



**Western Cape
Government**

Education

**WESTERN CAPE
EDUCATION DEPARTMENT
1 –15 FILING PLAN**

(iii)

1. STATUTORY AND REGULATORY FRAMEWORK

This main series has to do with all functions relating to the Constitution, National and Western Cape Government Legislation, International laws and Conventions.

NUMBER	DESCRIPTION	DISPOSAL
1/1	National Constitutional Framework	
1/1/P	Policy	A20
1/1/R	Routine enquiries	D3
1/1/1	Constitution of the Republic of South Africa	
1/1/1/1	Amendments	D10
1/1/1/2	Interpretation and legal opinions	A20
1/2	International Legislation	
1/2/P	Policy	A20
1/2/R	Routine enquiries	D3
1/2/1	Name of International Law or Convention	
1/2/1/1	Amendments	D10
1/2/1/2	Interpretation and legal opinions	A20
1/3	National Legislation	
1/3/P	Policy (includes Green and White Papers)	A20
1/3/R	Routine enquiries	D3
1/3/1	<u>Bill/ Act</u> (Including amendment legislation)	
1/3/1/1	<u>Title of Bill or Act</u> (Open a file for every Act/Bill e.g. 1/3/1/1/NAC 1 of 2020-2021)	D10
1/3/1/1/1	Comments and implementation	D10
1/3/1/1/2	Interpretation and legal opinions	A20
1/4	Western Cape Government Legislation (includes Constitution)	A20
1/4/1	<u>Bill/ Act</u>	
1/4/1/1	<u>Title of Bill/ Act</u> (Open a file for every Act/Bill e.g. 1/4/1/1/PAC 1 of 2020-2021)	A20
1/4/1/1/P	Policy (Includes Green and White Papers)	A20
1/4/1/1/R	Routine enquiries	D3
1/4/1/1/1	Drafting and amendments (Open a file for each cabinet submission e.g. 1/4/1/1/1CS of 2020-2021)	A20
1/4/1/1/2	Comments and Implementation	A20
1/4/1/1/3	Interpretation and Legal Opinions	A20
1/4/2	<u>Subordinate Legislation</u> (Regulations, Proclamations, Guidelines and Instructions in terms of Legislation)	
1/4/2/1	<u>Title</u> (Open a file for subordinate legislation e.g. 1/4/2/1/SL 1 of 2020-2021)	D10
1/4/2/1/1	Comments and Implementation	A20
1/4/2/1/2	Interpretations and Legal Opinions	A20

2. ORGANISATION AND CONTROL

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

NUMBER	DESCRIPTION	DISPOSAL
2/1	Reorganisation of functions	
2/1/1	Acquisition of functions	A20
2/1/2	Relinquishing of functions	A20
2/1/3	Privatisation of services and functions	A20
2/2	Delegation of Powers	
2/2/1	Permanent delegations (Open a file per Delegating Authority e.g. 2/2/1/Name of Delegating Authority)	A20
2/2/1/1	Statutory delegations (Open a file per Statutory delegation e.g.2/2/1/1/Name of statutory delegation)	A20
2/2/2	Temporary delegations (Open a file per Delegating Authority e.g. 2/2/2/Name of Delegating Authority)	D3
2/3	Establishment of new sections/offices	A20
2/4	Planning	
2/4/P	Policy	A20
2/4/R	Routine enquiries	D3
2/4/1	Strategic planning (Open a file per Department and Financial Year e.g. 2/4/1/Name of Department/Financial Year)	A20
2/4/2	Business plan (Open a file per Department and Financial Year e.g. 2/4/2/Name of Department/Financial Year)	A20
2/4/3	Annual Performance Plan (APP) (Open a file per Department and Financial Year e.g. 2/4/3/Name of Department/Financial Year)	A20
2/4/3/1	Evidence (Open a file per financial year and unit)	DAU3
2/5	Office Instructions and Codes	
2/5/1	Office Instructions	A20
2/5/2	Staff Codes (Also includes Code of Conduct)	A20
2/5/3	Gift register	DAU3
2/6	Organisational performance systems	
2/6/1	Performance audits (Open a file per Department and Financial Year e.g.2/6/1/Name of Department/2020-2021)	DAU3
2/6/2	Service delivery improvement plan (Open a file per Department and Financial Year e.g.2/6/2/Name of Department/2020-2021)	DAU3

NUMBER	DESCRIPTION	DISPOSAL
2/7	Reports (1. This sub series should only be used for annual, quarterly, monthly and other reports which cannot be placed under any other main series. 2. Other reports and returns pertaining to subjects for which separate main series have been provided for should be dealt with under the relevant main series.)	
2/7/P	Policy	A20
2/7/R	Routine enquiries	D3
2/7/1	Annual reports	
2/7/1/1	<u>Compilation of own reports</u> (Open a file according to the name of the report e.g. 2/7/1/1/Name of Report)	A20
2/7/1/2	Annual reports received from other departments and institutions (For other publications received from government departments and other institutions see 9/7/2/1)	
2/7/1/2/1	Acknowledgement of receipt (Open a file according to the name of the department e.g. 2/7/1/2/1/Name of Department/Chief Directorate)	D3
2/7/2	Quarterly progress reports (Open a file according to the name of the department e.g. 2/7/2/Name of Department/Chief Directorate)	D3
2/7/3	Monthly progress reports (Open a file according to the name of the department e.g. 2/7/3/Name of department/Chief Directorate)	D3
2/8	Policy and Strategy	
2/8/1	<u>Strategic support</u>	
2/8/1/P	Policy	A20
2/8/1/R	Routine enquiries	D3
2/8/1/1	Research	A20
2/8/1/2	<u>Strategic Planning</u>	
2/8/1/2/1	Department of the Premier (Open a file for each plan and number 2/8/1/2/1/Name of Branch, component etc.)	A20
2/8/1/2/2	Provincial Departments (Open a file for each plan and number 2/8/1/2/2/Name of Department)	A20
2/8/1/2/3	Performance	
2/8/1/2/3/1	Department of the Premier (Open a file for each plan and number 2/8/1/2/3/1/Name of Branch, component etc.)	D3
2/8/1/2/3/2	Provincial Departments (Open a file for each plan and number 2/8/1/2/3/2/Name of Department)	D3
2/8/1/3	<u>Reports</u>	
2/8/1/3/1	<u>Provincial Treasury</u>	
2/8/1/3/1/1	Annual Performance Plan (APP)	A20
2/8/1/3/1/1/1	Input from clients (Open a file for each report and number, e.g. 2/8/1/3/1/1/1/Name of client)	DAU3
2/8/1/3/1/2	Quarterly report	A20
2/8/1/3/1/2/1	Input from clients	DAU3

NUMBER	DESCRIPTION	DISPOSAL
	(Open a file for each report and number e.g. 2/8/1/3/1/2/1/Name of client)	
2/8/1/3/1/3	Annual report	A20
2/8/1/3/1/3/1	Input from clients (Open a file for each report and number, e.g. 2/8/1/3/13/1/Name of client)	DAU3
2/8/1/3/1/4	Medium Term Expenditure Committee (MTEC)	A20
2/8/1/3/1/4/1	Input from clients (Open a file for each report and number as follows, e.g. 2/8/1/3/1/4/1/Name of client)	DAU3
2/8/1/3/1/4/2	APP Evaluation (Open a file for each Department, e.g. 2/8/1/3/1/4/2/Name of Department)	DAU3
2/8/1/3/2	Parliament	
2/8/1/3/2/1	Annual Performance Plan (APP)	A20
2/8/1/3/2/2	Annual report	D3
2/8/2	Policy and Strategy Development (Open a file for each Policy/strategy, e.g. 2/8/2/Name of Policy/strategy)	A20
2/8/2/R	Routine enquiry	D3
2/8/2/1	Database	D3
2/8/3	<u>Policy analysis/Comments</u>	
2/8/3/1	Provincial Policy (Open a file for each Sector and Provincial Strategic Objective, e.g. 2/8/3/1/Name of Sector/PSO)	A20
2/8/3/2	Provincial Government intervention (Open a file for each Sector and Provincial Strategic Objective, e.g. 2/8/3/2/Name of Sector/PSO)	A20
2/8/3/3	National Policies (Open a file for each Sector and National Outcome, e.g. 2/8/3/3/Name of Sector/NO)	A20
2/8/3/4	National Strategies (Open a file for each Sector and National Outcome, e.g. 2/8/3/4/Name of Sector/NO)	A20
2/8/4	Policy Review (Open a file for each Sector, e.g. 2/8/4/Name of Sector)	A20
2/8/5	<u>Executive Advice</u> (Open a file for each Executive request, e.g. 2/8/5/Name of Requestor)	D3
2/8/6	<u>Programme and Project Initiation</u>	
2/8/6/1	Integrated Government Programmes (Open a file for each Sector, Provincial Strategic Objective and intervention, e.g. 2/8/6/1/Sector Name, PSO, Name of intervention)	A20
2/8/6/2	Departmental Specific Strategic Programmes (Open a file for each Sector, Provincial Strategic Objective and intervention, e.g. 2/8/6/2/Sector Name, PSO, Name of intervention)	A20
2/8/6/3	Presidential/ Other National Programmes (Open a file for each Sector, National Objective and intervention, e.g. 2/8/6/3/Sector Name, NO, Name of intervention)	A20
2/8/6/4	Cluster/ Departmental Strategic Development Plans (Open a file for each Sector, National Objective and intervention, e.g. 2/8/6/4/ Sector Name, PSO, Name of intervention)	A20

NUMBER	DESCRIPTION	DISPOSAL
2/9	Strategic Management Information	
2/9/P	Policy	A20
2/9/R	Routine enquiries	D3
2/9/1	<u>Provincial Monitoring</u>	
2/9/1/P	Policy	A20
2/9/1/1	Provincial Wide Monitoring and Evaluation System (PWMES) (Open a file per phase e.g. 2/9/1/1/Name of phase)	A20
2/9/1/2	Reports (Open a file per financial year e.g. 2/9/1/1/Financial Year)	A20
2/9/2	Data Governance	D3
2/9/2/1	Model	D3
2/9/2/2	Infrastructure	D3
2/9/2/3	Core Directory of Common Data Sources (Open a file per Data Source, e.g. 2/9/2/3/Name of Date Source)	D3
2/9/3	<u>Programme and Project Performance</u>	
2/9/3/P	Policy	A20
2/9/3/1	Methodology and Standards	A20
2/9/4	<u>Executive Projects Dashboard</u>	
2/9/4/1	<u>Quarterly Reports</u> (Open a file per financial year e.g. 2/9/4/1/Financial Year)	DAU3
2/9/4/2	Enhancements and Maintenance (Open a file per financial year, e.g. 2/9/4/2/Financial Year)	D3
2/9/4/3	Operating Procedures, User Guides and Templates	A20
2/9/5	<u>Spatial Information</u>	
2/9/5/P	Policy	A20
2/9/5/1	Strategic Framework	A20
2/9/5/2	Spatial and Geographical Information Systems	A20
2/9/5/3	Products (Open a file per financial year e.g. 2/9/5/3/Financial Year)	D3
2/9/6	Projects (Open a file per project e.g. 2/9/6/Name of project. Will contain information on Facilitation, M&E, Reports)	A20
2/10	Corporate Service Centre	
2/10/P	Policy	A20
2/10/R	Routine enquiries	D3
2/10/1	<u>Reports</u>	
2/10/1/1	Monthly (Open a file per Directorate e.g. 2/10/1/1/Name of Directorate)	D3
2/10/1/2	Quarterly (Open a file per Directorate e.g. 2/10/1/2/Name of Directorate)	D3
2/10/1/3	Annual (Open a file per Directorate e.g. 2/10/1/3/Name of Directorate)	A20
2/10/1/4	National (Open a file per name of report e.g. 2/10/1/4/Name of report)	D3
2/11	Corporate Assurance	
2/11/1	<u>Enterprise Risk Management (ERM)</u>	
2/11/1/P	Policy	A20
2/11/1/R	Routine enquiries	D3
2/11/1/1	Maturity model and departmental assessments (Open a file per department/cluster and financial year e.g. 2/11/1/1/Name of department/cluster/Financial Year)	DAU3

NUMBER	DESCRIPTION	DISPOSAL
2/11/1/1/1	Processes (Open a file per department/cluster and financial year e.g. 2/11/1/1/1/Name of department/cluster/Financial Year)	DAU3
2/11/1/1/2	Risk Management system	
2/11/1/1/2/1	Software (Open a file per type of software e.g. 2/11/1/1/2/1/Name of software)	DAU3
2/11/1/1/2/2	International grading (Open a file per department/cluster and financial year e.g. 2/11/1/2/2/2/Name of department/cluster/Financial Year) (COSO / ISO 31000)	DAU3
2/11/1/1/3	Risk register and mitigations (Open a file per department/cluster and financial year e.g. 2/11/1/2/3/Name of department/cluster/Financial Year)	DAU3
2/11/1/1/4	Risk profile and trend analysis (Open a file per department/cluster and financial year e.g. 2/11/1/2/4/Name of department/cluster/Financial Year)	DAU3
2/11/1/1/5	ERM plan (Open a file per department/cluster and financial year e.g. 2/11/1/2/5/Name of department/cluster/Financial Year)	DAU3
2/11/1/1/6	Western Cape Government Risk Profile	DAU3
2/11/1/2	ERM Committees (Open a file per department / cluster per financial year e.g. 2/11/1/3/Name of department/cluster/Financial Year)	DAU3
2/11/1/3	Reports (Open a file per report per financial year e.g. 2/11/1/4/Name of report/Financial Year)	A20
2/11/1/4	Non conformance management (Open a file per report per financial year e.g. 2/11/1/5/Name of report/Financial Year)	DAU3
2/11/1/5	Register	
2/11/1/5/1	Achievement (Open a file per department/cluster e.g. 2/11/1/6/1/Name of report)	DAU3
2/11/1/5/2	Lessons learnt (Open a file per department/cluster e.g. 2/11/1/6/2/Name of report)	DAU3
2/11/1/6	Business	
2/11/1/6/1	Plan	A20
2/11/1/6/2	Reports	A20
2/11/2	Forensic Investigations (FI)	
2/11/2/P	Policy	A20
2/11/2/R	Routine enquiries	D3
2/11/2/1	Fraud Prevention Strategy	A20
2/11/2/2	Fraud Prevention Plans (Open a file per department and financial year e.g. 2/11/2/2/Name of department/Financial Year)	A20
2/11/2/3	Investigations (Open a file per FIUnit number and financial year e.g. 2/11/2/3/FIUnit number/Financial Year)	DAU3
2/11/2/4	Prevention (Open a file per intervention and financial year e.g. 2/11/2/4/Name of intervention/Financial Year)	DAU3
2/11/2/5	Legal	DAU5

NUMBER	DESCRIPTION	DISPOSAL
2/11/3	Internal Audit	
2/11/3/P	Policy	A20
2/11/3/R	Routine enquiries	D3
2/11/3/1	Rolling Three Year Operational Plans (Open a file per department and financial year e.g. 2/11/3/1/Name of department/Financial Year)	DAU5
2/11/3/1/1	Engagements (Projects) (Open a file per department, audit area and per financial year e.g. 2/11/3/1/1/Name of department/Audit area/Financial Year)	DAU5
2/11/3/1/2	Reports	
2/11/3/1/2/1	Monthly Progress (Open a file per department and financial year e.g. 2/11/3/1/2/1/Name of department/Financial Year)	DAU3
2/11/3/1/2/2	Quarterly Audit Committee (Open a file per cluster, and per financial year e.g. 2/11/3/1/2/2/Name of cluster/Financial Year)	DAU3
2/11/3/1/3	Quality assurance and improvement programme (Open a file per financial year, e.g. 2/11/3/1/3/Financial year and file numerical.)	DAU3
2/11/3/1/4	Audit Committees	
2/11/3/1/4/1	Service Contracts (Open a file per cluster e.g. 2/11/3/1/4/1/Name of cluster)	DAU3
2/11/3/1/4/2	Correspondence (Open a file per cluster e.g. 2/11/3/1/4/2/Name of cluster)	DAU3

3. HUMAN RESOURCE MANAGEMENT

- (1. This main series deals with all functions relating to the management of the department's employees. Files under this main series should be used for general employees' matters only.
- (2. Correspondence in connection with a particular person is placed on the personal files, which do not form part of this file plan. See the List of Series of Separate Case Files attached as iv.
- (3. Persal Institution Number to be used for all case files. Attached as v.)

