Committee and number consecutively)	A20
12/1/1/8/R	Routine enquiries	D5
12/1/1/8/1	Arrangements	D5
12/1/1/9	<u>Task Teams</u>	
	(Open a file for each Task Team and number consecutively)	D10
12/1/1/9/P	Policy	A20
12/1/1/9/R	Routine Enquiries	D5
12/1/1/10	<u>Working Groups</u>	
	(Open a file for each Working Group and number consecutively)	D10
12/1/1/10/P	Policy	A20
12/1/1/10/R	Routine Enquiries	D5
12/1/1/11	<u>Forums</u> (Open a file for each forum and number consecutively)	D10
12/1/2	<u>Intergovernmental Relations</u>	
12/1/2/1	<u>National and Provincial</u> (Open a file for each Forum/Body and number consecutively)	A20
12/1/2/2	<u>Local</u> (Open a file for each Forum/Body and number consecutively)	A20

NUMBER	DESCRIPTION	DISPOSAL
12/1/2/3	<u>Associations</u> (Open a file for each Association and number consecutively)	D5
12/1/2/4	<u>Institutes</u> (Open a file for each Institute and number consecutively)	D5
12/1/2/5	<u>Federations</u> (Open a file for each Federation and number consecutively)	D5
12/1/2/6	<u>Non- Governmental Bodies</u> (Open a file for each body and number consecutively)	D5
12/1/2/7	<u>Union meetings</u> (Open a file for each Union and number consecutively)	D5
12/1/2/8	<u>Conferences</u> (Open a file for each and number consecutively)	D5
12/1/2/9	<u>Workshops</u> (Open a file for each and number consecutively)	D5
12/1/2/10	<u>Seminars</u> (Open a file for each and number consecutively)	D5
12/1/2/11	<u>Community Policing Forums (CPF)</u> (Open a file for each Community Policing Forum and number consecutively)	D5

13. LICENCES AND PERMITS

NUMBER	DESCRIPTION	DISPOSAL
13/P	Policy	A20
13/R	Routine Enquiries	D5
13/1	<u>Licenses</u>	
13/1/1	<u>Applications and Issues</u> (for payments of licenses see 4/11)	
13/1/1/1	<u>Trade Licenses</u>	
	(Open a file for each Trade License and number consecutively)	D10
13/1/1/2	<u>Premises</u>	
	(Open a file for each Premise and number consecutively)	D10
13/1/1/3	<u>Vehicle Licenses</u>	
	(Open a file for each Vehicle License and number consecutively)	D10
13/1/1/4	Driver's Licenses	D10
13/1/1/5	<u>Occupational Licenses</u>	
	(Open a file for each License and number consecutively)	D10
13/1/1/6	<u>Other Licenses</u>	
	(Open a file for each License and number consecutively)	D5
13/2	<u>Permits</u>	
	(Open a file for each Permit and number consecutively)	D10

14. TOWN PLANNING AND CONTROL

NUMBER	DESCRIPTION	DISPOSAL
14/1	<u>Main Files</u>	
14/1/P	Policy	A20
14/1/R	Routine Enquiries	D5
14/1/1	<u>Planning and Strategy</u>	A20
	(Open a file for each Planning and Strategy and number consecutively)	
14/1/2	<u>Municipal Boundaries</u>	A20
	(Open a file for each Municipal Boundary and number consecutively)	
14/1/3	<u>Appointment of Consulting Town Planning Engineers and Quantity Surveyors</u>	D10
	(Open a file for each Appointment and number consecutively)	
14/1/4	<u>Applications/Reservation of Sites</u>	
14/1/4/P	Policy	A20
14/1/4/R	Routine Enquiries	D5
	(Open a file for each Application and number consecutively)	
14/1/5	Geological Survey	A20
14/1/6	<u>Guide, Guideline, Structure and Development Plans</u>	D10
	(Open a file for each and number consecutively)	
14/1/7	Approval of building plans	A20
14/1/8	Ermfuleni Residential Development and Land Development Statistics	A20
14/1/9	City Improvement District/Urban Renewal	A20
14/2	<u>Town Planning Schemes/Urban Development</u>	A20
14/2/P	Policy	A20
14/2/R	Routine Enquiries	D5
14/2/1	<u>Establishment of Townships and amendment of Conditions</u>	
	(Open a file for each Town and number consecutively)	
14/2/1/P	Policy	A20
14/2/1/R	Routine Enquiries	D5
14/2/2	<u>Control of Townships</u>	A20

NUMBER	DESCRIPTION	DISPOSAL
	(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 erven files. See list of series of separate case files.) (Open a file for each Town's Control and number consecutively)	
14/2/2/P	Policy	A20
14/2/2/R	Routine Enquiries	D5
14/3	<u>Land Use</u>	
14/3/P	Policy	A20
14/3/R	Routine Enquiries and Complaints	D10
14/3/1	<u>Planning and Strategy</u>	A20
	(Open a file for each Town's Planning and Strategy and number consecutively)	D10
14/3/2	<u>Development and Applications for Land</u>	
	(Open a file for each Town's Development and Application for Land and number consecutively)	D10
14/3/3	<u>Informal Settlements (Human Settlement)</u> (open a file for each informal settlement and number consecutively)	A20
14/3/3/R	Routine Enquiries	D5
14/3/4	Reconstruction and Development Program	A20
14/3/5	Land Audit /Survey	A20
14/3/6	Land Invasion	A20
14/3/7	<u>Servitudes</u>	
14/3/7/P	Policy	A20
14/3/7/R	Routine Enquiries	D5
14/3/7/1	<u>Obtaining/Granting/Registration</u> (Open a file for each township, erf and number consecutively)	A20
14/3/7/2	<u>Cancellation</u>	
	(Open a file for each Town's Cancellation and number consecutively)	A20
14/3/8	<u>Determination of Magisterial Boundaries</u>	
14/3/8/1	Districts	A20
14/3/9	<u>Evictions/Relocation</u> (Open a file for each Town's Evictions/Relocations and number consecutively)	A20
14/3/9/P	Policy	A20
14/3/9/R	Routine Enquiries	D5

