

**DEPARTMENT OF
ECONOMIC DEVELOPMENT & TOURISM**



SECTION 14 MANUAL

2014

DEPARTMENT OF ECONOMIC DEVELOPMENT & TOURISM
NORTHERN CAPE PROVINCIAL GOVERNMENT

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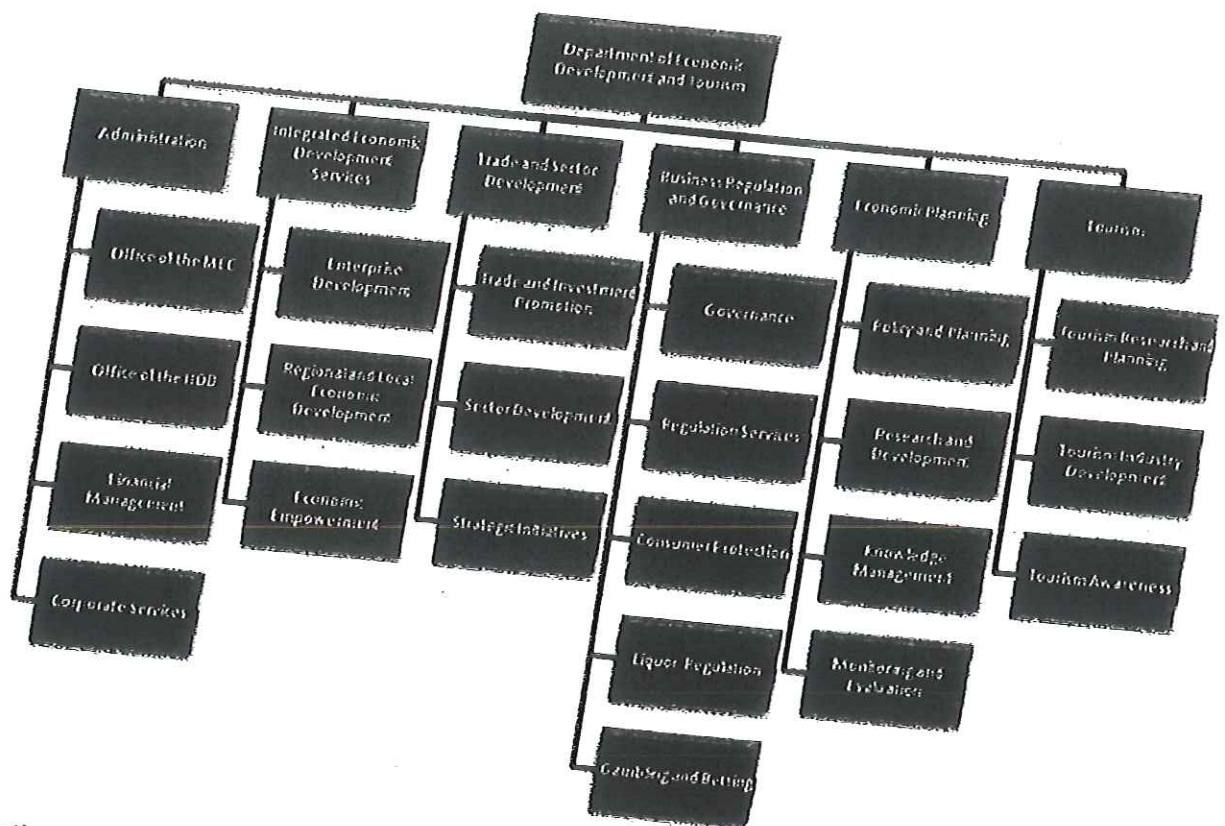
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1. Structure of the department



2. Functions of the Department

- The vision of the Department is the promotion of Economic Growth and Economic Development based on Diversification; Empowerment; Employment; Business creation and Sustainable development

The major functions of the Department are to:

- Provide leadership, strategic management in accordance with government legislation, regulations and policies.
- To ensure an effective and compliant department that will provide technical support and economic policy advice to the Northern Cape Province.
- Promote, support and facilitate integrated economic development through shared partnerships in the province.
- To accelerate economic growth by facilitating export from and investment into the province while simultaneously promoting economic diversification and industrial expansion.
- Stimulate economic development through industry development and trade and investment promotion.
- To regulate business practices and ensure compliance with relevant legislation whilst optimizing revenue collection and monitoring departmental agencies.

- To support the development of measurable economic policies, strategies or plans informed by relative economic research so that they are in alignment with the NSDP, NCPGDS and IDP's with the aim of halving unemployment and achieving an average annual economic growth of 4-6 percent by 2014.
- To ensure an equitable, socially responsible business environment that allows for predictability.
- To manage the development and promotion of the Northern Cape as a competitive tourist destination.
- Develop a knowledge society to promote economic development.
- Monitor and Evaluate policies, plans and strategies.

Programmatically, responsibilities in the Department are divided as follows:0

Office of the Head of Department

- Provide strategic direction and leadership in order to facilitate the sustained growth, transformation and diversification of the provincial economy
- Provide a reliable and efficient Financial Management service and support service
- Provide sound corporate management

Integrated Economic Development Services

- Develop and support business enterprises
- Promote strategic economic development in local economies in partnership with key stakeholders
- Facilitate the process of empowerment and creation of an enabling environment for HDI's

Trade and Industry Development

- Facilitate trade, export promotion and attract investment
- Positioning of prioritised sectors as key contributors to economic growth and development
- Position industries in support of economic growth and development

Business Regulation and Governance

- Improve efficiency and effectiveness and promote good governance of public entities and agencies
- Remove barriers in the broader business environment, which inhibits business development
- Promotion and protection of the rights and interests of all consumers
- Promote and maintain an effective and efficient regulatory system for the liquor industry
- Promote and maintain an effective and efficient regulatory system for the gambling and betting industry

Economic Planning

- Promote integrated economic development policies and strategies
- Ensure the coordination of relevant economic research to influence effective economic planning
- Contribute to the management of the knowledge economy
- Determine the effectiveness and impact of provincial policy objectives and strategies

Tourism

- Conduct Tourism Research & Planning
- Promote Tourism Industry Development
- Promote Tourism Awareness

3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER - SECTION 14 (1)(b)

Mr P.M. Seboko

13th Floor, Metlife Towers, Corner Knight & Stead Streets, Market Square, Kimberley, 8301 OR
Private Bag X6108, Kimberley, 8300

Tel: (053) 839 4002

Fax: (053) 832 6805 / 831 3668

E-mail: pseboko@ncpg.gov.za / alegrange@ncpg.gov.za

4. GUIDE BY THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT – SECTION 14(1)(c)

The guide on how to use the Promotion of Access to Information Act, 2000, is available from the South African Human Rights Commission. Queries can be made at:
South African Human Rights Commission: PAIA Unit, The Research and Documentation Section

Postal Address: Private Bag 2700, HOUGHTON, 2041
Tel: (011) 484 8300 Fax: (011) 484 1360
Website: www.sahrc.org.za E-mail: PAIA@sahrc.org.za

5. RECORDS – SECTION 14(1)(d)

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

- Legislation
- Organisation and Control
- Financial Management
- Human Resource Management
- Accommodation and Domestic Services
- Procurement of Goods and Services
- Transport and Official Visits
- Reports, Publications, Publicity and Information
- Committees, Meetings, Forums and other Gatherings
- Economic Development and Enterprise Development
- Economic Planning and Research
- Trade and Industry Development

5.2 RECORDS AUTOMATICALLY AVAILABLE

| Description of Categories of Records automatically available in terms of Section 15(1) of the Promotion of Access to Information Act, 2000 | Manner of Access to Records |
|--|---|
| Description of Categories of Records Automatically available for Inspection in terms of Section 15(1)(a)(i) | |
| Public Reports & Policies, e.g. economic, annual & quarterly reports, approved policies / strategies for the Northern Cape economic development. | These records are available for inspection at the Registry, 13 th Floor, Metlife Towers, c/o |

Knight and Stead Street,
Kimberley – between 09H00
and 15H30

Description of Categories of Records automatically available for Copying or Purchasing in terms of Section 15(1)(a)(ii)

Economic Development, Enterprise Development, Research, Trade & Industry, Policy & Planning, Tourism, Business Regulation & Governance:

- Public Reports & Policies, e.g. economic, annual & quarterly reports, approved policies / strategies for the Northern Cape economic development, promotional material published by the Department on its services.

Corporate Services & Financial Management

- Annual reports including the report of the Auditor-General, and annual audited financial statements
- Budget reports
- Collective agreements with respect to the grievance procedure, picketing and the rules of conduct during industrial action, etc.
- Constitutions of inter alia the Provincial Bargaining Council
- Staff-related policies and procedures including employment equity plans, induction programs, HIV and Aids action plan and the Code of Conduct
- Monthly reporting on the state of revenue and expenditure: in-year monitoring and reporting system (IMRS)
- Medium-term Expenditure Framework Budget (MTEF)
- Adjustments Budget and Explanatory Memorandum

Copies of these records may be obtained on payment of the prescribed fee from the Registry, 13th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley – between 09H00 and 15H30

Description of Categories of Records automatically available Free of Charge in terms of Section 15(1)(a)(iii)

- Brochures: Small Business Development; Trade & Industry Development; Consumer issues, Marketing brochures.

- White Papers
- Green Papers

Corporate Services

- MTEF budget
- Advertisements of vacancies
- Service charter and service delivery improvement plan of the

Copies of these records may be obtained on payment of the prescribed fee from the Registry, 13th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley – between 09H00 and 15H30

Department.