NUMBER	DESCRIPTION	DISPOSAL
3/1	Organisation Development	
3/1/1	Organizational Behaviour	
3/1/1/1	Employee Health and Wellness	D3
3/1/1/1/P	Policy	A20
3/1/1/1/R	Routine Enquiries	D3
3/1/1/1/1	First level of care	
3/1/1/1/1/1	Assessments and referrals	D3
3/1/1/1/1/2	Reasonable accommodation for people with disabilities	D3
3/1/1/1/2	Reports	
3/1/1/1/2/1	Service providers (Open a file per Service Provider and financial year e.g. 3/1/1/1/2/1/Name of Service Provider/Financial Year)	D3
3/1/1/1/2/2	Transversal Wellness Contract (Open a file per Department e.g. 3/1/1/1/2/2/Name of Department per Financial Year)	A20
3/1/1/1/2/3	Monthly (Open a file per Department e.g. 3/1/1/1/2/3/Name of Department per Financial Year)	D3
3/1/1/1/2/4	Quarterly (Open a file per Department e.g. 3/1/1/1/2/4/Name of Department per Financial Year)	D3
3/1/1/1/2/5	Annually (Open a file per Department e.g. 3/1/1/1/2/5/Name of department per Financial Year)	A20
3/1/1/1/2/6	HIV and AIDS (Open a file per Department e.g. 3/1/1/1/2/6/Name of Department per Financial year) (File to be dealt with as confidential)	D5
3/1/1/1/2/7	Readiness Assessment	D3
3/1/1/1/2/8	Needs Assessment	D3
3/1/1/1/3	Services Promotion	D3
3/1/1/1/4	Promotion	
3/1/1/1/4/1	Raising Awareness	D3
3/1/1/1/4/2	Campaigns	D3
3/1/1/1/5	Monitoring and evaluation (Open a file per Department and financial year e.g. 3/1/1/1/5/Name of department/Financial Year)	D3
3/1/1/1/5/1	Contract management	A20
3/1/1/1/6	Programme (Open a file per Financial Year e.g. 3/1/1/1/6/Financial Year)	D3
3/1/1/1/7	Procedures and Guidelines	D3

NUMBER	DESCRIPTION	DISPOSAL
3/1/1/2	Provincial Assessment Centre	D3
3/1/1/2/P	Policy	A20
3/1/1/2/R	Routine Enquiries	D3
3/1/1/2/1	Service Providers	D3
3/1/1/3	Behaviour Interventions	D3
3/1/1/3/R	Routine Enquiries	D3
3/1/1/3/1	Reports	A20
3/1/1/4	Research and Capacity Building	A20
3/1/1/4/R	Routine Enquiries	D3
3/1/1/4/1	Surveys (Open a file per Survey e.g. 3/1/1/4/1/Name of survey)	D5
3/1/1/4/2	Methodologies	A20
3/1/2	Process Design and Improvement	
3/1/2/P	Policy	A20
3/1/2/1	Process Design Interventions (Open a file per Department e.g. 3/1/2/1/Name of department)	D15
3/1/2/2	Transversal: Process Design Interventions (Open a file per request e.g. 3/1/2/2/Name of intervention)	D15
3/1/2/3	Batho Pele Interventions (Open a file per Department e.g. 3/1/2/3/Name of department)	D10
3/1/2/3/1	Transversal (Open a file per request e.g. 3/1/2/3/1/Name of intervention)	A20
3/1/2/4	Service Delivery Interventions (Open a file per Department e.g. 3/1/2/4/Name of department)	D10
3/1/2/5	Transversal (Open a file per request e.g. 3/1/2/5/Name of intervention)	A20
3/1/3	Organisation Design	
3/1/3/P	Policy	A20
3/1/3/R	Routine Enquiries	D3
3/1/3/1	Departmental Organisation and Establishment Interventions (Open a file per Department e.g. 3/1/3/1/Name of department)	A20
3/1/3/2	Transversal Organisation and Establishment Interventions (Open a file per request e.g. 3/1/3/2 Name of intervention)	A20
3/1/3/3	Job Evaluation Departmental (Open a file per Department e.g. 3/1/3/3/Name of department)	D15
3/1/3/4	Job Evaluation Transversal (Open a file per request e.g. 3/1/3/4/Name of request)	D15
3/1/3/5	Job evaluation National Coordination Processes (Open a file per coordination process, e.g. 3/1/3/5/Name of Process)	D15
3/1/3/6	Occupational Specific Dispensation (OSD) (Open a file per occupation or occupation group e.g. 3/1/3/6/ Occupation)	A20
3/1/3/7	Code of Remuneration (CORE)	A20
3/1/4	Transversal Change Management Initiatives	
3/1/4/P	Policy	A20
3/1/4/R	Routine Enquiries	D3
3/1/4/1	Integrated Tools and Methodologies	A20
3/1/4/2	Integrated Projects	DAU15

NUMBER	DESCRIPTION	DISPOSAL
3/2	Provincial Training Institute	
3/2/P	Policy	A20
3/2/R	Routine Enquiries	D3
3/2/1	Programme Design	
3/2/1/P	Policy	A20
3/2/1/R	Routine Enquiries	D3
3/2/1/1	Training needs assessment	
3/2/1/1/1	Skills needs analysis (Open a file per project e.g. 3/2/1/1/1/Name of Project)	D3
3/2/1/1/2	Training Impact assessment (Open a file per project e.g. 3/2/1/1/2/Name of Project)	D3
3/2/1/1/3	Co-ordination of Learnerships and Internships (Open a file per project e.g. 3/2/1/1/3/Name of Project)	D3
3/2/1/1/4	Mentorship (Open a file per project e.g. 3/2/1/1/4/Name of Project)	D3
3/2/1/1/5	Human Resource Development Partnerships (Open a file per project e.g. 3/2/1/1/5/Name of Project)	D3
3/2/1/2	Curriculum Development and Quality Assurance	
3/2/1/2/1	Curriculum Development & Research (Open a file per project e.g. 3/2/1/2/1/Name of Project)	A20
3/2/1/2/2	Quality Management System (Open a file per project e.g. 3/2/1/2/2/Name of Project)	D10
3/2/1/2/3	Resource Centre (Open a file per project e.g. 3/2/1/2/3/Name of Project)	D10
3/2/2	Programme Delivery	
3/2/2/P	Policy	A20
3/2/2/R	Routine Enquiries	D3
3/2/2/1	Planning & Scheduling	D3
3/2/2/2	eLearning methodology	A20
3/2/2/3	Core Learning areas (Open a file per learning area e.g. 3/2/2/3/Name of Learning Area)	D3
3/2/3	Report (Open a file per name of report e.g. 3/2/3/Name of report)	A20
3/3	Human Resource Management	
3/3/P	Policy	A20
3/3/R	Routine Enquiries	D3
3/3/1	Policy and Planning	
3/3/1/1	Policy development	
3/3/1/1/R	Routine Enquiries	D3
3/3/1/1/1	Process (Open a file per policy e.g. 3/3/1/1/1/Name of Policy)	A20
3/3/1/1/2	Directives	A20
3/3/1/1/3	Guidelines	A20
3/3/1/1/4	Circulars	A20
3/3/1/1/5	Advisory services	A20
3/3/1/2	HR Plan and Implementation Reports (Open a file per Persal Institution Number e.g. 3/3/1/2/Persal Institution Number)	A20

NUMBER	DESCRIPTION	DISPOSAL
3/3/1/2/P	Policy	A20
3/3/1/2/R	Routine Enquiries	D3
3/3/1/3	<u>Monitoring and Evaluation</u>	
3/3/1/3/R	Routine Enquiries	D3
3/3/1/3/1	Reports (Open a file per Persal Institution Number e.g. 3/3/1/3/1/Persal Institution Number)	A20
3/3/1/3/2	Oversight Report (Open a file per Persal Institution Number and financial year e.g. 3/3/1/3/2/Persal Institution Number/Financial Year)	D3
3/3/1/3/3	Projects (Open a file per Project e.g. 3/3/1/3/3/Name of Project)	A20
3/3/1/4	<u>Research and Product Development</u>	
3/3/1/4/R	Routine Enquiries	D3
3/3/1/4/1	Paper (Open a file per topic e.g. 3/3/1/4/1/Name of topic)	A20
3/3/1/4/2	Projects (Open a file per Project e.g. 3/3/1/4/2/Name of Project)	A20
3/3/1/4/3	OSD co-ordination (Open a file per Persal Institution Number e.g. 3/3/1/4/3/Persal Institution Number)	A20
3/3/1/5	Employment Equity Plan and Reports (Open a file per Persal Institution Number e.g. 3/3/1/5/Persal Institution Number)	A20
3/3/1/5/P	Policy	A20
3/3/1/5/R	Routine Enquiries	D3
3/3/1/5/1	Statistics	A20
3/3/2	<u>Practices and Administration</u>	
3/3/2/1	Advertising (Open a file per Persal Institution Number e.g. 3/3/2/1/Persal Institution Number/District office) General instructions	D3
3/3/2/1/P	Policy	A20
3/3/2/1/R	Routine Enquiries	D3
3/3/2/1/1	Reports (Open a file per name of report and / or Persal Institution Number e.g. 3/3/2/1/1/Name of report and / or Persal Institution Number)	D3
3/3/2/1/2	Service providers (Open a file per name of Service provider e.g. 3/3/2/1/2/Name of Service provider)	A20
3/3/2/2	<u>Recruitment and selection</u> (Open a file per Persal Institution Number and post number e.g. 3/3/2/2/Persal Institution Number/post number)	D3
3/3/2/2/P	Policy	A20
3/3/2/2/R	Routine Enquiries	D3
3/3/2/2/1	Reports (Open a file per name of report and / or Persal Institution Number e.g. 3/3/2/2/1/Name of report and / or Persal Institution Number)	A20
3/3/2/3	<u>Appointment</u> (Open a file per Persal Institution Number and post number e.g. 3/3/2/3/Persal Institution Number/post number) (See SP file in list of isolated case files)	D3

NUMBER	DESCRIPTION	DISPOSAL
3/3/2/3/P	Policy	A20
3/3/2/3/R	Routine Enquiries	D3
3/3/2/3/1	Reports (Open a file per name of report and / or Persal Institution Number e.g. 3/3/2/3/1/Name of report and / or Persal Institution Number)	D3
3/3/2/3/2	Transfers (Open a file per Persal Institution Number e.g. 3/3/2/3/2/Persal Institution Number)	D3
3/3/2/3/3	Secondments (Open a file per Persal Institution Number e.g. 3/3/2/3/3/Persal Institution Number)	D3
3/3/2/4	<u>Condition of service</u>	
3/3/2/4/P	Policy	A20
3/3/2/4/R	Routine enquiries	D3
3/3/2/4/1	Reports (Open a file per name of report and / or Persal Institution Number e.g. 3/3/2/4/1/Name of report and / or Persal Institution Number)	D3
3/3/2/4/2	<u>Overtime authorisations</u> (Open a file per Persal Institution Number and financial year e.g. 3/3/2/4/2/Persal Institution Number/Financial Year)	DAU3
3/3/2/4/2/1	<u>Claims</u> (Open a file per Persal Institution Number and financial year e.g. 3/3/2/4/2/1/Persal Institution Number/Financial Year)	DAU3
3/3/2/4/3	<u>Leave</u> (Open a file per Persal Institution Number e.g. 3/3/2/4/3/Persal Institution Number)	D3
3/3/2/4/3/1	<u>PILIR</u> (Open a file per Persal Institution Number e.g. 3/3/2/4/3/1/Persal Institution Number)	D10
3/3/2/4/4	<u>Allowances</u> (Open a file per type of allowance and Persal Institution Number e.g. 3/3/2/4/4/Type of allowance/Persal Institution Number)	DAU3
3/3/2/4/5	<u>Injury on duty</u> (Open a file per Persal Institution Number e.g. 3/3/2/4/5/Persal Institution Number)	D10
3/3/2/4/6	<u>Terminations</u> (Open a file per Persal Institution Number e.g. 3/3/2/4/6/Persal Institution Number)	D10
3/3/2/4/7	Medical aid (Open a file per Persal Institution Number e.g. 3/3/2/4/7/Persal Institution Number)	D3
3/3/2/4/8	Bulk verifications (Open a file per Persal Institution Number e.g. 3/3/2/4/8/Persal Institution Number)	D3
3/3/2/4/9	Acceptance of gifts (Open a file per Persal Institution Number e.g. 3/3/2/4/9/Persal Institution Number)	D3
3/3/2/4/10	Occupation Specific Dispensation (OSD) implementation (Open a file per Persal Institution Number e.g. 3/3/2/4/10/Persal Institution Number)	D3

NUMBER	DESCRIPTION	DISPOSAL
3/3/2/4/11	<u>PERSAL</u> (Open a file per Persal Institution Number e.g. 3/3/2/4/11/Persal Institution Number)	D3
3/3/2/4/12	<u>Remunerative Work Outside the Public Service (RWOPS)</u>	D3
3/3/2/5	<u>Establishment</u> (Open a file per Persal Institution Number e.g. 3/3/2/5/Persal Institution Number)	D3
3/3/2/5/R	<u>Routine enquiries</u>	D3
3/3/2/5/1	<u>Reports</u> (Open a file per Persal Institution Number e.g. 3/3/2/5/1/Persal Institution Number)	D3
3/3/2/5/2	<u>Amendments</u> (Open a file per Persal Institution Number e.g. 3/3/2/5/2/Persal Institution Number)	D3
3/3/2/6	<u>Relationship managers</u> (Open a file per Persal Institution Number e.g. 3/3/2/6/Persal Institution Number)	D3
3/3/2/6/1	<u>Reports</u> (Open a file per name of report and / or Persal Institution Number e.g. 3/3/2/6/1/Name of report and / or Persal Institution Number)	D3
3/3/2/7	<u>Call / walk-in centre</u> (Open a file per Persal Institution Number e.g. 3/3/2/7/Persal Institution Number)	D3
3/3/2/7/P	<u>Policy</u>	A20
3/3/2/7/R	<u>Routine enquiries</u>	D3
3/3/2/7/1	<u>Call Centre Database</u>	D3
3/3/2/7/2	<u>Responses</u>	D3
3/3/2/7/3	<u>Reports</u> (Open a file per name of report and / or Persal Institution Number e.g. 3/3/2/7/4/Name of report and / or Persal Institution Number)	D3
3/3/3	<u>Performance Management and Development</u>	
3/3/3/1	<u>Individual Performance</u> (For individual performance agreements and assessments see the List of Series of Separate Case files)	
3/3/3/1/P	<u>Policy</u>	A20
3/3/3/1/R	<u>Routine Enquiries</u>	D3
3/3/3/1/1	<u>Circulars</u>	D3
3/3/3/1/2	<u>Career incidents for HOD's</u>	D10
3/3/3/1/3	<u>Special Provincial Awards (37.2C)</u>	A20
3/3/3/1/3/1	<u>Submissions and Approvals</u> (Open a file per Persal Institution Number e.g. 3/3/3/1/3/1/Persal Institution Number)	A20
3/3/3/1/4	<u>PERMIS</u>	D3
3/3/3/1/5	<u>Moderation</u> (Open a file per Persal Institution Number e.g. 3/3/3/1/5/Persal Institution Number)	D3
3/3/3/2	<u>Development matters</u>	
3/3/3/2/P	<u>Policy</u>	A20
3/3/3/2/R	<u>Routine Enquiries</u>	D3

NUMBER	DESCRIPTION	DISPOSAL
3/3/3/2/1	Circulars	D3
3/3/3/3	<u>Bursaries</u>	
3/3/3/3/1	Internal (Open a file per Persal Institution Number e.g. 3/3/3/3/1/Persal Institution Number)	D5
3/3/3/3/2	External (Open a file per Persal Institution Number e.g. 3/3/3/3/2/Persal Institution Number)	D5
3/3/3/3/3	Scholarship (Open a file per Persal Institution Number e.g. 3/3/3/3/3/Persal Institution Number)	D5
3/3/3/3/4	Submissions and approvals (Open a file per Persal Institution Number e.g. 3/3/3/3/4/Persal Institution Number)	D5
3/3/3/4	<u>Internship</u> (For individual interns see the List of Series of Separate Case files)	
3/3/3/4/1	<u>Report</u> (Open a file per Persal Institution Number e.g. 3/3/3/4/1/Persal Institution Number)	D3
3/3/3/4/2	Submissions and approvals (Open a file per Persal Institution Number e.g. 3/3/3/4/2/Persal Institution Number)	DAU3
3/3/3/5	<u>Learnership</u> (For individual learners see the List of Series of Separate Case files)	
3/3/3/5/1	<u>Report</u> (Open a file per Persal Institution Number e.g. 3/3/3/5/1/Persal Institution Number)	D3
3/3/3/5/2	Submissions and approvals (Open a file per Persal Institution Number e.g. 3/3/3/5/2/Persal Institution Number)	DAU3
3/3/3/6	<u>ABET</u> (For individual learners see the List of Series of Separate Case files)	
3/3/3/6/1	<u>Report</u> (Open a file per Persal Institution Number e.g. 3/3/3/6/1/Persal Institution Number)	D3
3/3/3/6/2	Submissions and approvals (Open a file per Persal Institution Number e.g. 3/3/3/6/2/Persal Institution Number)	DAU3
3/3/3/6/3	Probations (For individuals see the List of Series of Separate Case files)	D5
3/3/3/6/4	Managing Poor Performance (For individuals see the List of Series of Separate Case files)	D5
3/3/3/7	<u>Training and development</u>	
3/3/3/7/1	Development Implementation Plan (Open a file per Persal Institution Number e.g. 3/3/3/7/1/Persal Institution Number)	D10
3/3/3/7/1/1	Report (Open a file per Persal Institution Number e.g. 3/3/3/7/1/1/Persal Institution Number)	D10

NUMBER	DESCRIPTION	DISPOSAL
3/3/3/7/2	Workplace Skills Plan and Annual Training Report (WSP) (Open a file per Persal Institution Number e.g. 3/3/3/7/2/Persal Institution Number)	A20
3/3/3/7/2/1	Quarterly Monitoring (Open a file per Persal Institution Number e.g. 3/3/3/7/2/1/Persal Institution Number)	DAU3
3/3/3/7/2/2	Quarterly Training Expenditure (Open a file per Persal Institution Number e.g. 3/3/3/7/2/2/Persal Institution Number)	DAU3
3/3/3/7/2/3	Submissions and approvals (Open a file per Persal Institution Number e.g. 3/3/3/7/2/3/Persal Institution Number)	DAU3
3/3/3/7/2/4	Roll out of training interventions (Open a file per Persal Institution Number e.g. 3/3/3/7/2/4/Persal Institution Number)	DAU3
3/3/3/7/3	Skills Development Facilitator	D3
3/3/3/7/4	Sector Education and Training Authorities	D3
3/3/3/7/5	Skills audit (Open a file per Persal Institution Number e.g. 3/3/3/7/5/Persal Institution Number)	D3
3/3/3/7/6	Public Service Induction (Open a file per Persal Institution Number e.g. 3/3/3/7/6/Persal Institution Number)	D3
3/3/3/7/6/1	Departmental Induction (Open a file per Persal Institution Number e.g. 3/3/3/7/6/1/Persal Institution Number)	D3
3/3/3/8	Premiers Special Project	A20
3/3/3/9	Financial disclosures (Open a file per financial year e.g. 3/3/3/9/Financial year)	DAU3
3/3/4	Employee Relations	
3/3/4/P	Policy	A20
3/3/4/R	Routine Enquiries	D3
3/3/4/1	Research and Capacity Building	
3/3/4/1/1	Labour monitor	D3
3/3/4/1/2	Training (Open a file per training course e.g. 3/3/4/1/2/Training course)	D3
3/3/4/1/3	Appeals (Open a file per Persal Institution Number e.g. 3/3/4/1/3/Persal Institution Number)	D3
3/3/4/1/4	Research (Open a file per Persal Institution Number e.g. 3/3/4/1/4/Persal Institution Number)	D3
3/3/4/1/5	Advisory Service (Open a file per Persal Institution Number e.g. 3/3/4/1/5/Persal Institution Number)	D3
3/3/4/2	Collective bargaining	
3/3/4/2/1	National Bargaining councils (Open a file per Bargaining Council e.g. 3/3/4/2/1/Name of council)	D3
3/3/4/2/2	Provincial Bargaining Chambers (Open a file per Bargaining Chambers e.g. 3/3/4/2/2/Name of chambers)	A20