15. ESSENTIAL SERVICES

NUMBER	DESCRIPTION	DISPOSAL
15/1	<u>Water</u>	
15/1/P	Policy	A20
15/1/R	Routine Enquiries	D5
15/1/1	<u>Planning and Strategy</u>	A20
15/1/1/1	Complaints from the public	A20
15/1/1/2	Rainfall Statistics	A20
15/1/2	<u>Acquisition of Sources</u>	
15/1/2/1	Dams	A20
15/1/2/2	Rivers	A20
15/1/2/3	Springs	A20
15/1/2/4	Sinking of Boreholes	A20
15/1/3	<u>Purchases</u> (1.e.g. from Rand Water 2.Financial aspects of a routine nature e.g. accounts, should be dealt with on the appropriate files under main series 5)	A20
15/1/3/1	Tariff Increases	D5
15/1/4	Provision and Maintenance of Reservoirs and Purification Plants (Including Pumping Stations)	D20
15/1/5	<u>Main Pipe Lines</u>	
15/1/5/1	Installation and Maintenance	D10
15/1/5/2	Supply	D10
15/1/5/3	Water Demand	D10
15/1/5/3	<u>Connections</u>	
15/1/5/3/1	Permanent	D10
15/1/5/3/2	Temporary	D10
15/1/5/3/3	Illegal	D10
15/1/6	<u>Safe Guarding</u>	
15/1/6/1	Monitoring	D10
15/1/6/2	Cathodic Protection	D10
15/1/6/3	Decompression	D5
15/1/7	<u>Meters</u>	
15/1/7/1	Installation	D5

NUMBER	DESCRIPTION	DISPOSAL
15/1/7/2	Testing	D5
15/1/7/3	Readings	D5
15/1/7/4	Maintenance	D5
15/1/7/4/1	Prepaid meters	D5
15/1/8	<u>Water Restrictions</u>	D5
15/1/9	<u>Way Leaves</u> (Open a file for each organization and number consecutively)	D10
15/1/10	Distribution Loss	A20
15/1/11	<u>Distribution of water</u>	
15/1/11/1	<u>Municipal areas</u> (Open a file for each Town and number consecutively)	D10
15/1/11/2	Informal Settlements	A20
15/2	<u>Electricity</u>	
15/2/P	Policy	A20
15/2/R	Routine Enquiries and complaints	D5
15/2/1	Planning and Strategy	A20
15/2/2	Monitoring	D10
15/2/3	<u>Purchases</u> (1. E.g. from Eskom. 2. Financial aspects of a routine nature, e.g. Accounts should be dealt with on the appropriate files under main series 5.)	A20
15/2/3/1	Tariff Increases from Eskom	A20
15/2/3/2	Free basic Electricity	A20
15/2/4	Erection and Maintenance of Sub-stations	D10
15/2/5	Provision and Maintenance of Street Lights and High masts	D10
15/2/6	<u>Meters</u>	
15/2/6/1	Ordinary Meters	D10
15/2/6/1/1	Installation	D10
15/2/6/1/2	Testing	D10
15/2/6/1/3	Readings	D10

NUMBER	DESCRIPTION	DISPOSAL
15/2/6/1/4	Maintenance	D10
15/2/6/1/4/1	Prepaid meters	D10
15/2/7	<u>Way Leaves</u> (Open a file for each organization and number consecutively)	D10
15/2/7/1	Eskom	D10
15/2/8	<u>Distribution and Maintenance</u> ((Open a file for each Town's Distribution and Maintenance and number consecutively)	
15/2/9	<u>Distributor Systems</u>	
15/2/9/1	Eskom	A20
15/2/9/2	NERSA (National Electricity Regulator)	A20
15/2/9/3	RED (Regional Electricity Distributors)	A20
15/2/10	<u>Integrated National Electrification Program</u>	A20
15/2/10/1	Programme Ugesi	A20
15/2/10/2	Khanyisile	A20
15/2/11	<u>Distribution Loss</u>	D10
15/2/11/1	Illegal Connections	D10
15/2/12	National Rationalised Specification Guideline (NRS 048)/Standards (Electrical System Fault Spreadsheet)	D10
15/3	<u>Roads and Streets</u>	
15/3/P	Policy	A20
15/3/R	Routine Enquiries and Complaints	D5
15/3/1	Planning and Strategy (For national pedestrian strategy see 16/3/8)	A20
15/3/2	Road Construction Program	A20
15/3/3	Proclamation	D10
15/3/4	<u>Planning and Commentary i.r.o. Roads</u>	
15/3/4/1	<u>National Roads</u>	D10
15/3/4/1/1	Boulevard	D10
15/3/4/1/2	National guidelines for Road Access Management	D10
15/3/4/2	Provincial Roads	D10
15/3/5	<u>Gauteng Transportation Study</u> (Open a file for each Study and number consecutively)	D10
15/3/6	<u>Access to Local Roads</u> (Open a file for each Town and number consecutively)	D10