- Strategic and annual performance plan of the Department

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed. A request fee is not required to be paid, if it relates to personal information about you.
- Provision is made on the afore-mentioned form for the requester to indicate whether he/she wants a copy of the record or merely wants a look at it.
- The form also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc.) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- A request fee is payable should the requester for instance need copies of the requested record. In certain instances, a requester may also be requested to pay a deposit. A requester may lodge an internal appeal against the payment of these fees. The fee payable with regard to an internal appeal is R50,00. Should a requester want to lodge an internal appeal, Form B (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC – SECTION 14(1)(f)

- Rendering consumer complaints services
- Issuing liquor licences through the Liquor Board
- Issuing gambling licences through the Gambling Board
- Assist entrepreneurs with the completion of tender documentation

- Presenting entrepreneurship programmes, development of business plans and enhancing productivity and skills development in collaboration with our stakeholders, i.e. SEDA, the dti, ABSA SMME Fund, Frances Baard SMME Trust, etc.

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS – SECTION 14(1)(b)

Consultation arrangements are event and project specific. Projects usually have steering committees on which all affected parties serve. The process for participation differ according to the type of project / initiative and is usually made public before the start of the project / initiative, but at least before the start of the consultation process.

For strategies, policies & legislation, consultation is a pre-requisite for approval, but the time and specifications of the development of the strategies, policies & legislation will determine the mechanism and time frames for public consultation. Printed documents are usually made available for input, but electronic versions are also placed on the web site and face book sites of the Department for input. Members of public can also provide input on specific issues to the department through its various suggestions boxes, complaints to the general, SMME and Consumer hotlines of the Department (0861 622 067), personal visits or correspondence to the Department and complaints to the provincial presidential hotline (17737).

Administrative action, in cases where the intended action will materially or adversely affect the rights or legitimate expectation of any person or the rights of the public, is dealt with in terms of the prescripts for fair, administrative action set out in the Promotion of Administrative Justice Act, Act 3 of 2000, specifically sections 4 and 5. Conditions of service of public service employees and other mutual matters of interest are negotiated at bargaining councils created in terms of the Labour Relations Act, Act 66 of 1995.

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT – SECTION 14(1)(h)

A person may request access to records or information of a public body or the Department in terms of section 1 of the Promotion of Access to Information Act, 2000. Should this request prove unsuccessful, the person can appeal in terms of the Promotion of Access to Information Act, as described earlier and the appeal authority is the MEC for Finance, Economic Development & Tourism. A public service employee may also lodge a grievance or a complaint to the Public Service Commission, if the grievance is not attended to within the specified time frame. A person may also use labour remedies, e.g. dispute on rights, in terms of the Public Service Act, 1994, and the Labour Relations Act, 1995. A person may also lodge a complaint with a labour inspector for the alleged contravention of the Basic Conditions of Employment Act, Act 75 of 1997 or the Employment Equity Act, Act 55 of 1998.

A person may also lodge a complaint with the Public Protector concerning a suspected unlawful act or omission, in terms of the Constitution of the Public Protector Act, Act 23 of 1994.

A person may lodge a complaint with the South African Human Rights Commission concerning an official act or omission that is suspected to constitute a violation of or threat to any fundamental right (Human Rights Commission Act, Act 54 of 1994).

In order to be protected from reprisals because of disclosure regarding unlawful acts or irregular conduct by an employee or fellow employee, the person in question may follow the disclosure procedures in the Protected Disclosure Act, Act 26 of 2000.

The use of other proceedings, such as the institution of proceedings for judicial review of an administrative action in terms of the Promotion of Access to Administrative Justice Act, Act 3 of 2000, is also available.

Other supportive measures like the right to request reasons for an administrative action, is also available in terms of section 5 of the Promotion of Access to Administrative Justice Act, Act 3 of 2000.

A public service employee, in the course of his / her official duties, is obliged in terms of the Code of Conduct for public service employees, to report to the appropriate authorities, fraud, corruption, nepotism, mal-administration and any other act which constitutes an offense or which is prejudicial to the public interest. An employee who fails to comply with this, is guilty of misconduct in terms of Regulation B.3 and C.4.10 of Chapter 2 of the Public Service Regulations of 2001.

The responsibility of every employer and employee to disclose criminal and other irregular conduct in the work place also underpins the Protected Disclosure Act, 2000 (Preamble).

If these remedies in these acts and legislation applicable to the Department have been exhausted and the relevant party is still not satisfied with the response / outcome, or should no applicable appeal or remedy provision be available, a court may be approached for an appropriate order.

ANNEXURE A

FILING SYSTEM OF DEPT. ECONOMIC DEVELOPMENT & TOURISM

PERSONNEL FILING SYSTEM:

| | Personnel Filing List Of Main Series |
|-----|--------------------------------------|
| S1 | Legislation And Procedures |
| S2 | Posts Control |
| S3 | Conditions Of Service |
| S4 | Staff Recruitment And Losses |
| S5 | Training |
| S6 | Staff Evaluation |
| S7 | Promotions |
| S8 | Staff Movements |
| S9 | Staff Control |
| S10 | Finance |
| S11 | Journeys And Transport |
| S12 | Domestic Matters |
| S13 | Reports And Returns |
| S14 | Labour Relations |

| Number | Description | Disposal |
|---|---|----------|
| S1. | <u>Legislation And Procedures</u> | |
| S1.P | Policy | |
| S1.1 | <u>Acts And Regulations</u> | |
| S1.1.1 | <u>Public Service Act</u> | |
| S1.1.1.R | Routine Enquiries | |
| S1.1.1.1 | Interpretations And Legal Opinions | |
| S1.1.1.2 | Amendments | |
| S1.1.2 | <u>Public Service Regulations</u> | |
| S1.1.2.R | Routine Enquiries | |
| S1.1.2.1 | Interpretations And Legal Opinions | |
| S1.1.2.2 | Amendments | |
| S1.1.3 | <u>Other Acts And Regulations</u> | |
| S1.1.3.1 | <u>(Name Of First Other Act Or Regulation)</u> | |
| S1.1.3.1.R | Routine Enquiries | |
| S1.1.3.1.1 | Interpretations And Legal Opinions | |
| S1.1.3.1.2 | Amendments | |
| S1.1.3.2 | <u>(Name Of Next Other Act Or Regulation)</u> | |
| S1.1.3.2.R | Routine Enquiries | |
| S1.1.3.2.1 | Interpretations And Legal Opinions | |
| S1.1.3.2.2 | Amendments | |
| S1.2 | <u>Codes</u> | |
| S1.2.1 | <u>Staff Code</u> | |
| S1.2.1.1 | Interpretations | |
| S1.2.1.2 | Amendments | |
| S1.3 | Office Instructions | |
| (Copies Of All Office Instructions Concerning Staff Matters Are Placed Here And On All Relevant Policy Files, E.G. An Office Instruction On A Staff Financial Matter Will Be 1.4, Placed Here As Well As On File S10.P2. For Office Instructions Concerning Non-Personnel Functions, See File H2.6.2 In The Filing System.) | | |
| S2. | <u>Posts Control</u> (This Main Series Is Not To Be Confused With Staff Control & Deals With Post Structure Only & Has Nothing To Do With Staff Who Fill The Posts. For Staff Control, See Main Series 9) | |
| S2.1 | <u>Establishment</u> (For Work Study / Efficiency Services Investigations, See | |

| Number | Description | Disposal |
|--|--|----------|
| H2.7 | Of Filing System; Including Organograms.) | |
| S2.1.P | Policy | |
| S2.1.1 | Estimates | |
| S2.1.2 | Designation And Classification Of Posts | |
| S2.1.3 | Creations, Conversions And Upgrading Of Posts | |
| S2.1.4 | Rationalisation | |
| S2.1.5 | Job Evaluation | |
| S2.1.6 | Translation Of Ranks | |
| S2.2 | <u>Inspection Reports</u> (for Non-Personnel Office Inspections, See Sub-Series H2.9 In The Uniform Support Functions Filing System; For Financial Inspections, See Sub-Series H3.2 In The Uniform Support Functions Filing System.) | |
| S2.2.P | Policy | |
| S2.2.1 | Departmental | |
| S2.2.2 | Head Office | |
| S2.2.3 | <u>Head Office Divisions/Sections/Components Etc.</u> | |
| S2.2.3.1 | (Name Of First Division Etc.) | |
| S2.2.3.2 | (Name Of Next Division Etc.) | |
| S2.2.4 | <u>Regional Offices</u> (For Each Regional Office) | |
| S2.3 | Duty Sheets | |
| S2.4 | <u>Delegations</u> (For Delegations Relating To Non-Personnel Functions, See Sub-Series H2.2 In The Uniform Support Functions Filing System.) | |
| S2.4.P | Policy | |
| S2.4.1 | By Director-General | |
| S3. | <u>Conditions Of Service</u> | |
| (For The Provision And Revision Of Conditions Of Service Only. Correspondence Regarding The Administration Or Implementation Of Conditions Of Service Must Not Be Handled Here. E.G. Correspondence Regarding Deductions For Medical Aid Purposes Should Be Dealt With On File 10.1.3) | | |
| S3.P | Policy | |
| S3.1 | Salary Scales | |
| S3.2 | Leave | |
| S3.2.1 | Vacation Leave | |
| S3.2.2 | Sick Leave | |
| S3.2.3 | Special Leave | |
| S3.2.4 | Study Leave | |
| S3.2.5 | Family Responsibility Leave | |
| S3.2.6 | Maternity Leave | |
| S3.2.7 | <u>Incapacity Leave</u> | |
| S3.2.7.P | Policy | |
| S3.2.7.R | Routine Enquiries | |
| S3.2.7.1 | Temporary | |
| S3.2.7.2 | Permanent | |
| S3.3 | Political Rights Of Civil Servants | |
| S3.4 | Recognition Of Educational Qualifications | |
| S3.4.1 | Recognition Of Previous Experience | |
| S3.4.2 | (Including Relaxation Of Qualifications) | |
| S3.5 | Verification Of Qualifications | |
| S3.6 | Pension Fund | |
| S3.7 | Medical Aid | |
| S3.8 | Unemployment Insurance | |
| S3.9 | Uniforms And Protective Clothing (For Payment Of Allowances, See Main Series S10) | |
| S3.10 | Official Hours Of Attendance | |
| S3.10.1 | Affirmative Action | |
| | Promotion Of Gender Equality (For Non-Personnel Related Gender | |