4. INTERNAL FINANCIAL MANAGEMENT

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

NUMBER	DESCRIPTION	DISPOSAL
4/P	Policy	A20
4/R	Routine enquiries	D3
4/1	Budget	
4/1/P	Policy	A20
4/1/R	Routine enquiries	D3
4/1/1	Compilation of main budget (Open a file per financial year per department e.g. 4/1/1/Name of department/Financial Year)	A20
4/1/1/1	Input (Open a file per financial year per business unit e.g. 4/1/1/1/Name of business unit/Financial Year)	DAU3
4/1/2	Compilation of adjustment budget (Open a file per financial year per department e.g. 4/1/2/Name of department/Financial Year)	A20
4/1/2/1	Input (Open a file per financial year per business unit e.g. 4/1/2/1/Name of business unit/Financial Year)	DAU3
4/1/2/2	Projections	DAU3
4/1/2/3	Revenue retention (Open a file per financial year, per department, e.g. 4/1/2/3/Financial Year)	DAU3
4/1/2/4	Virements (Open a file per financial year, per department, e.g. 4/1/2/4/Financial Year)	DAU3
4/1/3	<u>Reports</u> (Open a file per financial year per name of report e.g. 4/1/3/Name of report/Financial Year) (Reports on expenditure will also be dealt under this report)	A20
4/1/4	<u>Revenue</u> (Open a file per financial year per name of revenue source e.g. 4/1/4/Name of revenue source/Financial Year) (Includes gifts, donations and sponsorships received)	DAU3
4/1/4/P	Policy	A20
4/1/4/R	Routine enquiries	D3
4/1/4/1	Tariffs and charges	DAU3
4/1/5	Conditional grants (Open a file per financial year and type of grant e.g. 4/1/5/Type of grant/Financial Year)	A20
4/2	Accounting responsibility	
4/2/P	Policy	A20
4/2/R	Routine enquiries	D3
4/2/1	Safety of state monies	D3
4/2/2	Safe and Safe keys (Also includes hand-over certificates for safes, content and safe keys.)	D3
4/2/3	Financial statements (Open a file per financial year per department e.g. 4/2/3/Name	DAU3

NUMBER	DESCRIPTION	DISPOSAL
	of department/Financial Year)	
4/2/3/P	Policy	A20
4/2/3/R	Routine enquiries	D3
4/2/3/1	Compilation of annual (Open a file per financial year e.g. 4/2/3/1/Financial Year)	DAU3
4/2/3/1/1	Inputs (Open a file per financial year per business unit e.g. 4/2/3/1/1/Name of business unit/Financial Year)	DAU3
4/2/3/2	Compilation of interim (Open a file per quarter and financial year e.g. 4/2/3/2/Name of quarter/Financial Year)	DAU3
4/2/3/2/1	Inputs (Open a file per financial year per business unit e.g. 4/2/3/2/1/Name of business unit/Financial Year)	DAU3
4/2/4	Revenue pay-over (Open a file per financial year e.g. 4/2/4/Financial Year)	DAU3
4/3	Expenditure	DAU3
4/3/P	Policy	A20
4/3/R	Routine enquiries	D3
4/3/1	Irregular Expenditure	DAU3
4/3/2	Transfers	DAU3
4/3/3	Fruitless and Wasteful Expenditure	DAU3
4/4	Banking Arrangements	
4/4/1	Banking	
4/4/1/P	Policy	A20
4/4/1/R	Routine enquiries	D3
4/4/1/1	Bank reconciliation	DAU3
4/4/1/2	Authorisation by signature	DAU3
4/4/1/3	Writeback / Recalls	DAU3
4/4/1/4	Dishonoured cheques	DAU3
4/4/1/5	Departmental Fin 448s	DAU3
4/4/1/6	Electronic Fund Transfers (EFT's)	DAU3
4/4/1/7	Daily cash flow	DAU3
4/4/1/8	Nominated account payments	DAU3
4/4/1/9	Foreign transfers / payments	DAU3
4/4/1/10	Bank credit transfer	DAU3
4/4/1/11	Automated Clearing Bureau Limits	DAU3
4/4/1/12	Bank statements	DAU3
4/4/1/12/1	Bank account	DAU3
4/4/1/12/2	Petty Cash	DAU3
4/4/1/13	Bank charges	DAU3
4/4/1/14	Bank Serve Vet reports	DAU3
4/4/1/15	Cash in transit	DAU3
4/4/2	Accounting	
4/4/2/P	Policy	A20
4/4/2/R	Routine enquiries	D3
4/4/2/1	Sundry payments	DAU3
4/4/2/2	Document control	DAU3
4/4/2/3	Reporting	DAU3

NUMBER	DESCRIPTION	DISPOSAL
4/4/2/3/1	In-year monitoring (IYM)	DAU3
4/4/2/3/2	Quarterly commitments and accruals	DAU3
4/4/2/3/3	Quarterly debtors	DAU3
4/4/2/3/4	30 Day Payments	DAU3
4/4/3	<u>Systems</u>	
4/4/3/P	Policy	A20
4/4/3/R	Routine enquiries	D3
4/4/3/1	Other systems (Not separately provided for)	D3
4/4/3/2	Basic Accounting System (BAS)	A20
4/4/3/2/1	Password reset	D3
4/4/3/2/2	Login statistics on dormant users	D3
4/4/3/2/3	Applications / Amendments of user profiles	D3
4/4/3/2/4	Deletion of user profiles	D3
4/4/3/2/5	Reviews and validity of system users	D3
4/4/4	<u>Bookkeeping</u>	
4/4/4/P	Policy	A20
4/4/4/R	Routine enquiries	D3
4/4/4/1	Claims (Open a file per department e.g. 4/4/4/1/Persal Institution number as indicated on Annexure A)	DAU3
4/4/4/2	Control of ledger and appropriate accounts	DAU3
4/4/5	<u>Salary administration</u>	
4/4/5/P	Policy	A20
4/4/5/R	Routine enquiries	D3
4/4/5/1	<u>Debt</u>	
4/4/5/1/1	Attachment	DAU3
4/4/5/1/2	Personnel debt (Open a file for each case, e.g. 4/4/5/1/2/Persal number.)	DAU3
4/4/5/1/3	Other Debt. (Open a file for each case e.g. 4/4/5/1/3/Entity Name)	DAU3
4/4/5/2	<u>Deductions</u>	
4/4/5/2/1	Pension fund	DAU3
4/4/5/2/2	Employees' tax	DAU3
4/4/5/2/3	Insurance	DAU3
4/4/5/2/4	Medical aid	DAU3
4/4/5/2/5	SETA	DAU3
4/4/5/2/6	Housing	DAU3
4/4/5/2/7	Unemployment Insurance Fund (UIF)	DAU3
4/4/5/2/8	Garnishee orders	DAU3
4/4/5/3	<u>Reconciliations</u> (Open a file for every case e.g. 4/4/5/3/Name of case)	DAU3
4/4/5/4	Salary Reports	DAU3
4/4/6	<u>Cashiers</u>	DAU3
4/4/6/P	Policy	A20
4/4/6/R	Routine enquiries	D3
4/4/6/1	Appointments	D3
4/4/6/2	Petty cash (includes replenishments)	DAU3
4/4/6/3	Handover certificates	DAU3
4/4/6/4	Receipts and deposits	DAU3
4/4/7	Face-value forms	DAU3

NUMBER	DESCRIPTION	DISPOSAL
4/4/8	Interest, returned subsidies and cheque schedules	DAU3
4/4/9	Cancelled receipts	DAU3
4/5	Funds	
4/5/P	Policy	A20
4/5/R	Routine enquiries	D3
4/5/1	Own Departmental Development / Donor Funding (Open a file per fund e.g. 4/5/1/Name of fund / Donor)	A20
4/5/1/P	Policy	A20
4/5/1/R	Routine enquiries	D3
4/5/1/1	Allotment / In-year Monitoring (IYM) (Open a file for each financial year, e.g. 4/5/1/1/Financial Year)	DAU3
4/5/1/2	<u>Debtors system</u>	
4/5/1/2/P	Policy	A20
4/5/1/2/R	Routine enquiries	D3
4/5/1/2/1	System controller	DAU3
4/5/1/2/1/1	Debtor bar-coded cards	DAU3
4/5/1/2/1/2	Resource Access Control Facility Reports (RECAF)	DAU3
4/5/1/2/1/3	Password reset	DAU3
4/5/1/2/1/4	Applications / Amendments of user profiles	DAU3
4/5/1/2/1/5	Deletion of user profiles	DAU3
4/5/1/2/1/6	Reviews and validity of system users	DAU3
4/5/1/2/1/7	Testing of system functions	DAU3
4/5/1/2/1/8	Clearances of National Debtor System (NDS) accounts	DAU3
4/5/1/2/1/9	Property devolution of National Debtor System (NDS)	DAU3
4/6	Internal control	
4/6/1	Inspections (Open a file per financial year for each organisation, e.g. 4/6/1/Name of organization/Financial Year and file alphabetically.)	DAU3
4/6/2	Investigations (Open a file per financial year for each business unit, e.g. 4/6/2/Name of business unit/Financial Year and file alphabetically.)	DAU3
4/6/3	Auditors' queries	DAU3
4/6/3/1	Internal/Forensic (Open a file for each financial year, e.g. 4/6/3/1/Financial Year)	DAU3
4/6/3/2	Auditor-general's queries (Open a file for each financial year, e.g. 4/6/3/2/Financial Year)	DAU3
4/6/3/2/1	Housing Development Fund (Open a file for each financial year, e.g. 4/6/3/2/1/Financial Year)	DAU3
4/6/3/3	Auditor-general's Report (Open a file for each financial year, e.g. 4/6/3/3/Financial Year)	A20
4/6/4	Standing committees	DAU3
4/6/4/1	Enquiries and answers	DAU3

NUMBER	DESCRIPTION	DISPOSAL
4/6/5	Theft and loss (Open a file for each case, e.g. 4/6/5/Register number.)	DAU10
4/6/5/P	Policy	A20
4/6/5/R	Routine enquiries	D3
4/6/5/1	Fraud investigations	DAU10
4/6/6	<u>Verification</u> (Open a file per financial year for each business unit, i.e. 4/6/6/Name of Business unit/Financial Year)	DAU3
4/6/6R	Routine enquiries	D3
4/6/7	Special Investigations Unit	DAU3
4/6/7/R	Routine enquiries	D3

5. SUPPLY CHAIN MANAGEMENT

- (1. This main series deals with all functions regarding the acquisition, maintenance and management of consumables.
2. For settlement of accounts see 4/2 sub series)

NUMBER	DESCRIPTION	DISPOSAL
5/P	Policy	A20
5/R	Routine enquiries	D3
5/1	<u>Procurement</u>	
5/1/P	Policy	A20
5/1/1	External advertisements	DAU3
5/1/2	Request for quotes invited by Supply Chain Management (Open a file per case e.g. 5/1/2/Name of case)	DAU3
5/1/3	Request for bids (Open a file per bid number allocated e.g. 5/1/3/Number of bid)	DAU15
5/1/3/1	Unsuccessful bids (Open a file per bid number allocated e.g. 5/1/3/1/Number of bid)	DAU5
5/1/4	Contract (Open a file per contract / number e.g. 5/1/4/Name / number of contract) (Signed service level agreements and memorandum of understandings if applicable must be filed here)	DP
5/1/5	Database (Open a file per database e.g. 5/1/5/Name of database)	DAU3
5/1/6	Emergency (Open a file per department e.g. 5/1/6/Name of department)	DAU3
5/1/7	Reports (Open a file per type of report e.g. 5/1/7/Type of report)	DAU3
5/1/8	Training and development (Includes logistics)	DAU3
5/1/9	Demand Management	DAU3
5/1/9/1	Demand Management Plan	DAU3
5/2	<u>Provisioning</u>	
5/2/P	Policy	A20
5/2/R	Routine enquiries	D3
5/2/1	LOGIS system	DAU3
5/2/1/1	Password reset	DAU3
5/2/1/2	Login statistics on dormant users	DAU3
5/2/1/3	Applications / Amendments of user profiles	DAU3
5/2/1/4	Deletion of user profiles	DAU3
5/2/1/5	Reviews and validity of system users	DAU3
5/2/2	Database requisitions	DAU3
5/2/3	Stationary store	DAU3
5/2/3/1	Catalogue	DAU3
5/2/3/2	Stock taking	DAU3
5/2/3/2/1	Appointment	DAU3
5/2/3/2/2	Disposal	DAU3
5/2/4	Reporting	DAU3
5/2/5	Training and development	DAU3

NUMBER	DESCRIPTION	DISPOSAL
5/3	Asset Management	
5/3/P	Policy	A20
5/3/R	Routine enquiries	D3
5/3/1	Asset / inventory register	DAU3
5/3/1/1	Bar-coding	DAU3
5/3/1/2	Movements	DAU3
5/3/1/3	Transfers	DAU3
5/3/1/4	Disposals	DAU3
5/3/1/5	Heritage	DAU10
5/3/1/6	Stock taking	DAU3
5/3/1/7	Inventory lists	DAU3
5/3/1/8	Reconciliation	DAU3
5/3/2	Reporting (Open a file per type of report e.g. 5/3/2/Type of report)	DAU3
5/3/3	Safeguard of assets	DAU3
5/3/4	Training and development	DAU3
5/3/5	Barcoded asset auditing system (BAUD)	DAU3
5/4	Ethnics and Integrity Management	
5/4/P	Policy	A20
5/4/R	Routine Enquiries	D3
5/4/1	Financial E-Disclosures (Open a file per financial year e.g. 5/4/1/Financial year)	DAU3
5/4/2	Reports	
5/4/2/1	Quarterly (Open a file per financial year e.g. 5/4/2/1/Quarter)	D3
5/4/2/2	Annually (Open a file per financial year e.g. 5/4/2/2/Financial year)	A20

6. INTERNAL FACILITIES MANAGEMENT

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

NUMBER	DESCRIPTION	DISPOSAL
6/1	<u>Buildings and Grounds</u>	
6/1/P	Policy	A20
6/1/R	Routine enquiries	D3
6/1/1	Government immovable asset management act (GIAMA)	A20
6/1/1/1	User asset management plan (UAMP)	A20
6/1/2	Maintenance (Including renovations and restorations); (Open a file per project e.g. 6/1/2 Name of Project)	A20
6/1/2/1	<u>Buildings</u>	
6/1/2/1/1	Not separately provided for	D3
6/1/2/1/2	Air-conditioner and climate control	D3
6/1/2/1/2/1	Complaints	D3
6/1/2/1/3	Electrical installations and equipment	D3
6/1/2/1/4	Security installations	D3
6/1/2/1/4/1	Stack room doors	D3
6/1/2/1/5	Lifts	A20
6/1/2/1/6	Reports	A20
6/1/2/2	Grounds	A20
6/1/3	Cleaning of buildings, offices and grounds (Including complaints)	D3
6/1/3/1	Pest Control	D3
6/1/4	Tea services (Including complaints)	D3
6/1/5	Beautifying of buildings and grounds	D3
6/1/6	Usage of facilities by other institutions/persons (Only for the use of accommodation, e.g. conference room.)	D3
6/1/7	Allocation and utilization of offices, stores etc (Open a file per project e.g. 6/1/7/Name of project)	A20
6/1/8	Waste Paper	
6/1/8/P	Policy	A20
6/1/8/1	Removals	D3
6/2	<u>Equipment and furniture</u>	
6/2/P	Policy	A20
6/2/R	Routine enquiries	D3
6/2/1	<u>Supply control administration</u>	
6/2/1/1	Specifications	DAU3
6/2/1/2	<u>Stock taking</u>	
6/2/1/2/P	Policy	A20
6/2/1/2/1	Master inventory and asset register	DAU10
6/2/1/2/2	Stock taking	DAU3
6/2/1/3	<u>Loss control</u>	
6/2/1/3/P	Policy	A20
6/2/1/3/1	Statistics and reports on losses	DAU3
6/2/1/4	Disposal of surplus and unserviceable supplies	DAU3

NUMBER	DESCRIPTION	DISPOSAL
6/2/1/5	Return of empty containers	D1
6/2/1/6	Usage by other institutions/persons (Only the use of supplies by other institutions/persons.)	D3
6/2/2	Acquisition, maintenance and transfer	
6/2/2/1	Equipment and furniture not separately provided for	DAU3
6/2/2/2	Photocopiers	D3
6/2/2/3	Computers and electronic media (1. For computer networks, e-mail and internet see 8/7 subseries)	
6/2/2/3/1	Hardware (Including printers, scanners, programs, etc.)	D3
6/2/2/3/2	Peripherals (E.g. mouse pads, CDs, DVDs, memory sticks, etc.)	D3
6/2/2/3/3	Software	D10
6/2/2/3/4	Complaints and failures	D3
6/2/2/4	Office furniture (Excluding computer equipment.)	D10
6/2/2/5	Stack room shelves	D3
6/2/2/6	Trolleys and ladders	D3
6/2/2/7	Steel trunks, padlocks and keys	D3
6/2/2/8	Microfilm equipment	D3
6/2/2/9	Electric fans and heaters	D3
6/2/2/10	Fire extinguishers and hoses	D10
6/2/2/11	Cleaning equipment	D3
6/2/2/12	Garden equipment	D3
6/2/2/13	Conservation equipment	D3
6/2/2/14	Office locks and keys	D1
6/2/2/14/1	Register	D1
6/2/2/14/2	Hand over certificates	D1
6/2/2/14/3	Replacement	D1
6/2/2/15	Fax machines	D1
6/2/2/16	Flags, flag poles and coat of arms	D1
6/2/2/17	Audiovisual apparatus (E.g. television, DSTV, video machine, video camera, cassettes, etc.)	D1
6/2/2/17/1	Renewal of licenses	D1
6/2/2/18	Tape recorders, dicta phones and cassettes	D1
6/2/2/19	Photographic equipment	D1
6/2/2/20	Safes	DAU10
6/2/2/20/1	Handover certificates and safe details	DAU10
6/2/2/21	Emergency communication connections (E.g. radios)	D3
6/2/2/22	Kitchen equipment	D3
6/2/2/23	Laundry equipment	D3
6/2/2/24	Medical equipment (Also includes medical laboratory equipment.)	D3
6/2/2/25	Workshop equipment	D3
6/3	Postal services (Includes the acquisition of post bags.)	
6/3/P	Policy	A20
6/3/R	Routine enquiries	D3
6/3/1	Renewal of post box	D1

NUMBER	DESCRIPTION	DISPOSAL
6/3/2	Postal bag	D1
6/3/3	Franking machine	DAU3
6/3/3/1	Maintenance	DAU3
6/3/3/2	Postage	D1
6/3/3/3	Reports	D1
6/4	Telecommunication Services (1. Includes telephones, switchboard and directories.)	
6/4/1	<u>Land lines</u>	
6/4/1/P	Policy	A20
6/4/1/R	Routine enquiries	D3
6/4/1/1	Acquiring and application	D1
6/4/1/2	Allocation of extensions and re-routing	D1
6/4/1/3	Telephone accounts (Open a file per month and financial year e.g. 6/4/1/3/Name of month/Financial Year)	DAU3
6/4/1/4	Internal movements (Open a file per type of action e.g. 6/4/1/4/Conversion of lines; 6/4/1/4/Transfer of lines)	D3
6/4/1/5	Group pickups	D3
6/4/1/6	Complaints	D3
6/4/1/7	Top user accounts	D3
6/4/2	<u>Cellular phones</u>	
6/4/2/P	Policy	A20
6/4/2/R	Routine enquiries	D3
6/4/2/1	Acquiring of	D3
6/4/2/2	Requests for renewal/issuing	D3
6/4/2/3	Maintenance and repairs	D1
6/4/2/4	Roaming	D1
6/4/2/5	Accounts (Open a file per month and financial year e.g. 6/4/2/5/Name of month/Financial Year)	DAU3
6/4/3	<u>Mobile Devices</u> (Any mobile device capable of storing data and connection to unmanaged external network)	
6/4/3/P	Policy	A20
6/4/3/R	Routine enquiries	D3
6/4/3/1	Acquiring of	D3
6/4/3/2	Requests for renewal/upgrade/issuing	D3
6/4/3/3	Maintenance and repairs	D1
6/4/3/4	Roaming	D1
6/4/3/5	Accounts (Open a file per month and financial year e.g. 6/4/3/5/Name of month/Financial Year)	DAU3
6/4/4	<u>Compilation of telephone directories</u>	
6/4/4/1	External directories	D1
6/4/4/2	Departmental directories	D1
6/4/4/3	Internal directories	D1
6/5	Occupational Health and Safety (OHASA)	
6/5/P	Policy	A20
6/5/R	Routine enquiries	D3