NUMBER	DESCRIPTION	DISPOSAL
15/3/7	<u>Permanent Closure of Roads and Streets</u> (Open a file for each Town and number consecutively)	A20
15/3/8	<u>Construction and Maintenance</u>	
15/3/8/1	<u>Surfaces</u> (Open a file for each Town and number consecutively)	D10
15/3/8/2	<u>Storm Water Drainage</u>	D10
15/3/8/3	Sidewalks/Walkways	D10
15/3/8/4	<u>Bridges and Subways/ Railway Crossings</u> (Open a file for each bridge or subway and number consecutively)	D10
15/3/8/4/1	Planning and Strategy	D10
15/3/8/5	<u>Corridors</u> (Open a file for each Town and number consecutively)	D10
15/3/8/6	Vehicle Entrances/Driveways	D10
15/3/8/7	<u>Bridges</u> (Open a file for each Town and number consecutively)	D10
15/3/9	<u>Way Leaves</u> (Open a file for each organization and number consecutively)	D10
15/3/9/1	Telkom	D10
15/3/10	<u>National Pedestrian Strategy</u>	A20
15/3/10/1	Pedestrian Safety	A20
15/3/11	<u>Street Traders</u>	
15/3/11/P	Policy	A20
15/3/11/R	Routine Enquiries	D5
15/3/11/1	Facilities	D5
15/3/11/2	Food Hygiene	D5
15/3/12	Erection and Maintenance of Road Signs and Street names	D5
15/3/13	Crossing of Non-Municipal Services	D10
15/4	<u>Sewerage</u>	
15/4/P	Policy	A20
15/4/R	Routine Enquiries	D5
15/4/1	<u>Establishment and Management</u>	D10

NUMBER	DESCRIPTION	DISPOSAL
	(Open a file for each Town and number consecutively)	
15/4/2	<u>Way Leaves</u> (Open a file for each organization and number consecutively)	D10
15/4/3	Industrial Effluent Control	A20
15/5	<u>Sanitation</u>	
15/5/P	Policy	A20
15/5/R	Routine Enquiries	D5
15/5/1	Planning and Strategy	D10
15/5/2	<u>Sanitation Service</u>	
15/5/2/1	Bucket Service	D10
15/5/2/2	Vacuum Tank Service	D10
15/5/2/3	Public Toilets	D10
15/5/3	Recycling	A20
15/5/4	Littering	D10
15/5/5	<u>Solid Waste Management</u>	D10
	(Open a file for each Town and number consecutively)	
15/5/6	<u>Projects</u>	D10
	(Open a file for each Town and number consecutively)	
15/5/7	<u>Management of Transfer Stations</u>	D10
	(Open a file for each Town and number consecutively)	
15/5/8	<u>Refuse Removal Services</u> (Acquisition and Maintenance of Supplies Inclusive)	
15/5/8/1	Street Refuse Bins	D10
15/5/8/2	Home Refuse Bins	D10
15/5/8/3	Garden rubble	D10
15/5/8/4	Builders rubble	D10
15/5/8/5	Industrial waste	D10
15/5/8/6	<u>Development Operations and Maintenance of Disposal sites</u> (Open a file for each Town and number consecutively)	D10
15/5/8/6/R	Routine Enquiries	D5
15/5/8/7	Medical Waste	D10
15/5/8/8	<u>Closed Disposal Sites</u>	
	(Open a file for each Town and number consecutively)	

NUMBER	DESCRIPTION	DISPOSAL
15/5/8/9	<u>Hazardous /Toxic Waste</u>	D10
	(Open a file for each Waste and number consecutively)	
15/5/10	Illegal Dumping	D10
15/5/10	<u>Maintenance of Overgrown Stands</u>	
15/5/10/1	Complaints	D10
15/5/10/2	Cutting of grass	D10
15/6	<u>Cemeteries and Crematoria</u>	
15/6/P	Policy	A20
15/6/R	Routine Enquiries	D5
15/6/1	<u>Establishment</u>	A20
	(Open a file for each Town and number consecutively)	
15/6/1/1/1	Planning and Strategy	A20
15/6/2	<u>Maintenance</u>	D10
	(Open a file for each Town and number consecutively)	
15/6/3	Exhumation and Reburials	D10
15/6/4	Erection of Tombstones	D10
15/6/5	Pauper Burials	D10
15/6/6	Burials/Cremations after hours	D10
15/6/7	Applications to be buried at Heroes Acre/Private property	D10

16. COMMUNITY SERVICES

NUMBER	DESCRIPTION	DISPOSAL
16/1	<u>Health</u> (All inspections are to be dealt with under 16/1/9)	
16/1/P	Policy	A20
16/1/R	Routine Enquiries	D5
16/1/1	<u>Planning and Strategy</u>	A20
16/1/1/1	District Health Expenditure Review plan (DHER)	A20
16/1/2	<u>Diseases and Plagues</u>	
16/1/2/P	Policy	A20
16/1/2/1	Notice of Occurrence	D10
16/1/2/2	Measures for Prevention	A20
16/1/2/3	Measures for Combating	A20
16/1/2/3/1	<u>Epidemics</u> (Open a file for each Epidemic and number consecutively)	
16/1/2/3/1/1	Measles	A20
16/1/2/3/1/2	Tuberculosis	A20
16/1/2/3/1/3	Typhoid Fever	A20
16/1/2/3/1/4	Malaria	A20
16/1/2/3/1/5	Organic phosphate	A20
16/1/2/3/1/6	Virus Hepatitis A	A20
16/1/2/3/1/7	Virus Hepatitis B	A20
16/1/2/3/1/8	Meningitis	A20
16/1/2/3/1/9	Overdose/Suicide	A20
16/1/2/3/1/10	Influenza	A20
16/1/2/3/1/11	Salmonella	A20
16/1/2/3/1/12	Diabetes	A20
16/1/2/4	Chronic Diseases	A20
16/1/2/5	Sexually transmitted disease	A20
16/1/3	<u>Sample Analysis</u>	
16/1/3/P	Policy	A20
16/1/3/R	Routine Enquiries	D5
16/1/3/1	Dairy Products	D5