| Issues, See H2.16 Of The Uniform Support Function Filing System.) | | |
|---|---|----------|
| Number | Description | Disposal |
| S3.10.2 | Promotion Of Racial Equality (For Non-Personnel Related Issues, See H2.16 Of The Uniform Support Function Filing System.) | |
| S3.10.3 | Promotion Of Equality For Persons With Disabilities (For Non-Personnel Related Issues, See H2.16 Of The Uniform Support Function Filing System.) | |
| S3.10.4 | <u>Employment Equity</u> | |
| S3.10.4.1 | Surveys | |
| S3.10.4.2 | Plan | |
| S3.10.4.3 | Reports Submitted To Department Of Labour | |
| S3.11 | Recognition Of Long Service (For Financial Aspects, See S10.6) | |
| S3.12 | Codes Of Remuneration | |
| S3.13 | <u>Agreements</u> (For Negotiations, Disputes, Etc. With Unions, See Main Series S14) | |
| S3.13.1 | Service Agreements | |
| S3.13.2 | Collective Agreements | |
| S3.14 | Licensing And Registration Of Professional Staff | |
| S3.15 | Sexual Harrassment | |
| S3.16 | Employee Assistance Programme | |
| S4. | <u>Staff Recruitment And Losses</u> | |
| S4.P | Policy | |
| S4.1 | Recruitment | |
| S4.1.1 | Advertisements | |
| S4.1.2 | Short Listing And Interviews | |
| S4.2 | <u>Applications And Appointments</u> (As Soon As A Person Is Appointed, His/Her Personal Documents Are Removed From The Files Below And Placed On The Relevant Sp File.; For Sp Files, See List Of Series Of Separate Case Files At The End Of The Numerical Classification.) | |
| S4.2.1 | Unspecified Posts | |
| S4.2.2 | Permanent Posts | |
| S4.2.3 | Temporary Posts | |
| S4.2.3.1 | Contract Workers | |
| S4.2.3.2 | S3 Contract Workers | |
| S4.2.3.3 | Unsolicited C.V.'S | |
| S4.2.3.4 | Internships (Including In Terms Of Expanded Public Works Programme.; For Other Aspects Of Expanded Public Works Programme, See Main Series H2 Of The Uniform Support Functions Filing System.) | |
| S4.2.3.5 | Learnerships (Including In Terms Of Expanded Public Works Programme.; For Other Aspects Of Expanded Public Works Programme, See Main Series H2 Of The Uniform Support Functions Filing System.) | |
| S4.2.3.6 | Scarce Skills (For Payment Of Allowances, See Main Series 10) | |
| S4.3 | Termination Of Service | |
| S4.3.1 | Service Certificates | |
| S4.3.2 | Severance Packages | |
| S4.3.3 | Resignations / Retirements | |
| S4.3.3.1 | Due To Ill Health (E.G. Medical Boarding.) | |
| S4.3.4 | Due To Death | |
| S4.3.5 | Dismissal | |
| S4.3.5.1 | Appeals Against | |
| S4.3.6 | Suspensions | |
| S4.4 | Excess Staff | |
| S4.4.1 | Redeployment | |
| S4.5 | Staff Shortages | |
| S5. | <u>Training</u> | |

| Number | Description | Disposal |
|----------|--|---|
| S5.P | Policy | |
| S5.R | Routine Enquiries | |
| S5.1 | <u>Bursaries/Scholarships</u> | |
| S5.1.P | Policy | |
| S5.1.R | Routine Enquiries | |
| S5.1.1 | Conditions (This File Concerns Correspondence Conducted With The Public Service Commission Regarding The Amendment Of Bursary Conditions. It Does Not Include Correspondence Conducted With Officials - Such Correspondence Should Be Placed On The Official's Sp File. See List Of Series Of Separate Case Files At The End Of The Numerical Classification.) | |
| S5.1.2 | <u>Premier's Educational Trust Fund</u> | |
| S5.1.2.1 | Conditions | |
| S5.1.2.2 | Applications | |
| S5.1.3 | Nominations | |
| S5.2 | <u>Formal Training</u> | |
| S5.2.1 | Degree Courses | |
| S5.2.2 | Diplomas | |
| S5.2.3 | Internships | |
| S5.2.4 | <u>Other Accredited Training</u> (File For Each Course/Intervention & Numbered Consecutively.) | |
| S5.3 | <u>Informal Training</u> | |
| S5.3.1 | Induction | |
| S5.3.2 | Supervisor's Course | |
| S5.3.3 | Course In Advanced Management Techniques | |
| S5.3.4 | <u>In Individual Departments</u> | |
| S5.3.4.1 | <u>Department Of Local Government & Housing</u> (File For Each Course / Training And Numbered Consecutively.) | |
| S5.3.4.2 | <u>(Name Of Next Department)</u> (File For Each Course / Training And Numbered Consecutively.) | |
| S5.3.5 | Courses In Provisioning Administration | |
| S5.3.6 | Records Management Course | |
| S5.3.7 | Registry Clerk Course | |
| S5.3.8 | Financial Course (E.G. Fms & Billing Systems) | |
| S5.3.9 | Computer Training Courses | |
| S5.3.10 | Knowledge Management Training | |
| S5.3.11 | Project Management Course | |
| S5.3.12 | Short Course Training | |
| S5.3.13 | Logistical Information System (Logis) Training | |
| S5.3.14 | Persal Training | |
| S5.3.15 | Shopstewards' Training | |
| S5.3.16 | Line Managers' Training | |
| S5.3.17 | Security Managers' Training | |
| S5.3.18 | Job Evaluation Training | |
| S5.4 | <u>Reports And Statistics</u> | |
| S5.4.1 | Quarterly | |
| S5.5 | Skills Audit | |
| S5.6 | Capacity Building/Skills Development | |
| S5.6.1 | Adult Basic Education And Training (Abet) | |
| S5.6.2 | (Name Of Next Course/Intervention) | |
| S6. | <u>Staff Evaluation</u> | |
| S6.1 | <u>Performance Management & Development System</u> | |
| S6.1.1 | Staff Performance And Development (1. Confidential Information Concerning Individual Staff Members. 2. Individual Staff Members, See List Of Series Of Separate Case Files.) | This File Does Not Contain For Correspondence Regarding |

| Number | Description | Disposal |
|---------|--|---|
| S6.1.2 | Senior Management Services | |
| (1. | Does Not Contain Confidential Information On Individual Staff Members. | 2. For Correspondence Regarding Individual Staff Members, See List Of Series Of Separate Case Files.) |
| S7. | <u>Promotions</u> | |
| S7.P | Policy | |
| S7.R | Routine Enquiries | |
| S7.1 | Rank Promotions | |
| S7.1.1 | Administrative And Clerical | |
| S7.1.2 | Professional | |
| S7.2 | Notch Promotions | |
| S7.3 | Special Promotions And Awards | |
| S8. | <u>Staff Movements</u> (For Transfer Of Personal Files, See Files H2.8.1.3 And H2.8.1.7 In The Uniform Support Functions Filing System.) | |
| S8.P | Policy | |
| S8.1 | Transfers | |
| S8.1.1 | Requests For | |
| S8.2 | Secondments | |
| S8.3 | Relief Arrangements | |
| S8.4 | Internal Posts/Personnel Transfers | |
| S9. | <u>Staff Control</u> | |
| S9.P | Policy | |
| S9.1 | Progress Reports / Quarterly Probation Reports (For Individual Reports, See Sp Files.) | |
| S9.2 | Employment Outside The Public Service | |
| S9.3 | Financial Position Of Officials | |
| S9.3.1 | Disclosure Of Financial Interests | |
| S9.4 | Disciplinary Decisions And Measures | |
| S9.4.1 | Complaints Against Staff (For Labour Relations Related Matters, See Sub-Series S14.1) | |
| S9.5 | Ex Officio Appointments | |
| S9.6 | Clothing | |
| S9.7 | Permission To Receive Gifts | |
| S9.8 | Leave Credit And Planning | |
| S9.9 | Addresses Of Officials | |
| S9.10 | Staff Aid On Government Projects | |
| S9.11 | Job Descriptions And Titles (File For Each Section, Where Necessary, & Number Consecutively.) | |
| S9.12 | Control Of Persal Usage | |
| S9.13 | Performance Agreements (For Individual Agreements, See Sp Files.) | |
| S9.14 | <u>Absences From Duty</u> (For Leave, See Main Series S3) | |
| S9.14.1 | For Religious Purposes | |
| S9.14.2 | For Trade Union Activities | |
| S9.14.3 | Unauthorised Absences | |
| S9.15 | Misconduct (1. For Labour Relations And Trade Union Aspects, See Main Series S14; 2. For Correspondence With Individual Staff Members, See List Of Series Of Separate Case Files). | |
| S9.16 | Security Measures (1. Eg. Identification Badges For Staff; 2. For Other Security Measures, See Main Series H2 And H3 Of The Uniform Support Filing System.) | |
| S9.16.1 | Security Vetting (Individual Security Clearances Are Handled On Sp Files) | |
| S9.17 | Overseas Placements | |
| S9.18 | <u>Hiv/Aids In The Workplace</u> | |
| S9.18.P | Policy | |
| S10 | <u>Finance</u> (For Non-Personnel Financial Activities, See Main Series H3 Of The Uniform Support | |