NUMBER	DESCRIPTION	DISPOSAL
6/5/1	Audits and reports	DAU3
6/5/2	Arrangements and programs	D1
6/5/3	Contingency/emergency plans	A20
6/5/3/1	Evacuation drills	D3
6/5/3/2	Reports	D3
6/5/4	Appointment of members (Open a file per type of appointment e.g. 6/5/4/Name of appointment)	D3
6/5/4/1	Remuneration of first aiders	D3
6/5/5	Training of Members	D3
6/5/6	Reports (Open a file per type of report e.g. 6/5/6/Type of report)	D3
6/5/7	Inspections (Open a file per financial year e.g. 6/5/7/Financial Year)	DAU3
6/5/8	Protective clothing	D5
6/5/8/P	Policy	A20
6/5/9	Complaints	D1
6/5/10	Business Continuity Planning (BCP)	
6/5/10/P	Policy	A20
6/5/10/R	Routine enquiries	D3
6/5/10/1	Business impact analysis	A20
6/5/10/2	Training and awareness	D3
6/5/10/3	Maintenance and testing	D1
6/5/10/4	Standby facility	D10
6/5/11	COVID-19	
6/5/11/P	Policy	A20
6/5/11/R	Routine Enquiries	D3
6/5/11/1	Arrangement and Programs	D1
6/5/11/2	Contingency / Emergency Plans	A20
6/5/11/3	Assessment	D3
6/5/11/4	Reporting	D3
6/5/11/5	Compliance officials	D3
6/5/11/6	Personal Protective Equipment (PPE)	D5

7. INTERNAL TRAVEL AND TRANSPORT SERVICES

- (1. This main series deals with all functions regarding the provision of transport to deliver services and the administration of travel arrangements for official journeys.
2. Open a file for each GG vehicle and number according to Registration Number as indicated in the List of Separate Case Files. All matters related to the relevant vehicle should be filed on the vehicle's file)

NUMBER	DESCRIPTION	DISPOSAL
7/1	Transport	
7/1/P	Policy	A20
7/1/R	Routine enquiries	D3
7/1/1	<u>Government motor transport</u> Open a file for every GG vehicle and number as follows e.g. 7/1/1/GG vehicle number. 2. Log books are kept outside the file plan. See the Records Control Schedule.)	D5
7/1/1/1	Logsheets (Open a file for every GG vehicle and number as follows e.g. 7/1/1/1/GG vehicle number.)	D5
7/1/1/2	Vehicle checklists and inspections	D1
7/1/1/3	Traffic offences and fines	D1
7/1/1/4	Accident and theft reports	D5
7/1/1/5	Misuse of vehicles	D3
7/1/1/6	Temporary use of vehicles	D1
7/1/1/7	Verification of driver details	D5
7/1/1/7/1	Sanctioning (Open a file per financial year)	D5
7/1/1/8	Public drivers permit	D1
7/1/1/9	Condition assessment	DAU3
7/1/2	<u>Departmental transport</u>	
7/1/2/1	<u>Permanent</u> (Open a file for each vehicle according to registration number e.g. 7/1/2/1/Registration number)	D15
7/1/2/1/1	Logsheets (Open a file for each vehicle according to registration number e.g. 7/1/2/1/1/Registration number)	D5
7/1/2/1/2	Vehicle checklists	D1
7/1/2/1/3	Traffic offences and fines	D1
7/1/2/1/4	Accident and theft reports	D5
7/1/2/1/5	Misuse of vehicles	D3
7/1/2/1/6	Insurance	D5
7/1/3	<u>Subsidised vehicle</u>	
7/1/3/1	Users (open a file for each user according to surname e.g. 7/1/3/1/Surname of official)	D5
7/1/3/1/1	Logsheets and claims (open a file for each vehicle according to surname e.g. 7/1/3/1/1/Surname of official)	D5
7/1/4	<u>Rental vehicles</u>	
7/1/4/P	Policy	A20
7/1/4/R	Routine enquiries	D3
7/1/4/1	Requests and usage	D1
7/1/5	Air travel and cancellations	DAU3

7/1/6	Use of private vehicle for official purposes (Open a file for each staff member according to initial and surname e.g. 7/1/6/E Tengwa)	D1
7/1/7	Returns and reports	D1
7/1/8	<u>Parking arrangements</u>	
7/1/8/P	Policy	A20
7/1/8/1	Employees	D10
7/1/8/2	Visitors	D1
7/1/8/3	Street loading zones	D1
7/1/8/4	GMT	D1
7/1/9	Vehicle payments (Open file per type of transport e.g. 7/1/9 type of transport)	DAU3
7/1/9/1	Fuel Tariffs	D1
7/2	International Travel	DAU3
7/3	Training and awareness	D1

8. INTERNAL INFORMATION SERVICES

(Files in this main series deal with all functions regarding the provision and maintenance of information resources of the department.) (To note that PGWC changed to WCG)

NUMBER	DESCRIPTION	DISPOSAL
8/1	<u>Internal records management</u>	
8/1/P	Policy	A20
8/1/R	Routine enquiries	D3
8/1/1	<u>File plan</u>	
8/1/1/1	Compilation (For obtaining disposal authorities see 8/1/3/1.)	A20
8/1/1/2	Amendments and additions	A20
8/1/1/3	Distribution of copies	D1
8/1/2	<u>Records Control Schedule</u>	
8/1/2/1	Compilation (For obtaining disposal authorities see 8/1/3/1.)	A20
8/1/2/2	Amendments and additions	A20
8/1/3	<u>Disposal of records</u>	
8/1/3/1	Obtaining of disposal authorities	A20
8/1/4	<u>Transfer of records</u>	
8/1/4/1	To the Western Cape Archives and Records Service	A20
8/1/4/2	To and from other departments/municipalities/institutions/ Administrations	A20
8/1/5	Destruction of records	A20
8/1/6	<u>Inspection of records</u>	
8/1/6/1	Arrangements	D1
8/1/6/2	Reports	A20
8/1/7	<u>Codes and directives</u> (1. Only on internal records management and registry practices. 2. For office instructions and codes see 2/5 sub series.)	
8/1/7/1	Records Management Policy	A20
8/1/7/2	Registry Procedure Manual and other Manuals	A20
8/1/7/2/1	Training	D1
8/1/8	<u>Registry matters</u>	
8/1/8/1	Daily file: Maintenance and distribution	D1
8/1/8/2	Forwarding of correspondence received in error	D1
8/1/8/3	<u>Borrowing of files</u>	
8/1/8/3/1	External (From the Western Cape Archives and Records Service and other Departments)	D5
8/1/8/3/2	Internal	D2
8/1/8/4	Storage of records	A20
8/1/8/5	<u>Electronic content management</u> (Can include file tracking / LiveLink)	
8/1/8/5/P	Policy	A20
8/1/8/5/R	Routine enquiries	D3
8/1/8/5/1	Manual	A20
8/1/8/5/2	Administrators	D3
8/1/8/5/3	Creation and deletion of users	D3
8/1/8/5/4	Password reset	D1
8/1/8/5/5	Reports	A20
8/1/8/5/6	Training and awareness	D3

NUMBER	DESCRIPTION	DISPOSAL
8/1/8/6	Staff Rotation	D3
8/2	<u>Library management</u>	
8/2/P	Policy	A20
8/2/R	Routine enquiries	D3
8/2/1	Stocktaking (For stocktaking of other supplies see 6/2/1/2/2.)	D3
8/2/2	Disposal of surplus and obsolete library material	D3
8/2/3	Exchange of surplus publications (Includes transfer of surplus publications to and from governmental bodies and other institutions.)	D3
8/2/4	<u>Acquisition of library material</u>	
8/2/4/1	Purchase/subscriptions	A20
8/2/4/2	Donations	A20
8/2/4/3	Material obtained in terms of an Act of Parliament	A20
8/2/5	Classification, cataloguing and indexing	A20
8/2/6	<u>Restoration and binding</u>	
8/2/6/1	Reports	D3
8/2/7	Copyright	A20
8/2/8	Contributions to catalogues of publishing houses	A20
8/2/9	Distribution of new publications	D1
8/2/10	Automation of library	A20
8/3	<u>Information management</u> Only information which cannot be placed on an appropriate subject file. 2. For publicity matters see main series 9.)	
8/3/P	Policy	A20
8/3/R	Routine enquiries	D3
8/3/1	<u>Supplying of information</u>	
8/3/1/1	<u>Questions and answers</u> (Open a file per Department e.g. 8/3/1/1/Name of department) Only information on subjects which have no connection with other main series should be dealt with here.)	D3
8/3/1/2	Provision of advice (Open a file per Department e.g. 8/3/1/2/Name of department) Only advice which cannot be placed on an appropriate subject file. This file is limited to advice on professional matters to bodies not falling under the provisions of the line functions act.)	D3
8/3/1/3	Provision of statistics (Open a file per Department e.g. 8/3/1/3/Name of department)	D3
8/3/1/4	Provision of Data (Open a file per Department e.g. 8/3/1/4/Name of department)	D3
8/3/1/5	Surveys and Questionnaires (Open a file per Department e.g. 8/3/1/5/Name of department)	D3
8/3/1/6	Helpdesk	D3
8/3/1/7	Media Releases	A20

NUMBER	DESCRIPTION	DISPOSAL
8/4	<u>Knowledge management</u>	
8/4/1	<u>Professional training to outside persons</u> (1. Includes training of outside persons/students, e.g. interns, learnerships, etc. 2. For staff see 3/2 sub series.)	
8/4/1/P	Policy	A20
8/4/1/R	Routine enquiries	D3
8/4/1/1	Arrangements	D1
8/4/1/2	Syllabus/programs	D1
8/4/1/3	Reports	D3
8/4/2	<u>Governance</u>	
8/4/2/P	Policy	A20
8/4/2/R	Routine Enquiries	D3
8/4/2/1	Arrangements	D3
8/4/2/2	Programmes (Open a file per programme e.g. 8/4/2/2/Name of programme)	D3
8/4/2/3	Evaluations	D3
8/5	<u>Internal Security Measures</u>	
8/5/P	Policy	A20
8/5/R	Routine enquiries	D3
8/5/1	Access control	D1
8/5/1/1	Registers	D1
8/5/1/2	Database	D1
8/5/2	<u>Access permits</u>	
8/5/2/P	Policy	A20
8/5/2/1	Applications for access permits	D1
8/5/2/2	Reports	D1
8/5/3	Minimum Information Security Standards (MISS)	A20
8/5/3/P	Policy	A20
8/5/3/1	Declaration of secrecy	D1
8/5/3/2	<u>Investigations</u>	
8/5/3/2/1	Security Breaches	D10
8/5/4	Name badges	D3
8/5/5	Security Screening	D5
8/5/6	Security Vetting	D10
8/5/7	Threat and Risk Assessments (TRA's) (Open a file per assessment e.g. 8/5/7/Name of assessment)	D5
8/5/8	<u>Administering Protection of Personal Information Act (POPIA)</u>	
8/5/8/P	Policy	A20
8/5/8/R	Routine enquiries	D3
8/5/8/1	Training and Awareness	D1
8/5/8/2	Complaints received by organization (Open a file per department and financial year e.g. 8/5/8/2/department/Financial Year)	D5
8/5/8/3	Personal information audits (Open a file per department and financial year e.g. 8/5/8/3/department/Financial Year)	D5
8/5/8/4	Private impact assessment (Open a file per department and financial year e.g.	D5

NUMBER	DESCRIPTION	DISPOSAL
	8/5/8/4/U6/Financial Year)	
8/6	<u>Administering Promotion of Access to Information Act (PAIA)</u>	
8/6/P	Policy	A20
8/6/R	Routine enquiries	D3
8/6/1	Section 14 Manual (Open a file per financial year e.g. 8/6/1/Financial Year)	D3
8/6/2	<u>Applications</u>	
8/6/2/1	Formal requests (Form A section 14) and appeals thereto (Open a file per request e.g. 8/6/2/1/ Number of request)	D3
8/6/2/2	Informal requests (Section 15) (Open a file per financial year e.g. 8/6/2/2/Financial Year)	D3
8/6/2/3	Register of applications received/denied (Open a file per financial year e.g. 8/6/2/3/Financial Year)	D3
8/6/3	Section 32 reports (Open a file per financial year e.g. 8/6/3/Financial Year)	D3
8/7	<u>Centre for E-Innovation (CEI)</u>	
8/7/1	<u>Strategic ICT Services</u>	
8/7/1/1	Policy and Strategy	
8/7/1/1/P	Policy	A20
8/7/1/1/R	Routine enquiries	D3
8/7/1/1/1	Policy development (Open a file per policy, e.g. 8/7/1/1/1/Name of policy)	A20
8/7/1/1/2	E-government strategies (Open a file per strategy, e.g. 8/7/1/1/2/Name of strategy)	A20
8/7/1/1/3	<u>Market research</u>	
8/7/1/1/3/1	Reports (Open a file per report, e.g. 8/7/1/1/3/1/Name of report)	A20
8/7/1/2	<u>Planning and Development</u>	
8/7/1/2/P	Policy	A20
8/7/1/2/R	Routine enquiries	D3
8/7/1/2/1	Enterprise architecture (Open a file per domain e.g. 8/7/1/2/1/Name of domain)	D3
8/7/1/2/1/1	Provincial ICT plan	A20
8/7/1/2/1/2	Review board	D3
8/7/1/2/1/3	ICT standards (Open a file per version e.g. 8/7/1/2/1/3/Name of version)	A20
8/7/1/2/2	Departmental ICT plan (Open a file per Department e.g. 8/7/1/2/2/Name of Department)	A20
8/7/1/2/2/P	Policy	A20
8/7/1/2/3	<u>Business solutions</u>	
8/7/1/2/3/1	Analysis (Open a file per project e.g. 8/7/1/2/3/1/Name of project)	A20
8/7/1/2/3/2	Transversal (Open a file per project e.g. 8/7/1/2/3/2/Name of project)	A20
8/7/1/2/3/3	Business cases (Open a file per project e.g. 8/7/1/2/3/3/Name of project)	DAU5
8/7/1/3	<u>E-Government for Citizens</u>	

NUMBER	DESCRIPTION	DISPOSAL
8/7/1/3/P	Policy	A20
8/7/1/3/R	Routine enquiries	D3
8/7/1/3/1	Reports	D10
8/7/1/3/1/1	Contact Tickets	D10
8/7/1/3/1/2	National	D10
8/7/1/3/1/3	Provincial	A20
8/7/1/3/2	<u>PGWC Portal</u> (Open a file per organisation, e.g. 8/7/1/3/2/Name of organisation)	D3
8/7/1/3/2/1	PGWC Internet Cape Gateway (Open a file per organisation, e.g. 8/7/1/3/2/1/Name of organisation)	A20
8/7/1/3/2/2	PGWC Intranet (Open a file per organisation, e.g. 8/7/1/3/2/2/Name of organisation)	A20
8/7/1/3/3	<u>PGWC Contact Centre</u> (Open a file per organisation, e.g. 8/7/1/3/3/Name of organisation)	D3
8/7/1/3/3/1	PGWC Call Centre (Open a file per organisation, e.g. 8/7/1/3/3/1/Name of organisation)	D3
8/7/1/3/3/2	PGWC Walk in Centre (Open a file per organisation, e.g. 8/7/1/3/3/2/Name of organisation)	D3
8/7/1/3/3/3	PGWC e-mail Centre (Open a file per organisation, e.g. 8/7/1/3/3/3/Name of organisation)	D3
8/7/1/3/3/4	Presidential Hotline (Open a file per organisation, e.g. 8/7/1/3/3/4/Name of organisation)	D3
8/7/1/3/3/5	Transversal Contact Centre (Open a file per organisation, e.g. 8/7/1/3/3/5/Name of organisation)	A20
8/7/1/3/4	<u>Cape Access</u>	
8/7/1/3/4/1	Memorandum Of Understanding (MOU)	A20
8/7/1/3/4/2	e-Community Forums (Open a file per Forum, e.g. 8/7/1/3/4/2/Name of Forum) (Minutes and agendas to be filed on main series 11)	D1
8/7/1/3/4/3	e-Community Centres (Open a file per Centre, e.g. 8/7/1/3/4/3/Name of Centre)	A20
8/7/1/3/4/4	Cape Access Training (Open a file per organisation, e.g. 8/7/1/3/4/4/Name of organisation)	D1
8/7/1/3/5	Content Management (Open a file per organisation, e.g. 8/7/1/3/5/Name of organisation)	A20
8/7/1/3/6	Usability & Design (open a file per project per department, this includes all issues like wire frames, design etc., e.g. 8/7/1/3/6/name of project/ name of department)	D3
8/7/1/3/7	<u>Change Management</u>	
8/7/1/3/7/1	Communication	A20
8/7/1/3/7/2	Stakeholders	D3
8/7/1/3/7/3	Training	D1
8/7/1/3/7/4	Change Control	A20