NUMBER	DESCRIPTION	DISPOSAL
16/1/3/1/1	Meat	D5
16/1/3/1/2	Vegetables	D5
16/1/3/1/3	Other Nutrients	D5
16/1/3/1/4	Drinking Water	D5
16/1/3/1/5	Waste Water	D5
16/1/3/1/6	Swimming Pool Water	D5
16/1/3/1/7	Soil	D5
16/1/3/1/8	Rivers and Dams	D5
16/1/4	<u>Projects</u>	
16/1/4/R	Routine enquiries	D5
16/1/4/1	HIV-AIDS	A20
16/1/4/2	Primary Health Care	A20
16/1/4/3	Cholera	A20
16/1/4/4	Smoking	A20
16/1/4/5	Sexual Abuse	A20
16/1/4/6	Bana Pele	A20
16/1/5	<u>Health Education</u>	
16/1/5/P	Policy	A20
16/1/5/R	Routine Enquiries	D5
16/1/5/1	Planning and Strategy	A20
16/1/5/2	Psychiatric Services	A20
16/1/5/3	Post Natal Care	A20
16/1/5/4	Initiation School Customs	A20
16/1/5/5	Peri- Natal Care	A20
16/1/6	<u>Medication</u>	
16/1/6/1	Obtaining	D5
16/1/6/2	Distribution	D5
16/1/6/3	Shortages and Complaints	A20
16/1/7	<u>Hospitals</u>	
16/1/7/P	Policy	A20
16/1/7/R	Routine Enquiries	D5
16/1/7/1	<u>Planning and Strategy</u>	A20

NUMBER	DESCRIPTION	DISPOSAL
16/1/7/1/1	Boipatong	A20
16/1/7/1/2	Bophelong	A20
16/1/7/1/3	Evaton	A20
16/1/7/1/4	Roshnee	A20
16/1/7/1/5	Rust ter Vaal	A20
16/1/7/1/6	Sebokeng	A20
16/1/7/1/7	Sharpeville	A20
16/1/7/1/8	Tshepiso	A20
16/1/7/1/9	Vanderbijlpark	A20
16/1/7/1/10	Vereeniging	A20
16/1/8	<u>Clinic Services</u>	
16/1/8/P	Policy	A20
16/1/8/R	Routine Enquiries	D5
16/1/8/1	Family Planning	A20
16/1/8/2	Antenatal clinics	A20
16/1/8/3	<u>Planning and Strategy</u>	
16/1/8/3/1	Boipatong	A20
16/1/8/3/2	Bophelong	A20
16/1/8/3/3	Evaton	A20
16/1/8/3/4	Roshnee	A20
16/1/8/3/5	Rust ter Vaal	A20
16/1/8/3/6	Sebokeng	A20
16/1/8/3/7	Sharpeville	A20
16/1/8/3/8	Tshepiso	A20
16/1/8/3/9	Vanderbijlpark	A20
16/1/8/3/10	Vereeniging	A20
16/1/8/3/11	Mobile Clinic	A20
16/1/8/4	<u>Maintenance of Clinics</u>	
16/1/8/4/1	Boipatong	D10
16/1/8/4/2	Bophelong	D10
16/1/8/4/3	Evaton	D10
16/1/8/4/4	Roshnee	D10
16/1/8/4/5	Rust ter Vaal	D10
16/1/8/4/6	Sebokeng	D10

NUMBER	DESCRIPTION	DISPOSAL
16/1/8/4/7	Sharpeville	D10
16/1/8/4/8	Tshepiso	D10
16/1/8/4/9	Vanderbijlpark	D10
16/1/8/4/10	Vereeniging	D10
16/1/9	<u>Inspections</u> (For pollution control see 16/19/8)	
16/1/9/R	Routine Enquiries	D5
16/1/9/1	Premises and Food	D5
16/1/9/1/1	Certificates	D5
16/1/9/2	X-rays	D5
16/1/10	Health Facilities	D10
16/2	<u>Community Development</u>	
16/2/P	Policy	A20
16/2/R	Routine Enquiries	D5
16/2/1	Planning and Strategy	A20
16/2/2	<u>Community Development Projects</u>	
16/2/2/1	Awareness Campaigns	A20
16/2/2/2	Landfill Education	A20
16/2/2/3	Community based Tourism	A20
16/2/2/4	Bicycle Strategy	A20
16/2/2/5	Learner ship Programmes	A20
16/2/2/6	Library Programmes	A20
16/2/2/7	Employment Opportunities	A20
16/2/2/8	Clinic Programmes	A20
16/3	<u>Welfare</u>	
16/3/P	Policy	A20
16/3/R	Routine Enquiries	D5
16/3/1	<u>Welfare Organizations</u>	
16/3/1/1	Registration	D5
16/3/1/2	Old Age Homes	D5

NUMBER	DESCRIPTION	DISPOSAL
16/3/2	<u>Indigents</u>	
16/3/2/P	Policy	A20
16/3/2/R	Routine Enquiries	D5
16/3/2/1	Survey/Registrations	A20
16/4	<u>Poverty Alleviation</u>	
16/4/P	Policy	A20
16/4/R	Routine Enquiries	D5
16/4/1	Planning and Strategy	A20
16/4/2	<u>Feeding Schemes</u>	
16/4/2/1	Non Governmental Organizations	D5
16/4/2/2	Churches	D5
16/4/2/3	Government Centre	D5
16/4/3	<u>Self Help Activities</u>	
16/4/3/1	Food Gardens	A20
16/4/3/2	Zivuseni Programme (Self help programme small businesses)	A20
16/4/3/3	Roads for Africa	A20
16/5	<u>Traffic Control</u> (For Bus Transport see 17/11/3)	
16/5/P	Policy	A20
16/5/R	Routine Enquiries	D5
16/5/1	Planning and Strategy	A20
16/5/2	Promotion of Road Safety	D5
16/5/2/1	Arrive Alive Campaign	D5
16/5/2/2	Accident Statistics	A20
16/5/2/3	Shova Kalula Bicycle Project	D5
16/5/3/5	Traffic signals	D5
16/5/4	<u>Applications for Permission and handing of memorandums</u>	
16/5/4/1	Processions / Marches	D5
16/5/4/1/1	Political Processions	D5