Functions Filing System.)

| Number | Description | Disposal |
|---|---|----------|
| S10.P | Policy | |
| S10.R | Routine Enquiries | |
| S10.1 | <u>Salaries</u> | |
| S10.1.1 | Adjustments | |
| S10.1.2 | Payment | |
| S10.1.2.1 | Sector-Specific Personnel (E.g. Teachers In Department Of Education.) | |
| S10.1.3 | Deductions | |
| S10.1.3.1 | Union Fees | |
| S10.1.3.2 | Taxation | |
| S10.1.3.2.1 | Free/Inexpensive Housing | |
| S10.1.3.3 | Unemployment Insurance Fund (Uif) | |
| S10.2 | <u>Allowances And Bonuses:</u> | |
| <u>Payment Of</u> | | |
| S10.2.1 | Subsistence And Travel Costs | |
| S10.2.2 | Territory Allowance | |
| S10.2.3 | Entertainment Allowance | |
| S10.2.4 | Housing Subsidy And Guarantee | |
| S10.2.5 | Resettlement Allowance | |
| S10.2.6 | Camping Allowance | |
| S10.2.7 | Standby Allowance | |
| S10.2.8 | Acting Allowance | |
| S10.2.9 | Night Allowance | |
| S10.2.10 | Supervisors' Allowance | |
| S10.2.11 | Contract Workers | |
| S10.2.12 | Special Daily Allowances (E.g. For Official Overseas Visits) | |
| S10.2.13 | Agency Shop Fees (E.g. For Senior Managers. 2. Includes Termination | |
| S10.2.14 | Rural Recruitment Allowances | |
| S10.2.15 | Danger Allowances | |
| S10.2.16 | Uniforms/Protective Clothing Allowances | |
| S10.2.17 | Scarce Skills Allowance | |
| S10.3 | Claims Made By And Against The Department (For Claims Made | |
| Against The Dept. By Other Departments Concerning Non-Personnel Functions, See Sub-Series H3.3; | | |
| 2. File For Each Regional Office/Own Institution, Where Necessary, And File According To Annexures B | | |
| S10.4 | And E Respectively.) | |
| S10.5 | Overtime Payment | |
| S10.5.1 | Workmen's Compensation Awards | |
| S10.6 | Injury On Duty | |
| S10.7 | Long Service Awards (For Related Conditions Of Service, See S3.11) | |
| S5.1.1; For Correspondence With Individual Staff Members, See List Of Series Of Separate Case Files.) | | |
| S10.7.1 | Bursaries To Government Officials (For Policy And Conditions, See | |
| S10.8 | Audit | |
| Salary Scales, Etc. See S3.1) | | |
| S11. <u>Journeys And Transport</u> | | |
| (For Government Motor Transport, Subsidised Transport, Use Of Private Vehicles, Transport Of Goods | | |
| Etc. See Main Series H6 Of The Uniform Support Functions Filing System.) | | |
| S11.P | Policy | |
| S11.1 | Approval Of Journeys And Itineraries | |
| S11.2 | Reservations And Accommodation Arrangements | |
| S11.2.1 | Flight Time-Tables | |
| S11.3 | Railway Concessions | |
| S11.4 | Applications For Passports And Visas | |

| Number | Description | Disposal |
|-----------------------------|---|----------|
| S12. | <u>Domestic Matters</u> (For Uniforms, Even When Staff Decide On Them Voluntarily, See S3.8) | |
| S12.P | Policy | |
| S12.1 | Congratulations, Condolences And Thanks For Personnel Only. | |
| For Other Thanks, See H2.14 | Of The Uniform Support Function Filing System.) | |
| S12.1.1 | Memorial Services | |
| S12.2 | Christmas And New Year's Messages | |
| S12.3 | Social Club | |
| S12.4 | Staff Associations | |
| S12.5 | Other Messages | |
| S12.6 | <u>Profiles, Biographical Details And Photographs</u> | |
| S12.6.1 | Member Of The Executive Council (Mec) | |
| S12.6.2 | Head Of Department | |
| S13 | <u>Reports And Returns</u> (For Contribution To Annual Report See Main Series H9 Of The Uniform Support Functions Filing System.) | |
| S13.P | Policy | |
| S13.1 | Establishment Returns And Statistics | |
| S13.2 | <u>Occupational Health</u> | |
| S13.2.1 | Findings After Medical Examinations (For Medical Board Matters, See | |
| S4.3.3.1) | | |
| S13.3 | Persal Reports | |
| S13.3.1 | Persal Request Forms | |
| S14 | <u>Labour Relations</u> (For Agreements, See Sub-Series S3.13) | |
| S14.1 | <u>Grievances</u> | |
| S14.1.P | Policy | |
| S14.1.1 | <u>Complaints</u> (For Complaints Against Staff, See Sub-Series S9.4) | |
| S14.2 | <u>Trade Unions</u> (Minutes & reports, etc. are reflected in sub-series H8.1) | |
| S14.2.1 | Negotiations (File For Each Trade Union, Where Necessary, And | |
| Number Consecutively.) | | |
| S14.2.2 | Disputes With | |
| S14.2.3 | Representatives And Shop Stewards | |
| S14.2.4 | Protest Actions | |
| S14.2.5 | Trade Union Press Releases | |

List Of Series Of Separate Case Files / Individual Staff Files

| | |
|----------------------------------|--|
| Sp, Persal No. | <u>Personal Files</u> |
| Staff Personal Confidential File | (This File Contains Personal Matters Of A Confidential Nature.) |
| Sl, Persal No. | <u>Leave Files</u> |
| Staff Leave File | (This File Contains Routine Matters Regarding Leave.) |
| Sf, Persal No. | <u>Financial Files</u> |
| Staff Financial File | (This File Contains Confidential Matters Regarding Finances.) |
| Sgg, Persal No. | <u>State Guarantee File</u> |
| Staff Guarantee File | (This File Contains Confidential Correspondence Regarding State Guarantees And |
| Home Loans.) | |
| Si, Persal No. | <u>Injury On Duty File</u> |
| Staff Injury File | (This File Contains Confidential Correspondence Concerning Injuries On Duty.) |
| Sg, Persal No. | <u>Grievance File</u> |
| Staff Grievance File | (This File Contains Confidential Correspondence Concerning Grievances.) |
| Smd, Persal No. | Performance Management And Development |
| Sm, Persal No. | <u>Misconduct</u> |
| Staff Misconduct File | (This File Contains Confidential Correspondence Concerning Individual Cases) |

| | Support Filing System List Of Main Series |
|-----|---|
| H1 | Legislation |
| H2 | Organisation And Control |
| H3 | Finance |
| H4 | Accommodation |
| H5 | Stores And Services |
| H6 | Transport |
| H7 | Publications And Publicity |
| H8 | Composition And Meetings Of Bodies And Other Gatherings |
| H9 | Reports, Returns And Information |
| H10 | Legal Services |

| Number | Description | Disposal |
|----------|--|----------|
| H1. | <u>Legislation</u> (Including Green/White Papers And Codes Of Ethics/Conduct.) | |
| H1.P | Policy | |
| H1.R | Routine Enquiries | |
| H1.1 | Tabling | |
| H1.2 | Promulgation Of Acts, Ordinances And Regulations | |
| H1.3 | <u>Own Acts / Bills</u> | |
| H1.3.1 | <u>(Name Of First Act / Bill)</u> | |
| H1.3.1.R | Routine Enquiries | |
| H1.3.1.1 | Drafting And Alterations | |
| H1.3.1.2 | Interpretations And Legal Opinions | |
| H1.3.2 | <u>(Name Of Next Act / Bill)</u> | |
| H1.3.2.R | Routine Enquiries | |
| H1.3.2.1 | Drafting And Alterations | |
| H1.3.2.2 | Interpretations And Legal Opinions | |
| H1.4 | <u>Own Regulations</u> | |
| H1.4.1 | <u>Regulations In Consequence Of The (Name Of First Act / Bill)</u> | |
| H1.4.1.R | Routine Enquiries | |
| H1.4.1.1 | Drafting And Alterations | |
| H1.4.1.2 | Interpretations And Legal Opinions | |
| H1.4.2 | <u>Regulations In Consequence Of The (Name Of Next Act / Bill)</u> | |
| H1.4.2.R | Routine Enquiries | |
| H1.4.2.1 | Drafting And Alterations | |
| H1.4.2.2 | Interpretations And Legal Opinions | |
| H1.5 | <u>Other Acts / Bills</u> | |
| H1.5.1 | <u>(Name Of First Other Act / Bill)</u> | |
| H1.5.1.R | Routine Enquiries | |
| H1.5.1.1 | Drafting And Alterations | |
| H1.5.1.2 | Interpretations And Legal Opinions | |
| H1.5.2 | <u>(Name Of Next Other Act / Bill)</u> | |
| H1.5.2.R | Routine Enquiries | |
| H1.5.2.1 | Drafting And Alterations | |