NUMBER	DESCRIPTION	DISPOSAL
8/7/1/3/8	Technology	D1
8/7/1/3/9	Project Management (Open a file per project, e.g. 8/7/1/3/9/Name of project)	D5
8/7/1/3/10	Ditcoms	D1
8/7/1/3/11	Social Media (Open a file per social media platform e.g. 8/7/1/3/11/Facebook)	D3
8/7/1/3/11/P	Policy	A20
8/7/2	<u>Gito Management Services</u>	
8/7/2/1	<u>ICT Services</u>	
8/7/2/1/1	<u>Application / Systems</u>	
8/7/2/1/1/1	Planning and Development (Open a file per department, e.g. 8/7/2/1/1/1/Name of department)	A20
8/7/2/1/1/2	Support and maintenance (Open a file per department, e.g. 8/7/2/1/1/2/Name of department)	DAU3
8/7/2/1/1/3	Evaluation (Open a file per department, e.g. 8/7/2/1/1/3/Name of department)	DAU3
8/7/2/1/1/4	Decommissioning (Open a file per department, e.g. 8/7/2/1/1/4/Name of department)	DAU3
8/7/2/1/2	<u>Technology and infrastructure</u>	
8/7/2/1/2/1	Planning and Development (Open a file per department, e.g. 8/7/2/1/2/1/Name of department)	A20
8/7/2/1/2/2	Support and maintenance (Open a file per department, e.g. 8/7/2/1/2/2/Name of department)	DAU3
8/7/2/1/2/3	Evaluation (Open a file per department, e.g. 8/7/2/1/2/3/Name of department)	DAU3
8/7/2/1/2/4	Decommissioning (Open a file per department, e.g. 8/7/2/1/2/4/Name of department)	DAU3
8/7/2/1/3	<u>Audit</u>	
8/7/2/1/3/1	Support (Open a file per department, e.g. 8/7/2/1/3/1/Name of department)	DAU3
8/7/2/1/3/2	Maintenance (Open a file per department, e.g. 8/7/2/1/3/2/Name of department)	DAU3
8/7/2/1/3/3	New developments (Open a file per department, e.g. 8/7/2/1/3/3/Name of department)	DAU3
8/7/2/1/4	Vendor / Contract Management Services (Open a file per case, e.g. 8/7/2/1/4/Name of case)	DAU3
8/7/2/1/5	SITA	D10
8/7/2/1/5/P	Policy	A20
8/7/2/1/5/R	Routine enquiries	D3
8/7/2/1/5/1	Financial management and services (Open a file per type of service e.g. 8/7/2/1/5/1/Name of service)	DAU3
8/7/2/1/5/2	Requests (Open a file per type of request e.g. 8/7/2/1/5/2/Name of request)	DAU3
8/7/2/1/6	IT Security	D5
8/7/2/1/6/P	Policy	A20
8/7/2/1/6/R	Routine enquiries	D3
8/7/2/1/6/1	Support and maintenance (Open a file per department, e.g. 8/7/2/1/6/1/Name of department)	DAU3
8/7/2/1/6/2	New developments (Open a file per department, e.g. 8/7/2/1/6/2/Name of department)	DAU3
8/7/2/1/6/3	Service requests (Open a file per department, e.g. 8/7/2/1/6/3/Name of department)	DAU3

NUMBER	DESCRIPTION	DISPOSAL
8/7/2/1/7	Reports (Open a file per type of report e.g. 8/7/2/1/7/Name of report)	A20
8/7/2/1/8	Helpdesk	
8/7/2/1/8/1	Complaints (Open a file per department e.g. 8/7/2/1/8/1/Name of department)	D1
8/7/2/1/8/2	Technical reports (Open a file per department e.g. 8/7/2/1/8/2/Name of department)	D1
8/7/2/1/8/3	DITCOM / Change Control (Open a file per department e.g. 8/7/2/1/8/3/Name of department)	D1
8/7/2/1/8/4	DITCOM Application	D1
8/8	Administering Promotion of Administrative Justice Act (PAJA)	
8/8/P	Policy	A20
8/8/R	Routine enquiries	D3
8/8/1	Requests received and responded to (Open a file per Financial Year e.g.8/8/1/Financial Year)	D1
8/8/2	Self-assessment Tool	D3
8/8/3	Management Performance Assessment Tool (MPAT) reporting	A20
8/8/4	Training and awareness	D1
8/8/5	Notice of Public inquiry	D1

9. COMMUNICATIONS

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

NUMBER	DESCRIPTION	DISPOSAL
9/P	Policy	A20
9/R	Routine enquiries	D3
9/1	<u>Government Products & Publications</u>	
9/1/1	Government Gazettes (Open a file per month e.g. 9/1/1/Name of month)	A20
9/1/2	Projects (Open a file per project/event per year e.g. 9/1/2/Name of project/event 2020)	A20
9/1/2/1	Designs & Photography (Open a file per project e.g. 9/1/2/1/Name of project)	D3
9/1/2/2	Printing (Open a file per project e.g. 9/1/2/2/Name of project)	D3
9/2	<u>Events & Public participation</u>	
9/2/1	Projects (Open a file per project/event per year e.g. 9/2/1/Name of project/event 2020)	D5
9/2/2	Databases (Open a file per name of database e.g. 9/2/2/Name of database)	D3
9/3	<u>Advertising, Marketing & Branding</u>	
9/3/1	Projects (Open a file per project/event per year e.g. 9/3/1/Name of project/event 2020)	D5
9/4	<u>Media Support</u>	
9/4/1	Requests (Open a file per request per year e.g. 9/4/1/Name of request 2020)	D3
9/4/2	Communication Plans (Open a file per project per year e.g. 9/4/2/Name of project 2020)	A20
9/4/3	Databases (Open a file per name of database e.g. 9/4/3/Name of database)	D3
9/4/4	<u>Communiqué</u>	
9/4/4/1	Provincial	A20
9/4/4/2	Departmental	A20
9/4/5	Web Content	A20
9/5	<u>Language Services</u>	
9/5/1	Translations (Open a file per destination Language per quarter e.g. 9/5/1/Name of Language/1 st quarter)	D1
9/5/2	Editing & Proof reading (Open a file per destination Language per quarter e.g. 9/5/2/Name of Language/1 st quarter)	D1

NUMBER	DESCRIPTION	DISPOSAL
9/5/3	Plain language writing (Open a file per destination Language per quarter e.g. 9/5/3/Name of Language/1 st quarter)	D1
9/5/4	Term Bank (Open a file per destination Language per quarter e.g. 9/5/4/Name of Language/1 st quarter)	D1
9/6	<u>Media Monitoring</u>	
9/6/1	Reports (Open a file per month/year e.g. 9/6/1/Name of month/year)	D1
9/7	<u>Reports</u> (Open a file per report e.g. 9/6/Name of report)	D3
9/8	<u>Speeches and Lectures</u> (Copies of all speeches and lectures should be filed here.)	
9/8/1	Arrangements	D1
9/8/2	Copies of Speeches and Lectures	A20
9/8/3	Contributions to speeches (E.g. for the Premier, Minister, Director-General, Head of Department.)	A20
9/8/4	Visits	
9/8/4/1	Received (Includes school and student groups, other institutions, etc.)	D3
9/8/4/2	Paid to external institutions	D3
9/8/5	Publicity guides (1. Contributions to guides. 2. For library contributions to catalogues see 8/2/8.)	D3
9/8/6	Website/ Intranet	D3
9/8/7	<u>Educational material</u>	
9/8/7/1	Acquisition	DAU1
9/8/7/2	Production of own material	A20
9/8/8	Annual Provincial Sports Day	
9/8/8/P	Policy	A20
9/8/8/R	Routine enquiries	D3
9/8/8/1	Arrangements	D3
9/9	<u>Awards to other institutions/persons</u>	A20
9/10	<u>Social matters</u>	
9/10/1	Letters of thanks, congratulations and condolences (1. Only public and official.)	D1
9/10/2	Functions (Only to functions/gatherings that cannot be placed elsewhere in the system, e.g. for launches, openings, etc.)	
9/10/2/1	<u>Own functions</u>	
9/10/2/1/1	Arrangements and invitations	D1
9/10/2/1/2	Programs	D1
9/10/2/2	Other functions and invitations	D1
9/10/3	Reports	A20

NUMBER	DESCRIPTION	DISPOSAL
9/11	<u>Strategic communications</u>	
9/11/P	Policy (Open a file per policy / strategy e.g. 9/11/P/Name of policy / strategy)	A20
9/11/R	Routine enquiries	D3
9/11/1	<u>Media Analysis</u>	
9/11/1/1	Newsclip Report (Open a file per month e.g. 9/11/1/1/Name of month)	D1
9/11/1/2	Cabinet media performance report (Open a file per project/event per year e.g. 9/11/1/2/Name of project/event/2020)	D1
9/11/2	<u>Research/Surveys</u>	
9/11/2/1	Citizen Surveys Strategy	A20
9/11/2/2	<u>Strategy Implementation</u>	
9/11/2/2/1	Department of the Premier (DotP)	A20
9/11/2/2/1/1	Cape Gateway	A20
9/11/2/2/1/2	Corporate Communication	A20
9/11/2/2/2	Provincial Departments (Open a file per department e.g. 9/11/2/2/2/Name of department)	A20
9/11/3	<u>Performance Review</u>	
9/11/3/1	Department of the Premier (DotP)	D3
9/11/3/2	Provincial Departments (Open a file per department e.g. 9/11/3/2/Name of department)	D3
9/11/3/3	Special Campaigns Review	D3
9/11/4	Government Communication Information System (GCIS)	A20
9/11/5	Executive Advice	D3

10. LEGAL SERVICES

- (1. This main series deals with all functions regarding the provision of legal advice and litigation.
- (2. Contract Management must be dealt with on the subject files.
- (3. For legislation see main series 1.)

NUMBER	DESCRIPTION	DISPOSAL
10/1	Provision of Legal Advice	
10/1/P	Policy (Open a file per project e.g. 10/1/P/Name of Project)	A20
10/1/R	Routine enquiries	D3
10/1/1	<u>Requests for advice</u> (Open a file for each request e.g. 10/1/1/LO 1 of 2020-2021)	D10
10/1/2	Drafting & Editing of Contracts (Open a file for each request e.g. 10/1/2/CO 1 of 2020-2021)	D10
10/2	Litigation	
10/2/P	Policy	A20
10/2/R	Routine enquiries	D3
10/2/1	Investigations	D10
10/2/2	<u>Litigation matters</u>	
10/2/2/1	Litigation by or against Western Cape Government (Open a file per Litigation number e.g. 10/2/2/1/LT 1 of 2020-2021)	D10
10/3	Compliance (Open a file per dept. and Financial Year e.g. 10/3/Name of Dept. and Financial Year)	D10
10/3/P	Policy	A20
10/3/R	Routine Enquiries	D3
10/4	Membership of International Association of Privacy Professional (IAPP) (Open a file for each membership e.g. 10/4/Name of membership)	D10

NUMBER	DESCRIPTION	DISPOSAL
11/2	<u>Line Functions</u> (Involves those unique tasks that distinguish an organization from other organizations, as they embody those specific assignments for which the organization is responsible.)	
11/2/1	<u>Councils</u>	
11/2/1/R	Routine enquiries	D3
11/2/1/1	Type of councils, arrangements, membership and representation, etc. (Open a file for each council and number it consecutively, e.g. 11/2/1/1/Name of council)	DAU3
11/2/1/2	Agendas, minutes, reports and Terms of Reference (Open a file for each council and number it consecutively, e.g. 11/2/1/2/Name of council)	A20
11/2/2	<u>Committees</u>	
11/2/2/R	Routine enquiries	D3
11/2/2/1	Type of committees, arrangements, membership and representation, etc. (Open a file for each committee and number it consecutively, e.g. 11/2/2/1/Name of committee)	DAU3
11/2/2/2	Agendas, minutes, reports and Terms of Reference (Open a file for each committee and number it consecutively, e.g. 11/2/2/2/Name of committee)	A20
11/2/3	<u>Task group/teams</u>	
11/2/3/R	Routine enquiries	D3
11/2/3/1	Type of task group/team, arrangements, membership and representation etc. (Open a file for each task group/team and number it consecutively, e.g. 11/2/3/1/Name of task group/team)	DAU3
11/2/3/2	Agendas, minutes, reports and Terms of Reference (Open a file for each task group/team and number it consecutively, e.g. 11/2/3/2/Name of task group/team)	A20
11/2/4	<u>Forums</u>	
11/2/4/R	Routine enquiries	D3
11/2/4/1	Type of forums, arrangements, membership and representation etc. (Open a file for each forum and number it consecutively, e.g. 11/2/4/1/Name of forum)	DAU3
11/2/4/2	Agendas, minutes, reports and Terms of Reference (Open a file for each forum and number it consecutively, e.g. 11/2/4/2/Name of forum)	A20
11/2/5	<u>Courts</u>	
11/2/5/R	Routine enquiries	D3
11/2/5/1	Type of courts, arrangements, membership and representation etc. (Open a file for each court and number it consecutively, e.g. 11/2/5/1/Name of court)	DAU3
11/2/5/2	Agendas, minutes, reports and Terms of Reference (Open a file for each court and number it consecutively, e.g. 11/2/5/2/Name of court)	A20
11/2/6	<u>Conferences</u>	
11/2/6/R	Routine enquiries	D3
11/2/6/1	Type of conference, arrangements, membership and representation, etc. (Open a file for each conference e.g. 11/2/6/1/Name of conference)	DAU3
11/2/6/2	Agendas, minutes, reports and Terms of Reference	A20

NUMBER	DESCRIPTION	DISPOSAL
	(Open a file for each conference e.g. 11/2/6/2/Name of conference)	

- (i) The files in this main series deal with all functions relating to the administration of the institutions under the jurisdiction of the department.

NUMBER	SUBJECT	DISPOSAL
12/P	Policy	
12/1	<u>Pre-primary education</u>	
12/1/P	Policy	
12/1/R	Routine enquiries	
12/1/1	Needs assessment, institution and+B260n closure (Open files according to Annexure H)	
12/1/2	Determining courses and lesson plans	
12/1/3	Admission of learners	
12/1/4	Registration and subsidisation of Private Preprimary schools (Open a file for each subsidised school according to Annexure H.)	
12/1/5	Inspections of state preprimary schools and Subsidised private pre- primary schools Subsidised private pre-primary schools	
12/1/6	Annual financial statement (Open a file for each pre-primary school according to Annexure H.)	
12/1/7	<u>Governing bodies</u>	
12/1/7/1	Composition and functions (Open files when necessary and number according to Annexure H.)	
12/1/8	Subsidy i.t.o schools with less than 201 learners (Open files according to Annexure H.)	
12/1/9	Compulsory school attendance	
12/1/9/1	Individual Exemptions (Open files for each alphabetical letter and file applications according to Surname)	
12/1/10	School Surveys (Open Files according to Annexure H)	
12/2	<u>Primary and secondary education</u>	
12/2/P	Policy	
12/2/R	Routine enquiries	
12/2/1	Needs assessment, use of accommodation name changing and closing (Open files according to Annexure E.)	
12/2/1/P	Policy	
12/2/2	<u>Determining courses and lesson plans</u>	
12/2/2/P	Policy	
12/2/2/R	Routine enquiries	
12/2/2/1	<u>Primary Phase</u> (Open a file numerically according to primary phase)	

12/2/2/2	Junior Secondary Phase	
	(Open a file numerically according to junior secondary phase)	
12/2/2/3	Senior Secondary Phase	
12/2/2/3/P	Policy	
12/2/2/3/1	Afrikaans	
12/2/2/3/1/1	First Language Higher Grade	
12/2/2/3/1/2	First Language Standard Grade	
12/2/2/3/1/3	Second Language Higher Grade	
12/2/2/3/1/4	Second Language Standard Grade	
12/2/2/3/2	English	
12/2/2/3/2/1	First Language Higher Grade	
12/2/2/3/2/2	First Language Standard Grade	
12/2/2/3/2/3	Second Language Higher Grade	
12/2/2/3/2/4	Second Language Standard Grade	
12/2/2/3/3	Latin Higher Grade	
12/2/2/3/4	German Higher Grade	
12/2/2/3/5	History	
12/2/2/3/5/1	Higher Grade	
12/2/2/3/5/2	Standard Grade	
12/2/2/3/6	Geography	
12/2/2/3/6/1	Higher Grade	
12/2/2/3/6/2	Standard Grade	
12/2/2/3/7	Accounting	
12/2/2/3/7/1	Higher Grade	
12/2/2/3/7/2	Standard Grade	
12/2/2/3/8	Typing Standard Grade	
12/2/2/3/9	Shorthand Standard Grade	
12/2/2/3/10	Woodwork Standard Grade	
12/2/2/3/11	Needlework Standard Grade	
12/2/2/3/12	Home Economics	
12/2/2/3/12/1	Higher Grade	
12/2/2/3/12/2	Standard Grade	
12/2/2/3/13	Mathematics	
12/2/2/3/13/1	Higher Grade	
12/2/2/3/13/2	Standard Grade	
12/2/2/3/14	Biology	
12/2/2/3/14/1	Higher Grade	
12/2/2/3/14/2	Standard Grade	
12/2/2/3/15	Physical Science	
12/2/2/3/15/1	Higher Grade	
12/2/2/3/15/2	Standard Grade	

12/2/2/3/16	<u>Biblical Studies</u>	
12/2/2/3/16/1	Higher Grade	
12/2/2/3/16/2	Standard Grade	
12/2/2/3/17	<u>Fine Art</u>	
12/2/2/3/17/1	Higher Grade	
12/2/2/3/17/2	Standard Grade	
12/2/2/3/18	<u>Music</u>	
12/2/2/3/18/1	Higher Grade	
12/2/2/3/18/2	Standard Grade	
12/2/2/3/19	<u>Bricklaying and Plastering</u>	
12/2/2/3/20	<u>Painting and Décor</u>	
12/2/2/3/21	<u>Plumbing</u>	
12/2/2/3/22	<u>Welding and Metalwork</u>	
12/2/2/3/23	<u>Motor Mechanics</u>	
12/2/2/3/24	<u>Electrician Work</u>	
12/2/2/3/25	<u>Life Orientation for Men</u>	
12/2/2/3/26	<u>Life Orientation for Women</u>	
12/2/2/3/27	<u>Practical Ballet</u>	
12/2/2/3/28	<u>Business Economics</u>	
12/2/2/3/28/1	Higher Grade	
12/2/2/3/28/2	Standard Grade	
12/2/2/3/29	<u>Economics</u>	
12/2/2/3/29/1	Higher Grade	
12/2/2/3/29/2	Standard Grade	
12/2/2/3/30	<u>Woodworking Standard Grade</u>	
12/2/2/3/31	<u>Technical Drawing</u>	
12/2/2/3/31/1	Higher Grade	
12/2/2/3/31/2	Standard Grade	
12/2/2/3/32	<u>Science of Art Standard Grade</u>	
12/2/2/3/33	<u>Speech and Drama</u>	
12/2/2/3/34	<u>Agricultural Science</u>	
12/2/2/3/34/1	Higher Grade	
12/2/2/3/34/2	Standard Grade	
12/2/2/3/35	<u>French</u>	
12/2/2/3/36	<u>Arabic</u>	
12/2/2/3/37	<u>Functional Mathematics</u>	
12/2/2/3/38	<u>Xhosa</u>	
12/2/2/3/38/1	Higher Grade	
12/2/2/3/38/2	Standard Grade	
12/2/2/3/39	<u>Functional Physical Science</u>	
12/2/2/3/40	<u>Fitting and Turning Standard Grade</u>	