NUMBER	DESCRIPTION	DISPOSAL
16/5/4/2	Rallies and Races	D5
16/5/4/3	Abnormal Loads/Overloading	D5
16/5/4/4	Loudspeakers and Posters	D5
16/5/4/5	Parachute Jumps	D5
16/5/4/6	Helicopter Landings	D5
16/5/4/7	Transport of Hazardous Materials	D5
16/5/4/8	Filming	D5
16/5/4/9	Street Collections	D5
16/5/4/10	Flea Markets	D5
16/5/4/11	Street Functions/Funerals	D10
16/5/4/12	Circuses	D10
16/5/5	<u>Offences: Condonations</u> (For Prosecutions, see 13/4)	
16/5/5/1	Street Collections	D10
16/5/5/2	<u>Traffic Fines</u> (for traffic accidents see 13/3/1/5, for contravention of the act see 13/4/2/4)	D10
16/5/5/2/1	Routine Representation	D10
16/5/5/2/2	Representation for Investigation	D10
16/5/5/2/3	Integrated Traffic Violation Management System	D10
16/5/6	<u>Parking Allocation</u>	
16/5/6/1	Public Parking	D10
16/5/6/2	Loading Zones	D10
16/5/6/3	Emergency/Disable Parking	D10
16/5/7	Parking Systems	D10
16/6	<u>Library Services</u> (for Library programs see 17/2/2/6)	
16/6/P	Policy	A20
16/6/R	Routine Enquiries	D5
16/6/1	Planning and Strategy	A20
16/6/2	Acquisition	A20
16/6/3	Maintenance	D10
16/6/4	<u>Books and Periodicals</u>	
16/6/4/1	Purchase	D5

NUMBER	DESCRIPTION	DISPOSAL
16/6/4/2	Donation	D5
16/6/4/3	Losses	D5
16/6/4/4	Inter-library Loans	D5
16/6/5	Information Centres (Open a file for each centre and number consecutively)	D10
16/7	<u>Municipal Safety</u>	
16/7/P	Policy	A20
16/7/R	Routine Enquiries and Complaints	D5
16/7/1	Public Disturbances	D5
16/7/1/1	Dog Complaints	D5
16/7/2	Hawkers and Vendors	D5
16/7/3	Bomb Threats	A20
16/7/4	Planning and Strategy	A20
16/7/5	Establishment	A20
16/7/6	Police Quarters	A20
16/7/7	Prevention of Crime and Violence	A20
16/7/7/1	Captain Crime Stop	A20
16/7/8	<u>Projects</u>	
16/7/8/1	Close Circuit Television (CCTV)	A20
16/7/8/2	School Safety	A20
16/7/9	Public Safety Training Academy	A20
16/7/10	Community Safety Awareness	A20
16/7/11	Community Justice	A20
16/8	<u>Disaster Management</u>	
16/8/P	Policy	A20
16/8/R	Routine Enquiries	D5
16/8/1	Planning and Strategy	A20
16/8/2	Prevention and Mitigation	D5
16/8/3	<u>Management of Disaster Management Centres</u> (Open a file for each Disaster Management Centre and number consecutively)	D10

NUMBER	DESCRIPTION	DISPOSAL
16/8/4	<u>Risk and Vulnerability</u>	A20
16/8/4/1	Risk Assessment Reports	A20
16/8/5	<u>Maintenance of Disaster Management Units</u> (Open a file for each Customer Care Centre and number consecutively)	D5
16/8/6	Disaster Management Volunteer Administration	D5
16/8/6/1	Volunteers Training	D5
16/8/7	Incident Management System (IMS)	A20
16/8/8	Disaster Research	A20
16/8/9	Disaster Response	A20
16/8/10	Disaster Declaration	A20
16/8/11	<u>Disaster Incidents</u>	
16/8/11/1	Major Incidents	A20
16/8/11/2	Minor Incidents	A20
16/9	<u>Civic Centres, Parks, Gardens and Open Spaces</u>	
16/9/P	Policy	A20
16/9/R	Routine Enquiries	D5
16/9/1	<u>Applications for Restriction of access to Public places</u>	
16/9/1/1	Boipatong	D5
16/9/1/2	Bophelong	D5
16/9/1/3	Evaton	D5
16/9/1/4	Roshnee	D5
16/9/1/5	Rust ter Vaal	D5
16/9/1/6	Sebokeng	D5
16/9/1/7	Sharpeville	D5
16/9/1/8	Tshepiso	D5
16/9/1/9	Vanderbijlpark	D5
16/9/1/10	Vereeniging	D5
16/9/2	Provision/Permission to use	A20
16/9/3	<u>Development, Maintenance and Permanent Closure</u>	
16/9/3/P	Policy	D5
16/9/3/R	Routine Matters	D5

NUMBER	DESCRIPTION	DISPOSAL
16/9/3/1	Planning and Strategy	D5
16/9/3/1/1	Boipatong	D5
16/9/3/1/2	Bophelong	D5
16/9/3/1/3	Evaton	D5
16/9/3/1/4	Roshnee	D5
16/9/3/1/5	Rust ter Vaal	D5
16/9/3/1/6	Sebokeng	D5
16/9/3/1/7	Sharpeville	D5
16/9/3/1/8	Tshepiso	D5
16/9/3/1/9	Vanderbijlpark	D5
16/9/3/1/10	Vereeniging	D5
16/9/3/2	Caravan Parks	D5
16/9/3/3	<u>Playgrounds</u>	
16/9/3/3/1	Boipatong	D5
16/9/3/3/2	Bophelong	D5
16/9/3/3/3	Evaton	D5
16/9/3/3/4	Roshnee	D5
16/9/3/3/5	Rust ter Vaal	D5
16/9/3/3/6	Sebokeng	D5
16/9/3/3/7	Sharpeville	D5
16/9/3/3/8	Tshepiso	D5
16/9/3/3/9	Vanderbijlpark	D5
16/9/3/3/10	Vereeniging	D5
16/9/3/4	Camping Grounds	D5
16/9/3/5	Islands and Circles	D5
16/9/3/6	Nurseries	D5
16/9/3/8	<u>Community Centres</u> (Open a file for each Community Centre under each of the under mentioned descriptions and number consecutively)	
16/9/3/8/1	Boipatong	D5
16/9/3/8/2	Bophelong	D5
16/9/3/8/3	Evaton	D5
16/9/3/8/4	Roshnee	D5