| Number | Description | Disposal |
|-----------|--|----------|
| H1.5.2.2 | Interpretations And Legal Opinions | |
| H1.6 | <u>Other Regulations</u> | |
| H1.6.1 | Not Specified | |
| H1.6.2 | <u>Financial Regulations</u> | |
| H1.6.2.R | Routine Enquiries | |
| H1.6.2.1 | Alterations | |
| H1.6.2.2 | Interpretations And Legal Opinions | |
| H1.6.3 | <u>Tender Board Regulations</u> | |
| H1.6.3.R | Routine Enquiries | |
| H1.6.3.1 | Alterations | |
| H1.6.3.2 | Interpretations And Legal Opinions | |
| H1.6.4 | <u>Treasury Instructions</u> (For Treasury Authorities, See Sub-Series 3.5) | |
| H1.6.4.R | Routine Enquiries | |
| H1.6.4.1 | Alterations | |
| H1.6.4.2 | Interpretations And Legal Opinions | |
| H1.7 | <u>Own White/ Green Papers</u> | |
| H1.7.1 | <u>(Name Of First Own White / Green Paper)</u> | |
| H1.7.1.R | Routine Enquiries | |
| H1.7.1.1 | Drafting And Alterations | |
| H1.7.1.2 | Interpretations And Legal Opinions | |
| H1.7.2 | <u>(Name Of Next Own White /Green Paper)</u> | |
| H1.7.2.R | Routine Enquiries | |
| H1.7.2.1 | Drafting And Alterations | |
| H1.7.2.2 | Interpretations And Legal Opinions | |
| H1.8 | <u>Other White / Green Papers</u> | |
| H1.8.1 | <u>(Name Of First Other White / Green Paper)</u> | |
| H1.8.1.R | Routine Enquiries | |
| H1.8.1.1 | Drafting And Alterations | |
| H1.8.1.2 | Interpretations And Legal Opinions | |
| H1.8.2 | <u>(Name Of Next Other White / Green Paper)</u> | |
| H1.8.2.R | Routine Enquiries | |
| H1.8.2.1 | Drafting And Alterations | |
| H1.8.2.2 | Interpretations And Legal Opinions | |
| H1.9 | <u>Own Codes Of Ethics/Conduct</u> | |
| H1.9.1 | <u>(Name Of First Own Code)</u> | |
| H1.9.1.R | Routine Enquiries | |
| H1.9.1.1 | Drafting And Alterations | |
| H1.9.1.2 | Interpretations And Legal Opinions | |
| H1.9.2 | <u>(Name Of Next Own Code)</u> | |
| H1.9.2.R | Routine Enquiries | |
| H1.9.2.1 | Drafting And Alterations | |
| H1.9.2.2 | Interpretations And Legal Opinions | |
| H1.10 | <u>Other Codes Of Ethics/Conduct</u> (Eg. Code Of Conduct For Civil Servants.) | |
| H1.10.1 | <u>(Name Of First Other Code)</u> | |
| H1.10.1.R | Routine Enquiries | |
| H1.10.1.1 | Drafting And Alterations | |
| H1.10.1.2 | Interpretations And Legal Opinions | |
| H1.10.2 | <u>(Name Of Next Other Code)</u> | |
| H1.10.2.R | Routine Enquiries | |
| H1.10.2.1 | Drafting And Alterations | |
| H1.10.2.2 | Interpretations And Legal Opinions | |

| Number | Description | Disposal |
|---|---|----------|
| H1.11 | <u>Legislative Compliance</u> | |
| H1.11.1 | Reports | |
| H1.11.2 | Uniformity | |
| H2. | <u>Organisation And Control</u> | |
| H2.P | Policy | |
| H2.1 | <u>Functions</u> (For Decentralisation, See 2.12) | |
| H2.1.R | Routine Enquiries | |
| H2.1.1 | Acquired | |
| H2.1.2 | Surrendered | |
| H2.1.3 | Compilation Of Vision And Mission Statements | |
| H2.1.4 | Service Delivery And Monitoring | |
| H2.1.4.1 | Alternative Service Delivery | |
| H2.1.4.2 | <u>In Individual Units/Sections/Sub-Programmes</u> (File For Each Unit/Section/ | |
| Sub-Programme And Number Consecutively.) | | |
| H2.2 | <u>Delegation Of Authority</u> | |
| H2.2.1 | <u>By Member Of Executive Council(Mec)</u> | |
| H2.2.1.1 | Permanent | |
| H2.2.1.2 | Temporary | |
| H2.2.2 | <u>By Director-General</u> | |
| H2.2.2.1 | Permanent | |
| H2.2.2.2 | Temporary | |
| H2.2.3 | <u>By Accounting Officer</u> | |
| H2.2.3.1 | Permanent | |
| H2.2.3.2 | Temporary | |
| H2.2.4 | <u>By Hod's</u> (E.g. To Line Managers) | |
| H2.2.4.1 | Permanent | |
| H2.2.4.2 | Temporary | |
| H2.2.5 | Other Delegations | |
| H2.3 | Survey To Ascertain Extension Demands | |
| H2.4 | <u>Establishment Of New Sections And Offices</u> | |
| H2.4.P | Policy | |
| H2.4.1 | Sections | |
| H2.4.2 | Regional Offices | |
| H2.5 | Work Planning And Allocation Of Duties (For Work Study Or Efficiency Services | |
| H2.5.1 | Programming, See 2.7.1 Below.) | |
| H2.5.2 | Departmental Business Plans (E.g. Strategic And Operational Plans.) | |
| Project Planning (This File Is For Planning Aspects Of Projects Only. For Project | | |
| Implementation, Monitoring, Etc. See Line Function Filing System.) | | |
| H2.5.3 | <u>Regional Offices</u> (File For Each Regional Office) | |
| H2.5.4 | Monthly Programmes | |
| H2.5.5 | Weekly Programmes | |
| H2.5.6 | Quarterly Programmes | |
| H2.6 | <u>Office Procedures And Instructions</u> | |
| H2.6.1 | Codified Instructions | |
| H2.6.2 | Office Instructions | |
| H2.7 | <u>Efficiency Research</u> | |
| H2.7.P | Policy | |
| H2.7.R | Routine Enquiries | |
| H2.7.1 | Programming | |
| H2.7.2 | Technique | |
| H2.7.3 | Progress Reports | |
| H2.7.4 | <u>Research Reports And Implementation</u> (File For Each Report And Number | |
| Consecutively.) | | |

| Number | Description | Disposal |
|------------|---|----------|
| H2.8 | <u>Records Management</u> (The Provincial Archives Is To Use This Sub-Series For Its Own Domestic Records Management Activities Only. Records Management As A Line Function Is Reflected In The Provincial Archives' Own Line Function Filing System.) | |
| H2.8.P | <u>Disposal Of Records</u> | |
| H2.8.P.1 | Application For Approval Of Departmental Records Management Policy | |
| H2.8.1 | Application For Disposal Authority | |
| H2.8.1.1 | Transfer Into Custody Of The Provincial Archivist | |
| H2.8.1.2 | Transfer To/From Other Departments | |
| H2.8.1.3 | Application For Approval | |
| H2.8.1.3.1 | Destruction Of Records | |
| H2.8.1.4 | Re-Direction Of Incorrectly Addressed Correspondence | |
| H2.8.1.5 | Disposal Of Waste Paper | |
| H2.8.1.6 | Internal Transfer Of Records | |
| H2.8.1.7 | <u>Electronic Records</u> | |
| H2.8.1.8 | Policy | |
| H2.8.1.8.P | Project Approval | |
| H2.8.1.8.1 | Vendor Competitions | |
| H2.8.1.8.2 | Product Assessment | |
| H2.8.1.8.3 | <u>Correspondence Filing System</u> | |
| H2.8.2 | Routine Enquiries | |
| H2.8.2.R | Compilation, Approval And Alteration | |
| H2.8.2.1 | Unclassified Correspondence (No Correspondence May Be Filed Permanently On This File. See Also Par. 15 Of The General Instructions.) | |
| H2.8.2.2 | Implementation | |
| H2.8.2.3 | Inspections | |
| H2.8.3 | Identification And Duties Of Records Managers And Registry Heads | |
| H2.8.4 | <u>Compliance</u> | |
| H2.8.5 | Lack Of | |
| H2.8.5.1 | Turn-Around Strategies | |
| H2.8.5.2 | Identification Of Entrenched And Systemic Problems | |
| H2.8.6 | <u>Departmental Inspections</u> (For Financial Inspections And Records Management Inspections, See 3.2.3 And 2.8.3 Respectively.) | |
| H2.9 | Arrangements | |
| H2.9.1 | Reports (File For Each Regional Office, Where Necessary) | |
| H2.9.2 | <u>Security Measures</u> (Financial Security Measures, See 3.2.4; For Personnel Security Measures, See Main Series S9 Of The Uniform Personnel Filing System.) | |
| H2.10 | Policy | |
| H2.10.P | Emergency/Contingency Planning | |
| H2.10.1 | Civil Protection / Defence | |
| H2.10.2 | Address Lists And Co-Ordination | |
| H2.10.2.1 | Safekeeping Of Firearms And Ammunition | |
| H2.10.3 | Issue Of Firearms And Ammunition To Staff | |
| H2.10.3.1 | Identification And Duties Of Security Managers | |
| H2.10.4 | Status In Individual Departments/Sections | |
| H2.10.5 | Access Control Measures | |
| H2.10.6 | <u>Cabinet</u> | |
| H2.11 | Cabinet Resolutions | |
| H2.11.1 | Cabinet Submissions | |
| H2.11.2 | (Where Files Have Been Provided For A Subject With Which A Specific Cabinet Submission Deals, The Above-Mentioned File Is Only To Be Used If The Submission Cannot Be Placed On A Subject File In Any Other Main Series.) | |