12/2/2/3/41	Technika and Mechanical	
12/2/2/3/42	Technika and Electrical	
12/2/2/3/43	Technika and Civil	
12/2/2/3/44	Electronics	
12/2/2/3/45	Computer Studies	
12/2/2/3/46	Zulu	
12/2/2/3/47	Italian Third Language	
12/2/2/3/48	Spanish Third Language	
12/2/2/3/49	Catering	
12/2/2/3/50	Islamic Studies	
12/2/2/3/51	Curriculum 2005	
12/2/2/3/52	Travel and Tourism	
12/2/2/3/53	Hospitality Studies	
12/2/2/3/54	Dance Study	
12/2/2/3/55	Sport Science	
12/2/2/3/56	Technology	
12/2/2/3/57	Life Sciences	
12/2/2/4	Practical Course for Slow Learners	
12/2/3	Expanding the curriculum at schools (Open files according to Annexure E)	
12/2/4	Introduction of new courses/subjects at schools (Open files according to Annexures E and B)	
12/2/5	Choosing and implementing of extracurricular Subjects	
12/2/5/1	Piano	
12/2/5/2	Violin	
12/2/5/3	Recorder	
12/2/5/4	Guitar	
12/2/5/5	Life Skills and Self Protection	
12/2/5/6	Craft and Pottery	
12/2/6	Syllabus	
12/2/6/R	Routine enquiries	
12/2/6/1	Determining of syllabus (Open files according to Annexure E.)	
12/2/6/2	Processing, filing and distributing	
12/2/7	Admission, suspension, expulsion of learners older than 18 years (Open files according to Annexure E)	
12/2/7/P	Policy	
12/2/7/1	Admission of learners from other countries	
12/2/7/2	Appeals against refusals to admit learners	
12/2/8	School Administration Services	

12/2/8/P	Policy	
12/2/8/R	Routine enquiries	
12/2/8/1	Language medium and instruction	
12/2/8/2	School fees	
	(Open files according to Annexure B, D and E) (Open Files according to learners surname in alphabetical order)	
12/2/8/3	Art, music and ballet fees	
12/2/8/4	Double shift classes	
12/2/8/5	Religious Instruction at schools	
12/2/8/6	Differentiated education in secondary schools	
12/2/8/7	<u>Olympiads in secondary schools</u>	
12/2/8/7/1	Afrikaans	
12/2/8/7/2	World Knowledge	
12/2/8/7/3	Mathematics/Physical Science	
12/2/8/7/4	Home Economics	
12/2/8/8	Practical work in the teaching of Natural Sciences	
12/2/8/9	Exchange schemes	
12/2/8/10	Pupil organizations	
12/2/8/10/P	Policy	
12/2/8/11	<u>Compulsory school attendance</u>	
12/2/8/11/P	Policy	
12/2/8/11/R	Routine enquiries	
12/2/8/11/1	<u>Individual Exemption</u>	
	(Open a file for each letter of the alphabet and file applications according to surname.)	
12/2/8/11/2	Quarterly Attendance Register of Learners	
12/2/8/12	<u>Allocation of boarding bursaries</u>	
12/2/8/12/P	Policy	
12/2/8/12/R	Routine enquiries	
12/2/8/12/1	Education Metro District Centre	
	(Open files according to Annexure J.)	
12/2/8/12//2	<u>Primary and secondary schools</u>	
	(Open files according to Annexure E.)	
12/2/8/13	Exhibitions, competitions, festivals	
	(Open a file for each exhibition, competition or festival and number consecutively.)	
12/2/8/14	Scholar patrols and road safety	
12/2/8/15	Guidance	
	(inter alia Family planning)	
12/2/8/16	<u>Transport bursary</u>	
12/2/8/16/P	Policy	
12/2/8/16/R	Routine enquiries	

12/2/8/16/1	<u>Region and area offices</u> (Open file according to Annexure A) (Files Closed on 30 June 2001. See 12/2/8/16/3)	
12/2/8/16/2	<u>Primary and Secondary Schools</u> (Open files according to Annexures E)	
12/2/8/16/3	<u>Education Metro District Centre</u> (Open files according to Annexures J)	
12/2/8/17	<u>Transport schemes</u>	
12/2/8/17/P	Policy	
12/2/8/17/1	<u>Implementing of Transport Schemes</u>	
12/2/8/17/1/R	Routine enquiries	
12/2/8/17/1/1	<u>Regional / Area Offices</u> (Open files according to Annexure A and number each scheme consecutively.) Files closed 30 June 2001. See 12/2/8/17/1/2)	
12/2/8/17/1/2	<u>Education Metro District Centre</u> (Open files according to Annexure J and number each scheme consecutively.)	
12/2/8/17/1/2/P	Policy	
12/2/8/17/1/2/R	Routine Enquiries	
12/2/8/17/1/3	Investigation Management and Organisation	
12/2/8/17/1/4	Learner Transport Scheme Quarterly Reports	
12/2/8/17/2	<u>Tenders</u> (This sub series must be used only for transport scheme tenders. For tenders in general, see file 9/1.)	
12/2/8/17/2/P	Policy	
12/2/8/17/2/1	<u>Collection of Tenders</u> (Open files according to tender number.)	
12/2/8/17/2/1/R	Routine enquiries	
12/2/8/17/2/1/1	<u>Regional / Area Offices</u> (Open files according to Annexure A and number each tender consecutively.) Close this subsection and replace with 13/2/8/17/2/1.	
12/2/8/17/2/2	<u>Funds</u>	
12/2/8/17/2/3	<u>Audit Enquiries</u>	
12/2/8/17/2/4	<u>Testing of Vehicles</u>	
12/2/8/17/2/4/1	<u>Reports</u> (Open according to Tender number example: 13/2/8/17/2/4/T.../1)	
12/2/8/17/2/4/2	<u>General Correspondence</u> (Open according to Tender number example: 13/2/8/17/2/4/T.../2)	
12/2/8/17/2/5	Route specification for advertising and Invitations	
12/2/8/17/2/6	Monthly Expenditure	
12/2/8/17/2/7	Outstanding documents for Vehicles	
12/2/8/17/2/8	Takeover of Learners Transport Scheme by the Department of Transport	

12/2/8/17/2/9	Collection of Results Route specifications	
12/2/8/17/2/10	Minister Enquiries/Parliament Enquiries	
12/2/8/17/2/11	Complaints against Bus Contractors	
12/2/8/17/2/12	Reports to Head Office	
12/2/8/17/2/13	Submission of Insurance Contractors	
12/2/8/17/2/14	Insurance Documents	
12/2/8/17/3	Transfer Payments (Open files according to tender number)	
12/2/8/18	Catering	
	(Open the following files for each private institution and organization that provides a service numbered consecutively.)	
	/1 Agendas and minutes, e.g.13/2/8/18/1	
	/2 Contracts 13/2/8/18/2	
	/3 Regulations for the paying of claims 13/2/8/18/3	
	/4 Monitoring of service 13/2/8/18/4	
	(Open files for each institution as required according to Annexures E and G.)	
12/2/8/18/P	Policy	
12/2/8/18/R	Routine enquiries	
12/2/8/19	Providing of religious books to pupils (Open files according to Annexure J.)	
12/2/8/20	School functions and tours (Open files under each subsection according to Annexures A and J.)	
12/2/8/20/1	Approval of Sports gatherings	
12/2/8/20/1/1	Sports injuries – reports	
12/2/8/20/2	Invitation to official representation at school functions and institutions	
12/2/8/20/3	Educational tours	
12/2/8/20/4	Tollgate Scheme	
12/2/8/20/5	Commemorations	
12/2/8/21	Education of gifted pupils	
12/2/8/22	Museum services	
12/2/8/23	School feeding schemes	
12/2/8/23/1	Conditional Allocations	
12/2/8/24	Accident prevention at schools	
12/2/8/25	Extramural activities	
12/2/8/26	Career guidance for learners	
12/2/8/27	Official opening of schools (Open files according to Annexures A and J.)	
12/2/8/28	Non-official visits to schools by outsiders	
12/2/8/29	Adult education (Open files according to Annexure J.)	

12/2/8/30	Sports	
12/2/8/30/P	Policy	
12/2/8/30/R	Routine Enquiries	
12/2/8/31	Closing of schools for special occasions	
12/2/8/32	Membership: National Film Library	
12/2/8/33	Developing of learners	
12/2/8/33/1	<u>Primary and Secondary Schools</u>	
	(Open files according to Annexure E.)	
12/2/8/33/2	Junior Primary	
12/2/8/33/3	Special Schools	
	(Open files according to Annexure B and D)	
12/2/8/33/4	Private Schools	
	(Open a file for every school and number consecutively)	
12/2/8/33/5	Pre- Primary	
	(Open a file for every school and number consecutively)	
12/2/8/34	Environmental education	
12/2/8/35	Combined classes	
12/2/8/36	Training bursaries	
	(Open files according to Annexure E.)	
12/2/8/37	Transfer Payments	
	(Open a file according Annexure B, C, D, E, F, G, J and K, H For Financial matters see 3/1/1/1 subseries)	
12/2/8/38	Awards to Learners	
12/2/8/39	Payments i.t.o Courses	
12/2/8/40	Subsidy i.t.o schools with learners less than 201	
	(Open files according to Annexure E, B and K)	
12/2/8/40/P	Policy	
12/2/8/41	Financial assistance to Education Institutions	
	(Open files according to Annexure E.)	
12/2/9	<u>School social services</u>	
	(Open files according to Annexure A.)	
12/2/10	<u>Research</u>	
12/2/10/P	Policy	
12/2/10/R	Routine enquiries	
12/2/10/1	<u>Applications</u>	
12/2/10/1/1	Students	
12/2/10/1/2	Universities	
12/2/10/1/3	Non-governmental organisations (NGOs)	
12/2/10/1/4	Private	
	<u>Reports on NGOs</u>	
12/2/10/2		
	(Open files as required and number consecutively)	

12/2/10/3	Management information services, including school surveys	
12/2/10/3/P	Policy	
12/2/10/3/R	Routine enquiries	
12/2/10/3/1	CENSUS	
	(Open files according to annexure E)	
12/2/10/3/1/1	South Africa	
12/2/10/3/1/2	Schools	
	(Open according to Annexure E)	
12/2/10/4	<u>Learner Tracking System</u>	
	(Open files according to Annexure E.)	
12/2/10/5	Gr3,6,9 Testing 2010	
12/2/10/5/1	Final Provincial and District Report	
12/2/10/5/2	Final Test Instrument and Memoranda (Literacy Grade 3)	
12/2/10/5/2/1	Final Test Instrument and Memoranda (Numeracy Grade 3)	
12/2/10/5/3	Final Test Instrument and Memoranda (Language Grade 6)	
12/2/10/5/3/1	Final Test Instrument and Memoranda (Mathematics Grade 6)	
12/2/10/5/4	Final Test Instrument and Memoranda (Language Grade 9)	
12/2/10/5/4/1	Final Test Instrument and Memoranda (Mathematics Grade 9)	
12/2/10/5/5	Minutes and Circulars	
12/2/10/5/6	Presentations	
12/2/10/5/7	Systemic Test Records- (2002)	
12/2/10/5/7/1	Numeracy Gr.3	
12/2/10/5/7/2	Literacy Gr.3	
12/2/10/5/7/3	Reports	
12/2/10/5/7/4	Literacy Gr.4	
12/2/10/5/7/5	Numeracy Gr.5	
12/2/10/5/7/6	Reports	
12/2/10/5/7/7	Literacy (2004)	
12/2/10/5/7/8	Numeracy (2004)	
12/2/10/5/7/9	Reports	
12/2/11	<u>Curriculum 2005</u>	
12/2/11/P	Policy	
12/2/11/R	Routine enquiries	
12/2/11/1	Workshops	
	(Open a file for each workshop as required and number consecutively.)	
12/2/11/2	Study visit	
12/2/11/3	Culture of Learning and Teaching Services (COLTS)	
12/2/11/4	Piloting of common assessment tasks	
	(CATS) and external assessment tests (EATS)	
12/2/11/5	Systematic evaluation of learners	

12/2/11/5/1	Adult Basic Education and Training (ABET)	
12/2/11/5/2	Schedule for assessment of Grade R-10 / R-12	
12/2/11/5/3	Language Transformation (Colt)	
12/2/11/5/4	Annual National Assessment	
12/2/11/6	Strategy	
12/2/11/6/1	Literacy and Numeracy	
12/2/11/6/1/1	Intervention	
12/2/11/6/2	Mathematics, Science and Technology	
12/2/11/6/2/1	E-education	
12/2/11/6/2/2	Multigrade Education	
12/2/11/6/2/3	Wap Book	
12/2/11/6/2/4	Exam Revision Broadcast	
12/2/11/6/3	Economic and Management Sciences	
12/2/11/6/4	Natural Sciences	
12/2/11/7	Inclusive Curriculum	
12/2/11/7/1	Evaluation for Hinderings	
12/2/11/7/2	Forums	
12/2/11/8	Education Recovery Plan (Strike)	
12/2/11/9	Early Childhood Development Foundation Phase	
12/2/11/10	Allocation of Funds	
12/2/11/11	Determination of Courses and Syllabus	
12/2/11/12	Personnel Services	
12/2/11/12/1	Overtime services	
12/2/12	Workshops	
	(Open a file for each workshop and number Consecutively.) Workshops w.r.t. Curriculum 2005, see 13/2/11/1	
12/2/13	National Curriculum Statement	
12/2/13/P	Policy	
12/2/13/R	Routine enquiries	
12/2/13/1	Comments	
12/2/13/2	Revision	
12/2/13/3	Training	
12/2/13/3/1	Inclusive Curriculum	
12/2/13/3/2	Oral History Methodology	
12/2/13/4	Implementation of	
12/2/13/5	Study Skills	
12/2/13/6	Learning and Teaching Support Material (LTSM)	
12/2/13/6/1	Monitoring tool	
12/2/14	Year planners	
12/2/15	COSAT (Maths & Science Centres)	
12/2/16	Inclusive curriculum	

12/2/17	Adult Basic Education and Training Curriculum	
12/2/18	Infrastructure- Physical resource planning and Property management	Cleopatra 06/12/2019
12/2/18/R	Policy	Cleopatra 05/06/2020
12/2/18/P	Routine Enquiries	Cleopatra 05/06/2020
12/2/18/1	Waiver of penalties (open a file per service provider, e.g. 12/2/18/1 Group 5	Addition
12/2/18/2	Transfer of funds to support teaching and learning	Cleopatra 05/06/2020
12/2/18/3	Energy Efficient Electricity Interventions	Cleopatra 05/06/2020
12/3	Private schools	
12/3/P	Policy	
12/3/R	Routine enquiries	
12/3/1	Registration and subsidising (Open a file for every school and number Consecutively.)	
12/3/2	Continuation classes (Open files according to Annexure J.)	
12/3/3	Annual financial reports (Open a file for each school and number Consecutively.)	
12/3/4	Inspections (Open a file for each school and number Consecutively.)	
12/3/5	Recognition of Training and examination centres	
12/3/5/1	Prisons (Open a file for each prison and number Consecutively.)	
12/3/5/1/1	National certificate vocational curriculum support (NCV)	
12/3/6	annual school magazines and other publications (Open a separate file for each school and number Consecutively.)	
12/3/7	Governing bodies	
12/3/7/P	Policy	
12/3/7/R	Routine enquiries	
12/3/7/1	Composition and activities (Open files for each school and number Consecutively.)	
12/3/8	Partnerships	
12/3/9	Establishment of new Courses/Subjects at Schools (Open a file for each school and number Consecutively.)	
12/3/10	Umalusi	
12/3/11	Education Statistics (Open a file for each school and number Consecutively.)	
12/3/12	Business plan for Independent schools	
12/3/13	School Surveys (Open a file for each school and number consecutively)	
12/3/14	Acceptance of learners ((Open a file for each school and number consecutively)	

12/4	Youth-care and special youth-care centres / Place of Safety	
12/4/P	Policy	
12/4/R	Routine enquiries	
12/4/1	Needs assessment, change of name and closing of youth care (Open files according to Annexure G.)	
12/4/2	Admission to youth-care and special youth-care centres	
12/4/2/P	Policy	
12/4/2/R	Routine enquiries	
12/4/2/1	Individual admissions (Open a file per admission/case and number alphabetical according surname)	
12/4/3	Transfers from youth-care and special youth-care centres to prisons and other institutions	
12/4/4	Student administration	
12/4/4/P	Policy	
12/4/4/R	Routine enquiries	
12/4/4/1	Medical, dental and optical treatment (Open files according to Annexure G.)	
12/4/4/2	Excursions and camps (Open files according to Annexure G.)	
12/4/4/3	Rules and Conditions for work and earnings of learners	
12/4/4/4	Placing on leave	
12/4/4/5	Discipline and disciplinary measures	
12/4/4/6	Supervision of learners from youth-care and Special youth-care centres	
12/4/4/7	Classification of learners into groups	
12/4/4/8	Injuries to learners at youth-care and Special youth-care centres (Open files according to Annexure G.)	
12/4/4/9	Determining of allowances and pocket money	
12/4/4/10	Escorting of learners	
12/4/4/11	Chalet system	
12/4/5	Introduction of parent-teacher associations	
12/4/6	Courses and learning plans (Open files according to Annexure G.)	
12/4/7	In-service training of staff	
12/4/8	Annual reports (Open files according to Annexure G.)	
12/4/9	Investigation committee at youth-care and special youth-care centres	
12/4/9/1	Appointment of members (Open files according to Annexure G.)	
12/4/10	Tariffs for lodging/meals for visitors/staff	
12/4/11	Investigation by youth -care and special youth-care centres	

	(Open files according to Annexure G.)	
12/4/12	Use of youth-care centres for non-educational purposes	
	(Open files according to Annexure G.)+	
12/4/13	Submission of reports	
	(Open files according to Annexure G.)	
12/4/14	Statistics - pupils from other provinces	
12/4/14/1	Learners from other Provinces	
12/4/15	Work study Investigations	
12/5	Special Education	
	(For state special schools, see 13/5/8.)	
12/5/P	Policy	
12/5/R	Routine enquiries	
12/5/1	Needs assessment, subsidisation, name changes and closing of special schools	
	(Open files according to Annexure B.)	
12/5/2	Admission/discharge of learners and granting of maintenance allowances to learners	
	(Open files according to Annexure B.)	
12/5/2/1	Admission Requirements	
12/5/3	Determining courses and learning plans	
12/5/3/P	Policy	
12/5/3/R	Routine enquiries	
12/5/3/1	Blindness	
12/5/3/2	Deafness	
12/5/3/3	Epilepsy	
12/5/3/4	Cerebral palsy	
12/5/3/5	Autism	
12/5/3/6	Physical handicaps	
12/5/3/7	Conservation (subject)	
12/5/4	Determining and revising of capitation grants	
12/5/5	Investigation into separate facilities for visually Impaired learners	
12/5/6	Provision of teaching facilities at hospitals	
12/5/7	Inspections/Investigations	
	(Open files according to Annexure B.)	
12/5/8	State special schools	
12/5/8/P	Policy	
12/5/8/R	Routine enquiries	
12/5/8/1	Needs assessment and designation	
	(Open files according to Annexure B.)	
12/5/8/2	Admission/discharge of learners	
	(Open files according to Annexure B.)	
12/5/8/3	Use of special schools for non-educational purposes	