NUMBER	DESCRIPTION	DISPOSAL
16/9/3/8/5	Rust ter Vaal	D5
16/9/3/8/6	Sebokeng	D5
16/9/3/8/7	Sharpeville	D5
16/9/3/8/8	Tshepiso	D5
16/9/3/8/9	Vanderbijlpark	D5
16/9/3/8/10	Vereeniging	D5
16/9/4	Planting and Felling of Trees	A20
16/10	<u>Sport and Recreation</u>	
16/10/P	Policy	A20
16/10/R	Routine Enquiries	D5
16/10/1	Planning and Strategy	A20
16/10/2	Provision of Sport Facilities	A20
16/10/2/1	Maintenance of Sport Facilities	D5
16/10/3	<u>Sport Development</u>	
16/10/3/P	Policy	A20
16/10/3/R	Routine Enquiries	D5
16/10/3/1	Planning and Strategy	A20
16/10/3/2	Emfuleni Sports Academy	A20
16/10/4	<u>Stadiums and Sport Fields</u>	
16/10/4/P	Policy	A20
16/10/4/R	Routine Enquiries	D5
16/10/4/1	Planning and Strategy	A20
16/10/4/2	Application for use	D5
16/10/4/3	<u>Maintenance</u>	
16/10/4/3/1	Boipatong	D10
16/10/4/3/2	Bophelong	D10
16/10/4/3/3	Evaton	D10
16/10/4/3/4	Roshnee	D10
16/10/4/3/5	Rust ter Vaal	D10
16/10/4/3/6	Sebokeng	D10
16/10/4/3/7	Sharpeville	D10
16/10/4/3/8	Tshepiso	D10

NUMBER	DESCRIPTION	DISPOSAL
16/10/4/3/9	Vanderbijlpark	D10
16/10/4/3/10	Vereeniging	D10
16/11/5	<u>Halls</u>	
16/11/5/P	Policy	A20
16/11/5/R	Routine Enquiries	D5
16/11/5/1	Planning and Strategy	A20
16/11/5/2	Application for use	D5
16/11/5/3	Maintenance	D5
16/12	<u>Swimming Pools</u>	
16/12/P	Policy	A20
16/12/R	Routine Enquiries	D5
16/12/1	Planning and Strategy	A20
16/12/2	Application for use	
16/12/3	<u>Maintenance</u>	
16/12/3/1	Boipatong	D10
16/12/3/2	Bophelong	D10
16/12/3/3	Evaton	D10
16/12/3/4	Roshnee	D10
16/12/3/5	Rust ter Vaal	D10
16/12/3/6	Sebokeng	D10
16/12/3/7	Sharpeville	D10
16/12/3/8	Tshepiso	D10
16/12/3/9	Vanderbijlpark	D10
16/12/3/10	Vereeniging	D10
16/13	<u>Dams</u>	
16/13/P	Policy	A20
16/13/R	Routine Enquiries	D5
16/13/1	Planning and Strategy	A20
16/13/2	Application for use	D5
16/13/3	<u>Maintenance</u>	
16/13/3/1	Boipatong	D5
16/13/3/2	Bophelong	D5
16/13/3/3	Evaton	D5

NUMBER	DESCRIPTION	DISPOSAL
16/13/3/4	Roshnee	D5
16/13/3/5	Rust ter Vaal	D5
16/13/3/6	Sebokeng	D5
16/13/3/7	Sharpeville	D5
16/13/3/8	Tshepiso	D5
16/13/3/9	Vanderbijlpark	D5
16/13/3/10	Vereeniging	D5
16/14	<u>Public Transport</u> (For traffic control see sub series 16/5)	
16/14/P	Policy	A20
16/14/R	Routine Enquiries	D5
16/14/1	Planning of Local Public Transport	A20
16/14/1/1	Integrated Transport Plans	A20
16/14/2	<u>Taxis</u>	
16/14/2/1	Taxi Liaison	A20
16/14/2/2	Taxi Conflict	A20
16/14/2/3	Monitoring and Registering of Metered Taxis	D10
16/14/2/4	Taxi Routes	A20
16/14/2/5	Color Coding of Taxis /Recapitalization (for differentiation by province)	D10
16/14/2/6	<u>Establishment and Maintenance of Taxi Ranks</u>	
16/14/2/6/P	Policy	A20
16/14/2/6/R	Routine Enquiries	D5
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16/14/2/6/2	Bophelong	D5
16/14/2/6/3	Evaton	D5
16/14/2/6/4	Roshnee	D5
16/14/2/6/5	Rust ter Vaal	D5
16/14/2/6/6	Sebokeng	D5
16/14/2/6/7	Sharpeville	D5
16/14/2/6/8	Tshepiso	D5
16/14/2/6/9	Vanderbijlpark	D5
16/14/2/6/10	Vereeniging	D5