| Number | Description | Disposal |
|-------------|--|----------|
| H2.11.3 | Cabinet Memorandums | |
| H2.11.4 | Cabinet Meets The People | |
| H2.11.5 | <u>Cluster Submissions</u> (Where Files Have Been Provided For A Subject With Which A Specific Cluster Submission Deals, The Above-Mentioned File Is Only To Be Used If The Submission Cannot Be Placed On A Subject File In Any Other Main Series; Open A File For Each Cluster And Number Consecutively.) | |
| H2.12 | Decentralisation (For Appointment And Duties Of Accounting Officers, See 3.2.7) | |
| H2.13 | Job Creation (This File Is For Correspondence Dealing With Province-Wide Job Creation Initiatives In General. For Specific Job Creation Projects Of The Department, See Line Function File Plan.) | |
| H2.14 | Invitations And Thanks (See Also S12.1 Of The Uniform Personnel Function Filing System) | |
| H2.15 | Duplication Of Functions Between Departments | |
| H2.16 | Affirmative Action/Transformation Issues (E.g. For Gender, Race And Disability Related Issues; For Personnel Related Affirmative Action Issues, See Sub-Series S3.10 Of The Uniform Personnel Function Filing System; Including HIV & AIDS Campaigns.) | |
| H2.16.P | Policy | |
| H2.16.1 | Transparency And Access To Information | |
| H2.16.2 | Batho Pele (People First) (For Participation In Shows, Exhibitions And Non-Line Function Campaigns, Eg. Public Service Week, See H7.2.1) | |
| H2.16.2.1 | Customer Satisfaction Surveys | |
| H2.16.2.2 | Service Standards | |
| H2.16.2.3 | <u>Premier's Service Excellence Awards</u> | |
| H2.16.2.3.1 | <u>Nominations</u> (Open A File For Each Project And Number Consecutively.) | |
| H2.16.2.3.2 | Results | |
| H2.16.2.3.3 | Awards Ceremony | |
| H2.16.2.4 | <u>Heroes Of Batho Pele Wards</u> | |
| H2.16.2.4.1 | <u>Nominations</u> | |
| H2.16.2.4.2 | (Open A File For Each Project And Number Consecutively.) | |
| H2.16.2.4.3 | Results | |
| H2.16.2.4.2 | Awards Ceremony | |
| H2.16.2.4.3 | Results | |
| H2.17 | Awards Ceremony | |
| H2.18 | Changes Of Address (Including When A Department/ Division Moves To New Premises.) | |
| H2.19 | Provincial Borders/Demarcation | |
| H2.20 | Ministerial Enquiries (This File Is Only For Ministerial Enquiries/Subjects For Which No Provision Has Been Made In Any Of The Approved Current Filing Systems. A Ministerial Enquiry Regarding Allocation Of Revenue Will Be Filed On H3.4.3 Of This System, One Regarding Staff Dismissals On S4.3.5 Of The Uniform Personnel Filing System, Etc.) | |
| H2.20.P | <u>Anti-Corruption Measures</u> | |
| H2.20.R | Policy | |
| H2.20.1 | Routine Enquiries | |
| H2.20.1.1 | <u>Whistle-Blowing</u> | |
| H2.20.1.1.1 | <u>Hotline</u> | |
| H2.20.1.1.2 | Cases Reported | |
| H2.20.1.2 | <u>Investigations</u> (Open A File For Each Case And Number Consecutively.) | |
| H2.20.1.2.1 | <u>Protected Disclosures</u> | |
| | <u>Investigations</u> (Open A File For Each Case And Number Consecutively.) | |

| Number | Description | Disposal |
|------------|---|----------|
| H2.21 | <u>Expanded Public Works Programme (Ewpw)</u> (Lead Departments Are To Utilise The Relevant Main Series In Their Respective Line Functions Filing System For Correspondence Dealing With This Subject; For Internships/Learnerships Within Departments, See Main Series S4 Of The Uniform Personnel Functions Filing System.) | |
| H2.21.P | Policy | |
| H2.21.R | Routine Enquiries | |
| H2.21.1 | Skills Development/Job Creation | |
| H2.21.2 | <u>Infrastructure Development</u> | |
| H2.21.2.1 | Roads | |
| H2.21.2.2 | Bulidings | |
| H2.22 | <u>Provincial Growth And Development Strategy</u> | |
| H2.22.P | Policy | |
| H2.22.R | Routine Enquiries | |
| H2.22.1 | Implementation | |
| H2.22.1.1 | Spatial Development | |
| H2.23 | <u>2010 Fifa World Cup</u> (Lead Departments, E.g. Sport, Arts And Culture, Are To Utilise The Relevant Main Series In Their Respective Line Functions Filing System For Correspondence Dealing With This Subject; Minutes, Reports, Arrangements Of Meetings, Etc. Are To Be Handled Under Main Series H8) | |
| H2.23.P | Policy | |
| H2.23.R | Routine Enquiries | |
| H2.23.1 | Skills Development | |
| H2.23.2 | Infrastructure Development | |
| H2.24 | <u>Changes To Geographical Place Names</u> (Lead Departments, E.g. Sport, Arts And Culture, Are To Utilise The Relevant Main Series In Their Respective Line Functions Filing System For Correspondence Dealing With This Subject; Minutes, Reports, Arrangements Of Meetings, Etc. Are To Be Handled Under Main Series H8) | |
| H2.24.P | Policy | |
| H2.24.R | Routine Enquiries | |
| H2.24.1 | Research And Contributions | |
| H3. | <u>Finance</u> | |
| H3.P | Policy | |
| H3.R | Routine Enquiries | |
| H3.1 | <u>Estimates</u> | |
| H3.1.1 | Contribution To Member Of The Executive Council's (Mec's Budget Speech (For Other Speeches, See 9.2.2; For Contributions To National Ministers' Budget Speeches, See 3.1.10) | |
| H3.1.2 | <u>Compilation Of</u> | |
| H3.1.2.1 | General Estimate (Open A File For Each Regional / Branch Office Where Necessary And Number Consecutively.) | |
| H3.1.2.2 | <u>Capital Estimate</u> | |
| H3.1.2.2.1 | Major Works | |
| H3.1.2.2.2 | Minor Works | |
| H3.1.2.3 | Additional Estimate | |
| H3.1.3 | Excess And Virement Approvals | |
| H3.1.4 | Submission Of Budgets (This File Contains Covering Letters Only. The Actual Budget In Its Various Stages Of Revision Is Filed On 3.1.2.1 - 3.1.2.3) | |
| H3.1.5 | Commitments/Rollovers | |
| H3.1.6 | Early Warning System | |
| H3.1.7 | Medium Term Expenditure Framework (Mtef)/Medium Term Strategic Framework (Mtsf) | |
| H3.1.8 | Budget Verification | |

| Number | Description | Disposal |
|------------|--|----------|
| H3.1.9 | Shifting Of Funds | |
| H3.1.10 | Contributions To National Ministers' Budget Speeches | |
| H3.1.11 | Loans/Financial Assistance/Development Investment (E.g. By The Development Bank Of Southern Africa.) | |
| H3.2 | <u>Accounting Responsibility</u> | |
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| H6.R | Routine Enquiries | |
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| H7.2.9 | <u>Awards</u> | |
| | Nominations | |
| | Participation In Other Campaigns (Including Volunteer/Letsema Campaigns.) | |