	(Open files according to Annexure B.)	
12/5/9	Committees	
12/5/9/1	Standing Committee for Specialized Education	
12/5/9/1/1	Regulations	
12/5/9/1/2	Agendas and minutes	
12/5/10	Conferences	
12/5/10/1	Regulations	
12/5/10/2	Agendas and minutes	
	(Open a file for each handicap and number Consecutively.)	
12/5/11	Research for Special Schools	
	(Open files according to Annexure B.)	
12/5/13	School fees	
	(Open files according to Annexure B)	
12/5/14	Governing bodies	
12/5/15	School Surveys	
	(Open Files according to annexure B)	
12/6	<u>Training centres for the mentally handicapped</u>	
12/6/P	Policy	
12/6/R	Routine enquiries	
12/6/1	Needs assessment, creation, naming and Closing of training centres for the mentally handicapped	
	(Open files according to Annexure D.)	
12/6/2	Admission/discharge of learners	
	(Open files according to Annexure D.)	
12/6/3	Subsidisation of state-supported training Centres	
	(Open files according to Annexure D)	
12/6/4	Exclusion of children as ineducable	
	(Open files according to Annexure J.)	
12/6/5	Annual statements	
	(Open files according to Annexure D.)	
12/6/6	Conferences	
12/6/6/1	Regulations	
12/6/6/2	Agendas and minutes	
12/6/7	Inspections	
	(Open files according to Annexure D.)	
12/6/8	Research for Training centres	
12/7	<u>Special classes</u>	
12/7/P	Policy	
12/7/R	Routine enquiries	

12/7/1	Needs assessment, creation and closing of adaptation classes (Open files according to Annexure E.)	
12/7/2	Remedial classes (Open files according to Annexure E.)	
12/7/3	Adaptation classes (Open files according to Annexure E.)	
12/7/4	Transfer of learners to / Return of learners from Remedial classes	
12/7/5	Remedial classes (Open files according to Annexure E.)	
12/8	<u>Hostels at schools/colleges</u> <u>(N.B. Each hostel or state supported hostel is allocated its own file, even though it may form part of a particular school or college.)</u>	
12/8/P	Policy	
12/8/R	Routine enquiries	
12/8/1	Needs assessment, creation and closing of hostels at school/colleges (Open files according to Annexure E.)	
12/8/2	Appointing hostel committees (Open files according to Annexure E.)	
12/8/3	Agendas and minutes of hostel committees (Open files according to Annexure E.)	
12/8/4	Appointment/Training of hostel superintendents and supervisory assistants (Open files according to Annexure E.)	
12/8/5	Determining/Allocation of boarding fees (Open files according to Annexures A and E.)	
12/8/6	Waiving of boarding fees for needy hostel Boarders (Open files according to Annexure E.)	
12/8/7	Payment of tariffs and payment for boarding and meals at hostels (Open files according to Annexure E.)	
12/8/7/1	Primary and Secondary School Hostels (Open files according to Annexure E.)	
12/8/8	Inspections at hostels (Open files according to Annexure E.)	
12/8/9	Suspension/Expulsion of hostel learners/students and exceeding the maximum number of boarders (Open files according to Annexure E.)	
12/8/10	Hostel rules (N.B. EMDCs must open a file for each hostel According to Annexure E. Example: 13/8/10/E1523)	
12/8/11	Hostel Committee – Head Office	

12/8/12	Allowance for hostel supervision service	
12/8/13	Work procedures, needs and hostels investigations (Open files according Annexure E)	
12/9	Adult Basic Training	
	This 12/9 series has been replaced by the 12/11 series	
12/9/P	Policy	
12/9/1	Introduction of part-time classes (Open files according to Annexure E.)	
12/9/2	Grant-in-aid to continuation classes (Open a file for each organisation/institution and number consecutively.)	
12/9/3	Taking of examinations and issuing of certificates	
12/10	Music centres, art centres and any other Similar institutions	
12/10/P	Policy	
12/10/R	Routine enquiries	
12/10/1	Needs assessment, creation and closing of music centres (Open files according to Annexure K.)	
12/10/2	Governing bodies	
12/10/2/P	Policy	
12/10/2/R	Routine enquiries	
12/10/2/1	Appointing and activities (Open files as required according to Annexure K.)	
12/10/3	Extension of Curriculum (Open files according to Annexure K.)	
12/11	Adult Basic Education and Training (ABET) and Community Learning Centres	
	This 12/11 series replaces the 12/9 series in which no files have been opened.	
12/11/P	Policy	
12/11/R	Routine enquiries	
12/11/1	Needs assessment, creation and closing adult basic education and training (Open a file for each centre as required and number consecutively)	
12/11/2	Annual financial statement (Open a file for each centre and number consecutively)	
12/11/3	Registration and subsidization (Open a file for each centre and number consecutively.)	
12/11/4	Surveys and reports	
12/11/5	Guidelines for assessment	

12/11/5/1	Common Task for Assessment	
12/11/6	Placement tests for adult learners	
12/11/7	Evaluation of Learners (Previously 13/2/11/5/1)	
12/11/7/1	Attendance Registers	
12/11/7/2	Statement of Results	
12/11/8	Curriculum	
12/11/8/P	Policy	
12/11/9	Awards	
12/11/10	Governing Bodies	
12/11/10/1	Composition and Activities	
12/11/11	Adult Basic Education and Training Teachers	
12/11/11/1	Appointments (Applications)	
12/11/11/2	Evaluation of teacher	
12/11/11/3	Workshops	
12/11/12	School Surveys (Open a file for each centre and number consecutively)	
12/12	Management and administration of schools, colleges and hostels	
12/12/P	Policy	
12/12/R	Routine enquiries	
12/12/1	Manuals/prescriptions on	
12/12/1/1	Primary and Secondary Schools (Open files according to Annexure E.)	
12/12/1/2	Tuckshops	
12/12/1/3	Career schools	
12/12/1/4	Special schools	
12/12/1/5	Continuation classes	
12/12/1/6	Junior primary methodology	
12/12/1/7	Use of school buildings and grounds for other than school purposes	
12/12/1/8	Compulsory school visits	
12/12/1/9	Psychological services	
12/12/1/10	Part-time classes	
12/12/1/11	School committees	
12/12/1/12	School managers	
12/12/1/13	Regional council elections	
12/12/1/14	Circuit managers in education	
12/12/1/15	Printing and distribution of management reports of circuit managers in education	
12/12/1/16	Hostels	
	(Open files according to Annexure E.)	

12/12/1/17	Pre-primary education	
12/12/1/18	Training colleges and technical colleges	
12/12/1/19	Board and travel allowances	
12/12/1/20	Senior circuit manager in education / at EMDC	
12/12/1/21	Training centres	
12/12/1/22	Youth-care and special youth-care centres	
12/12/1/23	Pupils who have outside work	
12/12/1/24	Remedial classes	
12/12/1/25	Adaptation classes	
12/12/1/26	Citizen protection	
12/12/1/27	School funds manual	
12/12/1/28	Manual for determining financial assistance to parents	
12/12/1/29	School uniform	
12/12/1/30	Admission, suspension and expulsion of pupils older than 18 years	
12/12/1/31	Curriculum services provision	
12/12/1/32	Learners pregnancy	
12/12/1/32/1	Stats	
12/12/1/33	Parents Responsibility i.t.o school and learners	
12/12/1/34	Schools that under perform	
12/12/2	School funds	
12/12/2/P	Policy	
12/12/2/R	Routine enquiries	
12/12/2/1	Annual financial reports and purchases from school funds (Open files according to Annexures B, C, D, E, F, G and K.)	
12/12/2/2	Cash donations/ bequests to educational Institutions	
12/12/2/3	Trust accounts (Open a file for each trust fund and number consecutively.)	
12/12/2/3/R	Routine enquiries	
12/12/2/3/1	Rejected applications	
12/12/3	Tuck shops	
12/12/3/P	Policy	
12/12/3/R	Routine enquiries	
12/12/3/1	Introduction and administration (Open files according to Annexure J.)	
12/12/4	Library services for schools and colleges (N.B. Purchases of books and publications)	
12/12/4/P	Policy	
12/12/4/R	Routine enquiries	
12/12/4/1	Selection Committee for Library Books	
12/12/4/1/1	Book list Compiling, amending and adding	
12/12/4/1/2	Selection of library books	

12/12/4/2	Determining of financial grants to school libraries	
12/12/4/3	South African Library Association Representation	
12/12/4/4	Library facilities for after-school study	
12/12/4/5	Library allocations Teacher training colleges and Schools	
	(Open files according to Annexures C and E.)	
12/12/4/6	Provincial Library Council Appointment of members	
12/12/4/7	Integration of library with schoolwork	
12/12/4/8	Stocktaking/ writing off library books	
12/12/4/9	Sackro Educational Media Centre	
12/12/10	Needs assessment	
12/12/5	Citizen protection to raise awareness at Schools, colleges and hostels	
12/12/6	School calendar and hours	
12/12/6/P	Policy	
12/12/6/R	Routine enquiries	
12/12/6/1	Applications to deviate from school calendars and hours	
	(Open files according to Annexures C, E and F.)	
12/12/7	Use of school buildings/grounds for other than school purposes	
	(For manual/prescriptions, see 13/12/1/7)	
12/12/7/P	Policy	
12/12/7/1	Education Metro District Centres (EMDCs)	
	(Open files according to Annexure J.)	
12/12/7/2	Teacher training colleges / Teachers' centres	
	(Open files according to Annexure C.)	
12/12/7/3	Primary and Secondary Schools	
	(Open files according to Annexure E.)	
12/12/7/4	Other educational institutions at tertiary level	
	(Open files according to Annexure F.)	
12/12/8	School medical services (Open Files according to annexures B, D E)	
12/12/8/P	Policy	
12/12/8/R	Routine enquiries	
12/12/8/1	Use of provincial and municipal clinics	
	(Open files according to Annexure J.)	
12/12/8/2	Treatment methods and following up on Recommendations by medical or dental inspector	
	(Open files according to Annexure J.)	
12/12/8/3	Rotas of medical inspectors of schools	
12/12/8/4	Quarterly reports of school nurses	
	(Open a file for each school nurse and number Consecutively.)	
12/12/8/5	Monthly reports from medical inspectors of Schools	
12/12/8/6	Planning and introducing dental services	
12/12/8/7	Research work by the S.A. Institute for Medical Research	
12/12/8/8	Treatment methods and following up on General health	

12/12/8/9	Healthy environment	
12/12/9	Psychological Services	
12/12/9/P	Policy	
12/12/9/R	Routine enquiries	
12/12/9/1	Planning and introduction of School Psychological Services	
	(Open files according to Annexure J.)	
12/12/9/2	In-service training of psychology personnel	
12/12/9/3	Psychological counselling	
12/12/9/3/1	Training	
12/12/9/3/2	Family counselling	
12/12/9/3/3	Career counselling	
12/12/9/4	Emotional disturbances and behavioural deviations	
12/12/9/4/R	Routine enquiries	
12/12/9/4/1	Meetings with special schools, medical Professionals, etc.	
12/12/9/4/2	Psycho-clinical services and child guidance clinics meetings	
12/12/9/4/3	Annual and quarterly reports	
12/12/9/5	Psychological testing (Intelligence and scholastic achievement)	
12/12/9/5/P	Policy	
12/12/9/5/R	Routine enquiries	
12/12/9/5/1	Testing of learners for standardization purposes	
	(Open files according to Annexure J and E alphabetical according child surname and numerical number consecutively e.g. 13/12/9/5/1-E948/W1)	
12/12/9/5/2	Testing by psychologists of the Department	
12/12/9/5/3	Aspects of Human Science Research Council statistics	
12/12/9/5/4	Monthly reports by psychologists	
	(Open files according to Annexure J.)	
12/12/9/6	Psychological services	
12/12/9/6/1	Youth-care and special youth-care centres	
12/12/9/6/2	Training centres	
12/12/9/6/3	School clinics for hearing and language skills	
12/12/9/6/4	Rehabilitation centres	
12/12/9/7	Psychological services to schools by private/ practising persons, organisations and NGOs	
12/12/9/7/P	Policy	
12/12/9/7/R	Routine enquiries	
12/12/9/7/1	Requests	
12/12/9/8	Child maltreatment, abuse and neglect	
12/12/9/8/P	Policy	
12/12/9/8/R	Routine enquiries	
12/12/9/8/1	Effective handling of child abuse	
	(Open files according to Annexure E.)	
12/12/9/9	Alcohol and drug abuse	

12/12/9/9/P	Policy	
12/12/9/9/R	Routine enquiries	
12/12/9/10	Support Service to under age learners (Open separate files according to Annexure E.)	
12/12/9/11	Sexual violence and AIDS	
12/12/9/12	Fighting against AIDS at schools	
12/12/9/12/P	Policy	
12/12/9/12/R	Routine Enquiries	
12/12/9/12/1	Workplan	
12/12/9/12/2	Reports	
12/12/9/12/2/1	District Offices (Open under the following descriptions. One file for each District Report according to Annexures E and J.)	
12/12/10/1	School committees (Open under the following descriptions. One file for each EMDC/school committee according to Annexures E and J.)	
12/12/10/P	Policy	
12/12/10/R	Routine enquiries	
12/12/10/1	Appointing and activities	
12/12/10/2	Training	
12/12/11	Regional Councils (Open a file under the following descriptions e.g. 13/12/12/J3/K1, one file for every Regional Council according To Annexure J.)	
12/12/11/P	Policy	
12/12/11/R	Routine enquiries	
12/12/11/1	Appointing and activities	
12/12/11/2	Agendas and minutes	
12/12/11/3	Allowances, travel accommodation and privileges for members of Regional Councils	
12/12/11/4	Confidential matters on Regional Councils	
12/12/12	School managers (Open the file under the following descriptions one file for each school manager, according to Annexure J and alphabetically according to school manager's surname, thereafter numbered consecutively)	
12/12/12/P	Policy	
12/12/12/R	Routine enquiries	
12/12/12/1	Recognition, remuneration and activities	
12/12/13	Management/Governing bodies for educational institutions	
12/12/13/P	Policy	
12/12/13/R	Routine enquiries	
12/12/13/1	Appointing and activities	

	(Open a file for each educational institution that has a management council/committee and according to Annexure G. Cancel Annexures B to F.)	
12/12/13/2	Agendas and minutes of management councils / committees	
	(Open separate files for each institution that Regularly submits minutes and according to Annexure G. Cancel Annexures B to F and G.)	
12/12/13/3	Allowances and travel accommodation for Members of management/governing bodies	
12/12/13/4	Superintendent General Notices to schools	
12/12/13/5	Financial Assistance	
12/12/14	Advisory councils	
12/12/14/P	Policy	
12/12/14/R	Routine enquiries	
12/12/14/1	Appointing and activities	
	(Open a separate file for each institution that has an advisory council and according to Annexure G)	
12/12/14/2	Agendas and minutes	
	(Open a separate file for each institution that regularly submits minutes and according to Annexure G. Cancel Annexures B to F.)	
12/12/15	College senates	
	(Open under the following descriptions, one file for each college and according to Annexure C.)	
12/12/15/1	Appointing	
12/12/16	Advisory senates for colleges	
	(Open under the following descriptions, one file for each college and according to Annexure C.)	
12/12/16/P	Policy	
12/12/16/R	Routine enquiries	
12/12/16/1	Appointing	
12/12/17	Management of educational institutions	
	(Implementing/Following up on recommendations in an inspection report: Place extracts in appropriate files.)	
12/12/17/P	Policy	
12/12/17/R	Routine enquiries	
12/12/17/1	Monthly reports on schools from circuit managers and curriculum advisers	
	(The name "subject adviser" has been changed to "curriculum adviser".)	
12/12/17/1/1	Head Office	
12/12/17/1/2	Education management and development centres (EMDCs)	
	Regional and area offices were replaced by Education management and development centres	
	(Open files according to Annexure J.)	
12/12/17/2	Rotas of circuit managers and curriculum advisers of education	

	(Open a file for each subject and number Consecutively.)	
12/12/17/3	Annual reports from senior circuit managers, Circuit managers and curriculum advisers of Education	
12/12/17/4	Classification and reclassification subject specialist management ("Inspectorate" has been replaced by subject specialist management")	
12/12/17/5	Panel management	
12/12/17/6	Addresses and changes to subject specialist management	
12/12/17/7	Use of services of circuit managers of education	
12/12/17/8	In-service training of Circuit Managers and Curriculum advisers of education	
12/12/18	Corporal punishment and injury of learners/students	
	(Open files according to Annexures A, J and E)	
12/12/19	Greening of colleges/schools	
12/12/20	Diet at educational institutions	
12/12/21	Compilation of school magazines and other Internal school/educational institution publications	
	(Open files according to Annexures B, C, D and E.)	
12/12/22	Allowances and pocket money	
	(Open files according to Annexure C.)	
12/12/23	Flag-raising ceremonies at educational institutions	
12/12/24	Address lists and address changes of all Educational institutions	
12/12/25	Action in connection with outstanding quarterly and Annual financial statements of educational institutions	
12/12/26	Parent-teacher associations	
12/12/27	First aid training in educational institutions	
12/12/28	Research among school-going youth: Community study	
12/12/29	Thrift club at schools	
12/12/30	School books and school uniform committees	
12/12/30/P	Policy	
12/12/30/R	Routine enquiries	
12/12/30/1	Chief committee	
12/12/30/2	Day committee	
12/12/30/3	Subcommittee	
12/12/30/4	Booksellers	
	(Open a file for each committee and number Consecutively.)	
12/12/30/5	Appointment of committee members	
	(Open a file for each committee and number Consecutively.)	
12/12/31	Teacher associations	
12/12/32	Research into primary and secondary education	
12/12/32/1	Reports	
12/12/33	Problem situations, demonstrations by learners	
	(Open files according to Annexures B, D, E and G.)	
12/12/34	Audio-visual education	