NUMBER	DESCRIPTION	DISPOSAL
16/14/3	<u>Bus Transport</u>	
16/14/3/P	Policy	A20
16/14/3/R	Routine Enquiries	D5
16/14/3/1	Establishment of Services	A20
16/14/3/2	Arrangement of Services	D10
16/14/3/3	Determination of Routes and Halts	A20
16/14/3/5	Provision of Shelters	D5
16/14/3/6	Drafting and Amending of Time-tables	D5
16/14/3/7	Hiring out of Busses	D5
16/14/3/8	Bus Tours arranged by Council	D5
16/14/3/9	Disposal of Lost Goods	D5
16/14/4	<u>Management of Airports/Airfields and Heliports</u>	
16/14/4/P	Policy	A20
16/14/4/R	Routine Enquiries	D5
16/14/4/1	Planning and Strategy	A20
16/14/5	<u>Railways</u>	
16/14/5/P	Policy	A20
16/14/5/R	Routine Enquiries	D5
16/14/5/1	Planning and Strategy	A20
16/14/5/2	<u>Railway Lines</u>	
16/14/5/2/1	Railway Sidings	D5
16/14/5/2/2	Third Party Rights Agreements (Running rights)	D10
16/14/5/2/3	Use of Council sidings as private sidings	D5
16/14/5/2/4	Extension of service	D5
16/14/5/2/5	Maintenance/renewal	D5
16/14/5/3	<u>Construction in New Townships</u> (Open a file for each township and number consecutively)	
16/14/5/3/1	Boipatong	A20
16/14/5/3/2	Bophelong	A20
16/14/5/3/3	Evaton	A20
16/14/5/3/4	Roshnee	A20
16/14/5/3/5	Rust ter Vaal	A20
16/14/5/3/6	Sebokeng	A20
16/14/5/3/7	Sharpeville	A20
16/14/5/3/8	Tshepiso	A20

NUMBER	DESCRIPTION	DISPOSAL
16/14/5/3/9	Vanderbijlpark	A20
16/14/5/3/10	Vereeniging	A20
16/14/5/4	<u>Determination of Routes</u>	
16/14/5/4/1	Gautrain Rapid Rail Link	A20
16/14/5/5	Safety Permits	D5
16/15	<u>Market</u>	
16/15/P	Policy	A20
16/15/R	Routine Enquiries	D5
16/15/1	Planning and Strategy	A20
16/15/2	Hiring out of Tables and Stalls	D5
16/15/3	Appointment of Market Agents	D5
16/16	<u>Emergency Services</u>	
16/16/P	Policy	A20
16/16/R	Routine Enquiries	D5
16/16/1	Planning and Strategy	A20
16/16/2	<u>Buildings</u>	
16/16/2/1	Acquisition	A20
16/16/2/2	Maintenance	D5
16/16/3	<u>Ambulance Services</u>	A20
16/16/3/1	Private Ambulances	D5
16/16/4	<u>Fire Brigades</u>	A20
16/16/4/1	Volunteer Fire Fighters	D5
16/16/4/2	Fire Prevention	A20
16/16/5	Air Responses	A20
16/16/6	Rendering of Services outside municipal boundaries	A20
16/16/7	Cleaning up Operation	D5
16/16/8	Statistics	D5

NUMBER	DESCRIPTION	DISPOSAL
16/17	<u>Abattoir</u>	
16/17/P	Policy	A20
16/17/R	Routine Enquiries	D5
16/18	<u>Pound</u>	
16/18/P	Policy	A20
16/18/R	Routine Enquiries	D5
16/18/1	Impounding of Animals	D5
16/19	<u>Religion and Churches</u>	
16/19/P	Policy	A20
16/19/R	Routine Enquiries	D5
16/19/1	Disputes	A20
16/19/2	Notification of Revivals	D5
16/20	<u>Arts and Culture</u>	
16/20/P	Policy	A20
16/20/R	Routine Enquiries	D5
16/20/1	Planning and Strategy	A20
16/20/2	<u>Art Centres</u>	
16/20/2/1	Establishment	A20
16/20/2/2	Maintenance	D5
16/20/3	<u>Museums</u>	
16/20/3/1	Maintenance	D5
16/20/3/2	Declaration as Monuments	A20
16/20/4	<u>Theatres</u>	
16/20/4/P	Policy	A20
16/20/4/R	Routine Enquires	D5
16/20/4/1	Maintenance	D5
16/20/5	Fine Arts Awards	A20
16/20/6	Performing Arts	A20

NUMBER	DESCRIPTION	DISPOSAL
16/21	<u>Tourism Marketing</u>	
16/21/P	Policy	A20
16/21/R	Routine Enquiries	D5
16/21/1	Planning and Strategy	A20
16/21/1/1	Comments	A20
16/21/1/2	Tourism training	D5
16/21/1/3	Tourism Audit Report	D5
16/21/2	<u>Tourism Development</u>	
16/21/2/P	Policy	A20
16/21/2/R	Routine Enquiries	D5
16/21/2/1	Planning and Strategy	A20
16/21/2/2	Tourism Statistics	A20
16/21/2/3	Tourism Information Management Strategy	D5
16/21/2/4	Tourism Growth Strategy	A20
16/21/2/5	Tourism Routes	A20
16/21/2/6	Tourism Signage	D5
16/21/2/7	<u>Projects</u> (Open a file for each project and number consecutively)	A20
16/22	<u>Environmental Planning and Coordination</u>	
16/22/P	Policy	A20
16/22/R	Routine Enquiries	D5
16/22/1	Planning and Strategy	A20
16/22/2	Environmental Management Progress/Systems/framework	A20
16/22/2/1	Environmental Resources	A20
16/22/2/2	State of the Environment	A20
16/22/2/3	Bi annual assessment	A20
16/22/2/4	<u>Projects</u>	
16/22/2/4/1	Sustainable Energy Africa	A20
16/22/2/4/2	Integrated Water Quality Management Plan	A20