| Number | Description | Disposal |
|--------------|--|----------|
| H7.2.10 | Advertisements | |
| H8 | <u>Composition And Meetings Of Bodies And Other Gatherings</u> | |
| H8.1 | <u>Concerning Support Functions</u> | |
| H8.1.1 | <u>Meetings</u> | |
| H8.1.1.P | Policy | |
| H8.1.1.1 | Arrangements | |
| H8.1.1.2 | <u>Agendas And Minutes</u> (Open A Separate File For Each Type Of Meeting And Number Consecutively, Eg. H8.1.1.2.1: Meetings Of Heads Of Divisions.) | |
| H8.1.2 | <u>Conferences/Forums</u> | |
| H8.1.2.P | Policy | |
| H8.1.2.R | Routine Enquiries | |
| H8.1.2.1 | <u>(Name Of First Conference/Forum)</u> | |
| H8.1.2.1.1 | Appointment / Registration Of Members | |
| H8.1.2.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.2.1.3 | Agendas, Minutes And Reports | |
| H8.1.2.1.3.1 | Distribution Of Minutes And Reports | |
| H8.1.2.2 | <u>(Name Of Next Conference/Forum)</u> | |
| H8.1.2.2.1 | Appointment / Registration Of Members | |
| H8.1.2.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.2.2.3 | Agendas, Minutes And Reports | |
| H8.1.2.2.3.1 | Distribution Of Minutes And Reports | |
| H8.1.3 | <u>Congresses/Chambers/Bargaining Bodies</u> | |
| H8.1.3.P | Policy | |
| H8.1.3.R | Routine Enquiries | |
| H8.1.3.1 | <u>(Name Of First Congress/Chamber/Bargaining Body)</u> | |
| H8.1.3.1.1 | Appointment / Registration Of Members | |
| H8.1.3.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.3.1.3 | Agendas, Minutes And Reports | |
| H8.1.3.1.3.1 | Distribution Of Minutes And Reports | |
| H8.1.3.2 | <u>(Name Of Next Congress/Chamber/Bargaining Body)</u> | |
| H8.1.3.2.1 | Appointment / Registration Of Members | |
| H8.1.3.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.3.2.3 | Agendas, Minutes And Reports | |
| H8.1.3.2.3.1 | Distribution Of Minutes And Reports | |
| H8.1.4 | <u>Councils</u> | |
| H8.1.4.P | Policy | |
| H8.1.4.R | Routine Enquiries | |
| H8.1.4.1 | <u>(Name Of First Council)</u> | |
| H8.1.4.1.1 | Appointment / Registration Of Members | |
| H8.1.4.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.4.1.3 | Agendas, Minutes And Reports | |
| H8.1.4.1.3.1 | Distribution Of Minutes And Reports | |
| H8.1.4.2 | <u>(Name Of Next Council)</u> | |
| H8.1.4.2.1 | Appointment / Registration Of Members | |
| H8.1.4.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.4.2.3 | Agendas, Minutes And Reports | |
| H8.1.4.2.3.1 | Distribution Of Minutes And Reports | |
| H8.1.5 | <u>Workshops</u> | |
| H8.1.5.P | Policy | |
| H8.1.5.R | Routine Enquiries | |
| H8.1.5.1 | <u>(Name Of First Workshop)</u> | |
| H8.1.5.1.1 | Appointment / Registration Of Members | |
| H8.1.5.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.5.1.3 | Agendas, Minutes And Reports | |
| H8.1.5.1.3.1 | Distribution Of Minutes And Reports | |
| H8.1.5.2 | <u>(Name Of Next Workshop)</u> | |
| H8.1.5.2.1 | Appointment / Registration Of Members | |
| H8.1.5.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |

| Number | Description | Disposal |
|--------------|---|----------|
| H8.1.5.2.3 | Agendas, Minutes And Reports | |
| H8.1.5.2.3.1 | Distribution Of Minutes And Reports | |
| H8.1.6 | <u>Own Commissions</u> | |
| H8.1.6.P | Policy | |
| H8.1.6.R | Routine Enquiries | |
| H8.1.6.1 | <u>(Name Of First Own Commission)</u> | |
| H8.1.6.1.1 | Appointment / Registration Of Members | |
| H8.1.6.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.6.1.3 | Agendas, Minutes And Reports | |
| H8.1.6.1.3.1 | Distribution Of Minutes And Reports | |
| H8.1.6.2 | <u>(Name Of Next Own Commission)</u> | |
| H8.1.6.2.1 | Appointment / Registration Of Members | |
| H8.1.6.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.6.2.3 | Agendas, Minutes And Reports | |
| H8.1.6.2.3.1 | Distribution Of Minutes And Reports | |
| H8.1.7 | <u>Other Commissions</u> | |
| | (Eg. Commission For Conciliation, Mediation And Arbitration.) | |
| H8.1.7.P | Policy | |
| H8.1.7.R | Routine Enquiries | |
| H8.1.7.1 | <u>(Name Of First Other Commission)</u> | |
| H8.1.7.1.1 | Appointment / Registration Of Members | |
| H8.1.7.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.7.1.3 | Agendas, Minutes And Reports | |
| H8.1.7.1.3.1 | Distribution Of Minutes And Reports | |
| H8.1.7.2 | <u>(Name Of Next Other Commission)</u> | |
| H8.1.7.2.1 | Appointment / Registration Of Members | |
| H8.1.7.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.7.2.3 | Agendas, Minutes And Reports | |
| H8.1.7.2.3.1 | Distribution Of Minutes And Reports | |
| H8.1.8 | <u>Own Committees</u> | |
| H8.1.8.P | Policy | |
| H8.1.8.R | Routine Enquiries | |
| H8.1.8.1 | <u>(Name Of First Own Committee)</u> | |
| H8.1.8.1.1 | Appointment/Registration Of Members | |
| H8.1.8.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.8.1.3 | Agendas, Minutes And Reports | |
| H8.1.8.1.3.1 | Distribution Of Minutes And Reports | |
| H8.1.8.2 | <u>(Name Of Next Own Committee)</u> | |
| H8.1.8.2.1 | Appointment/Registration Of Members | |
| H8.1.8.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.8.2.3 | Agendas, Minutes And Reports | |
| H8.1.8.2.3.1 | Distribution Of Minutes And Reports | |
| H8.1.9 | <u>Other Committees</u> | |
| H8.1.9.P | Policy | |
| H8.1.9.R | Routine Enquiries | |
| H8.1.9.1 | <u>(Name Of First Own Committee)</u> | |
| H8.1.9.1.1 | Appointment/Registration Of Members | |
| H8.1.9.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.9.1.3 | Agendas, Minutes And Reports | |
| H8.1.9.1.3.1 | Distribution Of Minutes And Reports | |
| H8.1.9.2 | <u>(Name Of Next Other Committee)</u> | |
| H8.1.9.2.1 | Appointment/Registration Of Members | |
| H8.1.9.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.1.9.2.3 | Agendas, Minutes And Reports | |
| H8.1.9.2.3.1 | Distribution Of Minutes And Reports | |
| H8.2 | <u>Concerning Line Functions</u> | |
| H8.2.1 | <u>Meetings</u> | |
| H8.2.1.P | Policy | |

| Number | Description | Disposal |
|--------------|--|----------|
| H8.2.1.1 | Arrangements | |
| H8.2.1.2 | <u>Agendas And Minutes</u> (Open A Separate File For Each Type Of Meeting And Number Consecutively, e.g. 8.2.1.2.1: Meetings Of Line Function Managers.) | |
| H8.2.2 | <u>Conferences</u> | |
| H8.2.2.P | Policy | |
| H8.2.2.R | Routine Enquiries | |
| H8.2.2.1 | <u>(Name Of First Conference)</u> | |
| H8.2.2.1.1 | Appointment / Registration Of Members | |
| H8.2.2.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.2.1.3 | Agendas, Minutes And Reports | |
| H8.2.2.1.3.1 | Distribution Of Minutes And Reports | |
| H8.2.2.2 | <u>(Name Of Next Conference)</u> | |
| H8.2.2.2.1 | Appointment / Registration Of Members | |
| H8.2.2.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.2.2.3 | Agendas, Minutes And Reports | |
| H8.2.2.2.3.1 | Distribution Of Minutes And Reports | |
| H8.2.3 | <u>Congresses/Unions/Associations</u> | |
| H8.2.3.P | Policy | |
| H8.2.3.R | Routine Enquiries | |
| H8.2.3.1 | <u>(Name Of First Congress/Union/Association)</u> | |
| H8.2.3.1.1 | Appointment / Registration Of Members | |
| H8.2.3.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.3.1.3 | Agendas, Minutes And Reports | |
| H8.2.3.1.3.1 | Distribution Of Minutes And Reports | |
| H8.2.3.2 | <u>(Name Of Next Congress/Union/Association)</u> | |
| H8.2.3.2.1 | Appointment / Registration Of Members | |
| H8.2.3.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.3.2.3 | Agendas, Minutes And Reports | |
| H8.2.3.2.3.1 | Distribution Of Minutes And Reports | |
| H8.2.4 | <u>Councils</u> | |
| H8.2.4.P | Policy | |
| H8.2.4.R | Routine Enquiries | |
| H8.2.4.1 | <u>(Name Of First Council)</u> | |
| H8.2.4.1.1 | Appointment / Registration Of Members | |
| H8.2.4.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.4.1.3 | Agendas, Minutes And Reports | |
| H8.2.4.1.3.1 | Distribution Of Minutes And Reports | |
| H8.2.4.2 | <u>(Name Of Next Council)</u> | |
| H8.2.4.2.1 | Appointment / Registration Of Members | |
| H8.2.4.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.4.2.3 | Agendas, Minutes And Reports | |
| H8.2.4.2.3.1 | Distribution Of Minutes And Reports | |
| H8.2.5 | <u>Workshops</u> | |
| H8.2.5.P | Policy | |
| H8.2.5.R | Routine Enquiries | |
| H8.2.5.1 | <u>(Name Of First Workshop)</u> | |
| H8.2.5.1.1 | Appointment / Registration Of Members | |
| H8.2.5.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.5.1.3 | Agendas, Minutes And Reports | |
| H8.2.5.1.3.1 | Distribution Of Minutes And Reports | |
| H8.2.5.2 | <u>(Name Of Next Workshop)</u> | |
| H8.2.5.2.1 | Appointment / Registration Of Members | |
| H8.2.5.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.5.2.3 | Agendas, Minutes And Reports | |
| H8.2.5.2.3.1 | Distribution Of Minutes And Reports | |
| H8.2.6 | <u>Own Commissions</u> | |
| H8.2.6.P | Policy | |

| Number | Description | Disposal |
|--------------|---|----------|
| H8.2.6.R | Routine Enquiries | |
| H8.2.6.1 | <u>(Name Of First Own Commission)</u> | |
| H8.2.6.1.1 | Appointment / Registration Of Members | |
| H8.2.6.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.6.1.3 | Agendas, Minutes And Reports | |
| H8.2.6.1.3.1 | Distribution Of Minutes And Reports | |
| H8.2.6.2 | <u>(Name Of Next Own Commission)</u> | |
| H8.2.6.2.1 | Appointment / Registration Of Members | |
| H8.2.6.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.6.2.3 | Agendas, Minutes And Reports | |
| H8.2.6.2.3.1 | Distribution Of Minutes And Reports | |
| H8.2.7 | <u>Other Commissions</u> (e.g. Commission For Conciliation, Mediation And Arbitration.) | |
| H8.2.7.P | Policy | |
| H8.2.7.R | Routine Enquiries | |
| H8.2.7.1 | <u>(Name Of First Other Commission)</u> | |
| H8.2.7.1.1 | Appointment / Registration Of Members | |
| H8.2.7.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.7.1.3 | Agendas, Minutes And Reports | |
| H8.2.7.1.3.1 | Distribution Of Minutes And Reports | |
| H8.2.7.2 | <u>(Name Of Next Other Commission)</u> | |
| H8.2.7.2.1 | Appointment / Registration Of Members | |
| H8.2.7.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.7.2.3 | Agendas, Minutes And Reports | |
| H8.2.7.2.3.1 | Distribution Of Minutes And Reports | |
| H8.2.8 | <u>Own Committees</u> | |
| H8.2.8.P | Policy | |
| H8.2.8.R | Routine Enquiries | |
| H8.2.8.1 | <u>(Name Of First Own Committee)</u> | |
| H8.2.8.1.1 | Appointment/Registration Of Members | |
| H8.2.8.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.8.1.3 | Agendas, Minutes And Reports | |
| H8.2.8.1.3.1 | Distribution Of Minutes And Reports | |
| H8.2.8.2 | <u>(Name Of Next Own Committee)</u> | |
| H8.2.8.2.1 | Appointment/Registration Of Members | |
| H8.2.8.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.8.2.3 | Agendas, Minutes And Reports | |
| H8.2.8.2.3.1 | Distribution Of Minutes And Reports | |
| H8.2.9 | <u>Other Committees</u> | |
| H8.2.9.P | Policy | |
| H8.2.9.R | Routine Enquiries | |
| H8.2.9.1 | <u>(Name Of First Other Committee)</u> | |
| H8.2.9.1.1 | Appointment/Registration Of Members | |
| H8.2.9.1.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.9.1.3 | Agendas, Minutes And Reports | |
| H8.2.9.1.3.1 | Distribution Of Minutes And Reports | |
| H8.2.9.2 | <u>(Name Of Next Other Committee)</u> | |
| H8.2.9.2.1 | Appointment/Registration Of Members | |
| H8.2.9.2.2 | Arrangement Of Meetings And Distribution Of Agendas | |
| H8.2.9.2.3 | Agendas, Minutes And Reports | |
| H8.2.9.2.3.1 | Distribution Of Minutes And Reports | |
| H8.3 | <u>Invitations Received</u> | |
| H8.3.1 | Routine Correspondence (This File Is Only For Invitations Received For Workshops, Seminars, Summits Etc. Where The Department Does <u>Not</u> Send A Representative, Or For Once-Off Gatherings Only; This File Includes Invitations To Both Line And Support Function Gatherings.) | |
| H8.4 | <u>Visits By Dignitaries</u> | |

| Number | Description | Disposal |
|------------|---|----------|
| H8.4.1 | Routine Correspondence (This File Is Only For Correspondence Of A Routine Nature Concerning Once-Off Visits By Dignitaries, For Which No Minutes Are Generated. For Visits Where Minutes Are Generated, See The Appropriate File In Sub-Series H8.1 And H8.2 Above; This File Includes Correspondence Regarding both Support And Line Function Visits.) | |
| H9. | <u>Reports, Returns And Information</u> | |
| H9.1 | <u>Reports And Returns</u> (This Sub-Series Should Only Be Used For Annual, Quarterly, Monthly And Other Reports And Returns Which Cannot Be Placed Under Any Other Main Series. See Also Par.7 Of The General Instructions; Other Reports And Returns Pertaining To Subjects For Which Separate Main Series Have Been Provided Should Be Dealt With Under The Relevant Main Series.) | |
| H9.1.P | Policy | |
| H9.1.1 | <u>Annual Report</u> | |
| H9.1.1.1 | Joint Report | |
| H9.1.1.2 | <u>Contribution By Head Office Sections</u> | |
| H9.1.1.3 | <u>Contributions By Regional Offices</u> (Open A File For Each Office And File According To Annexure B.) | |
| H9.1.1.4 | Printing Of | |
| H9.1.1.5 | Distribution | |
| H9.1.2 | Incidental Reports And Returns | |
| H9.1.3 | <u>Quarterly Report</u> | |
| H9.1.3.1 | Joint Report | |
| H9.1.3.2 | <u>Contribution By Head Office Sections</u> | |
| H9.1.3.3 | <u>Contributions By Regional Offices</u> | |
| H9.1.3.4 | Printing Of | |
| H9.1.3.5 | Distribution | |
| H9.1.4 | <u>Monthly Report</u> | |
| H9.1.4.1 | Joint Report | |
| H9.1.4.2 | <u>Contribution By Head Office Sections</u> | |
| H9.1.4.3 | <u>Contributions By Regional Offices</u> | |
| H9.1.4.4 | Printing Of | |
| H9.1.4.5 | Distribution | |
| H9.2 | <u>Information</u> (Only Information On Subjects Which Are Not Provided For In Any Other Main Series Should Be Dealt With Here.) | |
| H9.2.P | Policy | |
| H9.2.1 | Questions In Parliament | |
| H9.2.2 | <u>Contributions To Speeches</u> (For Contributions To Mec's Budget Speech, See 3.1.1; For Contributions To National Ministers' Budget Speeches, See 3.1.10) | |
| H9.2.2.1 | Premier's Opening Speech | |
| H9.2.2.2 | Head Of Department's Speeches | |
| H9.2.2.3 | Mec's Speeches Other Than Budget | |
| H9.2.2.4 | <u>State President's Speeches</u> | |
| H9.2.2.4.1 | In National Assembly | |
| H9.2.2.4.2 | During Visits To Northern Cape | |
| H9.2.2.4.3 | During Visits To Other Provinces/Countries | |
| H9.2.2.5 | <u>Speeches By National Minister</u> (Other Than Budget Speeches. For Budget Speeches, See H3.1.10) | |
| H9.2.2.5.1 | In National Assembly | |
| H9.2.2.5.2 | During Visits To Northern Cape | |
| H9.2.3 | Information Provided By Other Bodies (e.g. Central Statistical Services.) | |
| H10. | <u>Legal Services</u> (For Meetings Of Bodies, See Main Series H8; For Misconduct Issues In Departments Without A Fully Fledged Legal Services Section, See Main Series S9 Of The Uniform Personnel Functions Filing System.) | |
| H10.P | Policy | |
| H10.R | Routine Enquiries | |
| H10.1 | <u>Litigation</u> (For Straight Financial Claims, See Main Series H3) | |
| H10.1.1 | <u>Claims</u> | |

| Number | Description | Disposal |
|-----------|---|----------|
| H10.1.1.1 | Against Department | |
| H10.1.1.2 | For Department | |
| H10.1.2 | Resulting In Court Actions | |
| H10.2 | <u>Legal Opinions</u> | |
| H10.2.1 | Trusts | |
| H10.3 | <u>Misconduct/Grievances</u> | |
| H10.3.1 | Grievances (Individual Cases Are Handled On Sg Files. See The List Of Series Of Separate Case Files.) | |
| H10.3.2 | Misconduct (Individual Cases Are Handled On Sm Files. See The List Of Series Of Separate Case Files.) | |
| H10.3.3 | Complaints By Staff (For Complaints Against Staff, See S9.4.1 In The Uniform Personnel Functions File Plan; Individual Cases Are Handled On Sc Files. See The List Of Series Of Separate Case Files.) | |
| H10.4 | <u>State Attorney</u> | |
| H10.4.1 | Defence For Officials (Individual Cases Are Handled On Sm Files. See The List Of Series Of Separate Case Files.) | |
| H10.5 | <u>Appeals</u> (Individual Cases Are Handled On Sm Files. See The List Of Series Of Separate Case Files.) | |
| H10.6 | <u>Presiding Officers</u> | |
| H10.6.1 | <u>Requests Received From</u> | |
| H10.6.1.1 | Municipalities | |
| H10.6.2 | <u>Cases</u> (Open A File For Each Case And Number Consecutively.) | |
| H10.7 | <u>Other Investigations</u> | |
| H10.7.1 | Workmen's Compensation (Individual Cases Are Handled On Si Files. See The List Of Series Of Separate Case Files.) | |
| H10.7.2 | <u>Project Irregularities</u> (Open A File For Each Case And Number Consecutively.) | |
| H10.7.3 | Management Of Discipline | |
| H10.7.4 | <u>Assistance To Other Institutions</u> (For Requests For Presiding Officers, See Sub-Series H10.6) | |
| H10.7.4.P | Policy | |
| H10.7.4.R | Routine Enquiries | |
| H10.7.4.1 | (<u>Name Of First Institution</u>) (Open A File For Each Case And File According To The Persal/Salary Number Of The Official Concerned, Eg. H10.7.4.1-9876543) | |
| H10.7.4.2 | (<u>Name Of Next Institution</u>) (Open A File For Each Case And File According To The Persal/Salary Number Of The Official Concerned, Eg. H10.7.4.2-9876543) | |