NUMBER	DESCRIPTION	DISPOSAL
16/22/2/5	<u>Environmental Education and Awareness</u>	
16/22/2/5/P	Policy	A20
16/22/2/5/R	Routine Enquiries	D5
16/22/2/5/1	Planning and Strategy	A20
16/22/2/5/2	Educational Materials	A20
16/22/2/5/3	Training needs analysis	A20
16/22/2/5/4	<u>Projects</u> (Open a file for each project and number consecutively)	A20
16/22/3	<u>Air Quality Management</u>	
16/22/3/P	Policy	A20
16/22/3/R	Routine Enquires	D5
16/22/3/1	Planning and Strategy	A20
16/22/3/2	Quality and Law enforcement	A20
16/22/3/3	Management and Monitoring of Air Quality Stations	A20
16/22/3/4	Quality Control	A20
16/22/3/5	<u>Projects</u> (Open a file for each project and number consecutively)	A20
16/22/4	<u>Environmental Impact Management</u>	
16/22/4/P	Policy	A20
16/22/4/R	Routine Enquires	D5
16/22/4/1	Planning and Strategy	A20
16/22/4/2	Environmental Impact Assessment	A20
16/22/5	Mining Environment Assessment	A20
16/22/6	Mine Rehabilitation	A20
16/22/6/1	Mine Réhabilitation Status quo Report	A20
16/22/7	Environmental Awareness Programs	A20
16/22/7/1	Climate change	A20
16/22/8	<u>Pollution Control</u>	
16/22/8/P	Policy	A20
16/22/8/R	Routine Enquires	D5

NUMBER	DESCRIPTION	DISPOSAL
16/22/8/1	Noise Control	A20
16/22/8/2	Pests	A20
16/22/8/3	Smoke	A20
16/22/8/4	Dust	A20
16/22/8/5	Water	A20
16/22/8/6	Atmospheric Pollution	A20
16/22/8/7	Animal Nuisance Control/Rituals	A20
16/22/8/8	Rodent Control	A20
16/22/8/9	Land Pollution	A20
16/22/8/10	Erosion	
16/22/9	Dolomite Risk Management	A20
16/22/10	Integrated Environment Management Framework	D5
16/22/11	Sinkholes	A20
16/23	<u>Economic Development</u>	
16/23/P	Policy	A20
16/23/R	Routine Enquiries	D5
16/23/1	Planning and Strategy	A20
16/23/2	Job Creation	A20
16/23/3	Privatization	A20
16/23/4	Labour market	A20
16/23/5	Hub Development	A20
16/24	<u>Youth Development</u>	
16/24/P	Policy	A20
16/24/R	Routine Enquiries	D5
16/24/1	Youth Chamber of Commerce	A20
16/24/2	Youth Desk	A20
16/24/3	Youth Centres	A20
16/24/4	Youth Tourism Development	A20
16/25	<u>Schools/Crèches</u>	
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16/25/R	Routine Enquiries	D5
16/25/1	Planning and Strategy	A20

NUMBER	DESCRIPTION	DISPOSAL
16/26	<u>Housing</u>	
16/26/P	Policy	A20
16/26/R	Routine Enquiries	D5
16/26/1	Planning and Strategy	A20
16/26/2	<u>National/Provincial Housing Program</u>	A20
16/26/2/1	Evaluating and Monitoring	A20
16/26/2/2	Phasing out of previous subsidy scheme/Writing off of loans	A20
16/26/2/3	Servcon	A20
16/26/2/4	Peoples Housing Process	A20
16/26/2/5	Informal Settlements Upgrading Programme	A20
16/26/2/6	Social Housing Development Framework	A20
16/26/2/7	National Housing Consumer Education Programme	A20
16/26/2/8	Community Builders Programme	A20
16/26/2/9	Top Twenty Programme	A20
16/26/2/10	Housing rectification programme	A20
16/26/2/11	Housing Capacity Building Programme	A20
16/26/2/12	Community Residential Units Programme	A20
16/26/2/13	Housing for People with Special Needs	A20
16/26/2/14	Discount Benefit Schemes/Subsidy Schemes	A20
16/26/3	<u>Projects Implementation</u> (Open a file for each project and number consecutively)	A20
16/26/4	<u>Property and Institutional Services</u>	
16/26/4/P	Policy	A20
16/26/4/R	Routine Enquiries	D5
16/26/4/1	Planning and Strategy	A20
16/26/4/2	Institutional/Social Housing	A20
16/26/5	<u>Administration</u>	
16/26/5/1	Housing Allocations	D5
16/26/5/2	Landlord/ Tenants Disputes	D5
16/26/5/3	Information Services/Offices	D5
16/26/5/4	Housing Adjudication Disputes	D10
16/26/5/5	Regularisation and Transfer of Houses (RETRO)	D10

NUMBER	DESCRIPTION	DISPOSAL
16/26/5/6	Accreditation	D10
16/26/5/7	Allocation of Emergency Housing	D10
16/26/5/8	Housing Occupancy Audit	A20
16/26/5/9	Affordable Rental Accommodation	D10
16/26/5/10	Quality Management	D10
16/26/6	<u>Hostels</u> (Maintenance and administration)	
16/26/6/P	Policy	A20
16/26/6/R	Routine Enquiries	D5
16/26/7	<u>Management of Flats</u> (Open a file for each block of flats and number consecutively)	D10
16/26/8	Investigations on Housing Projects	A20
16/26/9	Housing Survey	A20
16/26/10	Waiting List	D10
16/27	<u>Post and Telecommunication Services</u>	
16/27/R	Routine Enquiries	D5
16/27/1	Time /post boxes	D5
16/28	<u>Campaigns</u> (Open a file for each campaign and number consecutively)	

LIST OF SERIES OF SEPARATE CASE FILES

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SL, surname and initials	<u>Leave file</u> (This file contains routine matters i.r.o. Subject)	D5
Erf number	<u>Erven files</u> (Copies of all matters i.r.o. the history of an individual erf should be filed here)	A20
Clinic code, Surname and initials	<u>Clinic patient files</u> (Medical reports, social reports and related documentation i.r.o. a specific Patient should be filed here)	D10