12/12/35	Information on education to outsiders for study/ research purposes	
12/12/36	Demarcation of school regions	
12/12/37	Education statistics	
	(Open files according to Annexures E)	
12/12/37/1	Logistics Services	
12/12/38	Disposal of articles made during training in practical and technical subjects	
12/12/39	School reports	
12/12/40	History and History programmes in schools	
	(Open files according to Annexures B, D, E, G and H.)	
12/12/41	School-based Management	
12/12/41/P	Policy	
12/12/41/1	Norms and standards	
	(Open files according to Annexures B, D, E and J.)	
12/12/41/1/P	Policy	
12/12/41/1/R	Routine enquiries	
12/12/41/1/1	Specific Schools	
	(Open files according to Annexures B, D, E and J, K.)	
12/12/41/1/2	Adult Basic Education and Training	
	(Open files for each centre and number consecutive)	
12/12/41/1/3	Excesses	
	(Open file according to Annexures B, D,E,J,K)	
12/12/41/2	Training	
12/12/41/3	Municipal Accounts	
12/12/41/3/1	Dept Recovery	
12/12/42	Outcomes-based education	
12/12/42/P	Policy	
12/12/42/R	Routine enquiries	
12/12/42/1	Preparation, management and support	
12/12/43	Partnerships	
	(Open files according to Annexures B, D, E and G.)	
12/12/44	Values in Education	
12/12/45	Safety/Protection of Learners in Educational Institutions	
	(Open files according to Annexures B, D, E, H and K.)	
12/12/45/P	Policy	
12/12/45/R	Routine enquiries	
	(Open files when necessary according to Annexures B, D, E, H and K.)	
12/12/45/1	Payments (Open Files according to annexures B, D, E, H and K)	
12/12/45/2	Bullying of Learners	
12/12/45/3	Community learning centres(ABET)	
	(Open files when necessary and number Consecutively.)	
12/12/46	Home schooling	

12/12/46/P	Policy	
12/12/46/R	Routine enquiries	
12/12/46/1	Needs assessment and registration (Open a file for each letter of the alphabet and file applications according to school's name.)	
12/12/47	Learner pregnancy	
12/12/47/P	Policy	
12/12/47/R	Routine enquiries	
12/12/47/1	Casualties at Schools	
12/12/48	Disciplinary Measures	
12/12/49	Code of Conduct for Learners	
12/13	<u>Home schooling</u>	
12/13/P	Policy	
12/13/R	Routine Enquiries	
12/13/1	Needs Analysis and Registration	
12/14	<u>Institutional Management and Governance Planning</u>	
12/14/1	Personnel Services	
12/14/1/1	Establishments	
12/14/1/2	Strategic Planning	
12/14/2	Projects (Open files for each project as required for the IMGP Directorate)	
12/15	<u>Statistics</u>	
12/15/1	Moderation	
12/16	<u>Cape Teaching and Leadership Institute</u>	
12/16/1	<u>Administration and support services</u>	
12/16/1/P	Policy	
12/16/1/R	Routine enquiries	
12/16/1/1	<u>Annual Report</u>	
2/16/2	<u>Finance</u>	
12/16/2/1	Budget	
12/16/2/2	Procurement	
12/16/2/3	Transport Claims	
12/16/2/4	Municipal accounts	
12/16/2/5	Telephone accounts	
12/16/2/6	Audit matters	
12/16/3	<u>Personnel</u>	
12/16/3/1	Staff Matters	
12/16/3/2	Substitutes	

12/16/3/3	Contract appointments	
12/16/3/4	Protective Clothing	
12/16/4	<u>Logistical arrangements</u>	
12/16/4/1	Registry	
12/16/4/2	Travel and Transport arrangements	
12/16/4/3	GG Transport	
12/16/4/4	Hostel Accommodation and Catering	
12/16/4/5	Venue Bookings	
12/16/4/6	Facility Maintenance	
12/16/4/6/1	Matthews Goniwe School of Leadership and Governance	
12/16/4/7	Equipment	
12/16/4/8	Science Laboratory Management	
12/16/4/9	Computer Laboratory Management	
12/16/4/10	Inventory control	
12/16/4/11	Stock control	
12/16/4/12	Security	
12/16/5	<u>Teacher qualification improvement</u>	
12/16/5/P	Policy	
12/16/5/R	Routine enquiries	
12/16/5/1	Continuous Professional Teacher Development Point System (CPTD)	
12/16/5/2	<u>Bursary Schemes</u>	
	(Open a file for each bursary Scheme)	
12/16/5/2/1	Bursary Discussion *	
12/16/5/2/2	Advanced Certificate in Teaching- Maths	
12/16/5/2/3	Advanced Diploma in Education- Maths	
12/16/5/3	Individual Bursary Files. (open file for each bursary recipient)	
12/16/5/4	Teaching Practice	
12/16/6	<u>National teaching awards</u>	
12/16/6/P	Policy, circulars and minutes	
12/16/6/R	Routine enquiries	
12/16/6/1	National Teaching Awards Process (NTA) 2014(open a new file annually)	
12/16/6/2	National Teaching Awards 2015	
12/16/6/3	Kader AsmalExcellence Awards 2016	
12/16/6/3/1	National Teaching Awards 2017	
12/16/6/4/1	Kader AsmalExcellence Awards 2017	
12/16/6/4/2	Leader Excellence Awards in Awards After School Programme	
12/16/6/4/3	Year of the Teacher- Teaching awards	
12/16/6/5	National Teaching Awards 2018	
12/16/6/5/1	Teacher Appreciation and Support Programme	
12/16/6/5/2	Kader AsmalExcellence Awards 2018	
12/16/6/6	National Teaching Awards 2019	

12/16/7	<u>Cape teaching and leadership institute (CTLI) programme design</u>	
12/16/7/P	Policy	
12/16/7/R	Routine enquiries	
12/16/7/1	<u>Foundation phase Programme.</u>	
	(Open a file per course)	
12/16/7/2	<u>Intermediate phase programme</u>	
	(Open a file per course)	
12/16/7/3	<u>Senior phase programme</u>	
	(Open a file per course)	
12/16/7/4	<u>Further Education training (FET) level Programme</u>	
	(Open a file per course)	
12/16/7/5	<u>School Management and Leadership Development</u>	
	(Open a file per course)	
12/16/7/6	Liaison with Higher Education Institutions (HEIs) and other stakeholders	
12/16/7/7	Research and data management.	
12/16/7/8	Cape Teaching and Leadership Institute (CTLI) Web Site Maintenance	
12/16/7/9	Inclusive/ Special Needs Education (Open a file per course)	
12/16/7/10	IT Integration/ E Learning and teaching (Open a file per course)	
12/16/8	<u>Cape Teaching and Leadership Institute (CTLI) programme delivery</u>	
12/16/8/P	Policy	
12/16/8/R	Routine enquiries	
12/16/8/1	<u>Foundation phase courses.</u>	
	(Open a file per course)	
12/16/8/2	<u>Intermediate Phase Courses</u>	
	(Open a file per course)	
12/16/8/3	<u>Senior Phase Courses</u>	
	(Open a file per course)	
12/16/8/4	<u>Further Education and Training (FET) level Courses</u>	
	(Open a file per course)	
12/16/8/5	<u>School Management and Leadership Development</u>	
	(Open a file per course)	
12/16/9	<u>Teacher development forums</u>	
	(Open a file per forum)	
12/16/10	Education Training Development Practices Sector Education Training Authority (ETDPSETA)	
12/16/11	National Teacher Education and Development Committee (NEFTD)	
12/16/12	Head of Education Committee (HEDCOM) SUB-COMMITTEE (Teacher Development & Curriculum Management) (TD&CM)	
12/16/13	Provincial Education Labour Relations Council (PELRC)	
12/16/14	National Teacher Education and Development Committee (NTEDC)	
12/17	Edulis	

12/17/P	Policy	
12/17/1	Temporary Closure	
12/17/2	Post Services	
12/17/3	Journal Subscription	
12/17/4	Mobile Libraries	
12/17/5	Head Cases	
12/17/5/1	Speeches	
12/17/6	Donation to WCED libraries for library material	
12/17/6/1	Transfer of library material to another department (Outside WCED)	
12/17/7	Invitations to institutions	
12/17/8	Sponsor for competitions	
12/17/9	<u>SLIMS</u>	Nolitha via EDULIS 31/08/2020
12/17/9/1	Service level agreements	

13. EXAMINATION ADMINISTRATION

- (i) The files in this main series deal with all functions relating to the administration of examinations at the institutions under the jurisdiction of the department.

NUMBER	SUBJECT	DISPOSAL
13/P	Policy	
13/R	Routine enquiries	
13/1	<u>Implementation and organisation of the</u>	
	<u>Examinations of the Western Cape Education</u>	
	<u>Department</u>	
13/1/1	<u>Management of and regulations with regard to Examinations</u>	
13/1/1/1	Teacher	
13/1/1/2	Grade 12	
13/1/1/3	Grade 10	
13/1/1/4	Grade 9	
13/1/1/5	Technical colleges	
13/1/1/6	Youth-care and special youth-care centres	
13/1/1/7	Education of learners with special educational needs (ELSEN)	
13/1/1/8	Prison service	
13/1/1/9	Education outside the school context	
13/1/1/10	Adult basic education and training (ABET)	
13/1/2	<u>Mechanisation of examinations</u>	
13/1/2/1	Schools (Grade 12)	
13/1/2/2	Teacher	
13/1/2/3	Technical and commercial	
13/1/3	<u>Conducting of examinations</u>	
13/1/3/1	Application for Extra time	
	(Open a file for each letter of the alphabet and file applications according to surname.)	

13/2	<u>Committee of University Principals</u>	
13/2/1	Meetings	
13/2/1/1	Agendas and minutes	
13/2/2	Full exemption	
13/2/3	Application for Conditional exemption	
13/3	<u>Registering/admission to examinations</u>	
13/3/1	Teacher examination	
13/3/2	Grade 12	
13/3/3	Grade 10	
13/3/4	Grade 9	
13/3/5	Trade examination	
13/3/6	Adult Basic Education and Training (Level 4)	
13/3/6/1	Adult Basic Education and Training (Level 3)	
13/4	<u>Prescribed works for examination Application</u>	
13/4/R	Routine enquiries	
13/4/1	Higher Education Diploma and Education Diploma	
13/4/2	Grade 12	
13/4/3	Grade 10	
13/4/4	Trade examination	
13/5	<u>Exemption from subjects</u>	
13/5/1	Teacher examination	
13/5/2	Grade 12	
13/5/3	Grade 10	
13/5/4	Trade scheme	
13/6	<u>Examination fees</u>	
13/6/1	Determining of examination fees	
13/6/2	<u>Collection</u>	
13/6/2/1	Teacher examination	
13/6/2/2	Grade 12	
13/6/2/3	Grade 10	
13/6/2/4	Trade examination	
13/6/3	<u>Waiving</u>	
13/6/3/1	Grade 12	
13/6/3/2	Grade 10	
13/6/3/3	Trade examination	
13/6/4	<u>Repayment of Examination fees</u>	
13/6/4/1	Teacher examination	

13/6/4/2	Grade 12	
13/6/4/3	Grade 10	
13/6/4/4	Technical colleges	
13/7	Examination timetable	
13/7/1	Determining of Examination time table	
13/7/1/1	Teacher examination	
13/7/1/2	Grade 12	
13/7/1/3	Technical colleges	
13/7/1/4	Adult Basic Education and Training	
13/7/1/5	Grade 11	
13/8	Question papers	
13/8/R	Routine enquiries	
13/8/1	Setting of question papers	
13/8/1/1	Teacher examination	
13/8/1/2	Grade 12	
13/8/1/3	Technical colleges	
13/8/1/4	Adult Basic Education and Training	
13/8/1/5	Disabled Learners	
13/8/2	Copyright regarding for the use of content and the reproduction of question papers	
13/8/3	Dispatching of question papers	
13/8/4	Printing of question papers	
13/8/5	Translation of question papers	
13/8/6	Grade 12 example question papers	
13/9	Year marks, orals and practical examination	
13/9/1	Teacher examination	
13/9/2	Grade 12 (Open a file for each subject and number consecutively)	
13/9/3	Grade 10 (Open a file for each subject and number consecutively)	
13/9/4	Technical colleges	
13/9/5	Adult Basic Education and Training	
13/9/6	Grade 9 (Open a file for each subject and number consecutively)	
13/10	Examiners and moderators	

	(For mark checkers see 14/29)	
13/10/1	<u>Appointments/resignations</u>	
13/10/1/1	Teacher examination	
13/10/1/2	Grade 12	
13/10/1/3	Grade 10	
13/10/1/4	Technical colleges	
13/10/1/5	Adult Basic Education and Training	
13/10/2	<u>Remuneration of Examiners and moderators</u>	
13/10/2/1	Teacher examination	
13/10/2/2	Grade 12	
13/10/2/3	Technical colleges	
13/10/2/4	Umalusi	
13/10/2/5	Adult Basic Education and Training	
13/11	<u>Invigilation and irregularities</u>	
13/11/1	Teacher examination	
13/11/2	Grade 12	
13/11/3	Grade 10	
13/11/4	Technical colleges	
13/11/5	Adult Basic Education and Training	
13/11/6	Grade 11	
13/12	<u>Re-marking of examination scripts</u>	
13/12/1	Teacher examination	
13/12/2	Grade 12	
	(Open a file for each letter of the alphabet and file applications according to surname.)	
13/12/3	Technical colleges	
13/12/4	Grade 9	
13/13	<u>Examination results</u>	
13/13/1	Teacher examination	
13/13/2	Grade 12	
13/13/3	Grade 10	
13/13/4	Technical colleges	
13/13/5	Adult Basic Education and Training	
13/13/5/1	Levels 1 – 3	
13/13/5/2	Level 4	
13/13/6	Grade 9	
13/13/7	Grade 11	
13/13/8	Verification of examination results	

13/14	<u>Statistical processing of examination marks</u>	
13/14/1	Teacher examination	
13/14/2	Grade 12	
13/14/3	Grade 10	
13/14/4	Technical colleges	
13/14/5	Adult Basic Education and Training	
13/15	<u>Supplementary examination</u>	
13/15/1	Teacher examination	
13/15/2	Grade 12	
13/15/3	Technical colleges	
13/15/4	Revision Programme for Candidates writing the Supp Exams in Feb/March 2011	
13/16	<u>Certificates/certification</u>	
13/16/1	<u>Issuing of Certificates</u>	
13/16/1/1	Teacher examination	
	(Open a file for each letter of the alphabet and file certificates according to surname)	
13/16/1/2	Grade 12	
	(Open a file for each letter of the alphabet and file Certificates according to surname, e.g. 14/6/1/2/A, 14/6/1/2/B, etc.)	
13/16/1/3	Grade 10	
13/16/1/4	Technical colleges	
13/16/1/5	General Education and Training Certificate (GETC)	
13/16/2	Falsification of Certificates	
13/16/2/1	Teacher examination	
13/16/2/2	Grade 12	
	(Open a file for each letter of the alphabet and file certificates according to surname)	
13/16/2/3	Technical colleges	
13/17	<u>Sickness cases</u>	
13/17/1	Teacher examination	
13/17/2	Grade 12	
13/17/3	Technical colleges	
13/18	<u>Examiners' reports</u>	
13/18/1	Teacher examination	

13/18/2	Grade 12	
13/18/3	Technical colleges	
13/19	<u>Invigilators</u>	
13/19/1	<u>Appointment</u>	
13/19/1/1	Teacher examination	
13/19/1/2	Grade 12 and 11	
	(Open a file for each letter of the alphabet and file certificates according to surname)	
13/19/1/3	Grade 10 and 9	
13/19/1/4	Technical colleges	
13/19/2	<u>Remuneration of Teacher examination</u>	
13/19/2/1	Grade 12	
13/19/2/2	Grade 10	
13/19/2/3	Technical colleges	
13/19/3	Training	
13/20	<u>Examination statistics</u>	
13/20/1	Teacher examination	
13/20/2	Grade 12	
13/20/3	Grade 10	
13/20/4	Technical colleges	
13/21	<u>Examinations Complaints</u>	
13/21/1	Teacher examination	
13/21/2	Grade 12	
13/21/3	Grade 10	
13/21/4	Technical colleges	
13/21/5	Adult Basic Education and Training	
13/21/6	Grade 11	
13/22	<u>Marking of examination scripts</u>	
13/22/1	Teacher examination	
13/22/2	Grade 12	
13/22/3	Grade 10	
13/22/4	Technical colleges	
13/23	<u>Transfer of examination registrations</u>	
13/23/1	Teacher examination	
13/23/2	Grade 12	
13/23/3	Grade 10	

13/23/4	Technical colleges	
13/24	Cancellation of examination registrations	
13/24/1	Teacher examination	
13/24/2	Grade 12	
13/24/3	Technical colleges	
13/25	Examination centre	
13/25/1	Teacher examination	
13/25/2	Grade 12	
13/25/3	Technical colleges	
13/25/4	Adult Basic Education and Training	
13/26	Condonation system for examinations	
13/26/1	Teacher examination	
13/26/2	Grade 12	
13/26/3	Grade 10	
13/26/4	Technical colleges	
13/27	S.A. National Certification Board	
13/27/1	<u>Meetings</u>	
13/27/1/1	Agendas and minutes	
13/27/2	<u>Examination instruction</u>	
13/27/2/1	National Department of Education	
13/27/3	Educational terms	
13/27/4	Comments	
13/28	S.A. Certification Board	
13/28/1	<u>Meetings</u>	
13/28/1/1	Agendas and minutes	
13/28/2	Grade 12	
13/28/3	Technical colleges	
13/28/4	Adult Basic Education and Training	
13/28/5	SAFCERT Policy documents	
13/28/6	<u>Reports</u>	
13/28/6/1	Grade 12	
13/28/6/2	Technical colleges	
13/28/6/3	Sub-Committee SA Certificate Council (Umalusi)	
13/28/6/4	Chief Invigilator for Adult Basic Education and Training	
13/29	Marks checkers	

13/29/1	Appointment	
	(Open a file for each letter of the alphabet and file applications according to surname.)	
13/29/2	Leave Matters	
13/30	<u>Domestic matters</u>	
13/30/1	Over Time	
13/31	Annual National Assessments	

14. FURTHER EDUCATION AND TRAINING

- (i) The files in this main series deal with all functions relating to the administration of further education and training at the institutions under the jurisdiction of the department.

NUMBER	SUBJECT	DISPOSAL
14/1	<u>Vocationally-directed education and technical education institutions</u>	
	(Institutions like technical colleges, technical institutes and training centres)	
14/1/P	Policy	
14/1/R	Routine enquiries	
14/1/1	<u>State institutions</u>	
14/1/1/1	Determining needs of, creation of, changing name of, and closing of institutions	
	(Open a file for each technical education Institution as required and according to Annexure F)	
14/1/2	<u>State supported institutions</u>	
14/1/2/1	Determining needs of, creation of, changing name of, and closing of private institutions	
	(Open a file for each technical education Institution as required and according to Annexure F)	
14/1/3	<u>Private institutions</u>	
14/1/3/1	Determining needs of, changing name of, and closing of private institution	
	(Open a file for each institution as required and number consecutively.)	
14/1/3/2	College councils and academic councils	
14/1/4/P	Policy	
14/1/4/R	Routine enquiries	
14/1/4/1	Appointing and activities	

	(Open a file for each institution according to Annexure F.)	
14/1/4/2	Allowances and travel accommodation for members	
14/1/4/3	Agendas and minutes	
	(Open a file for each institution according to Annexure F.)	
14/1/5	College funds	
14/1/5/P	Policy	
14/1/5/R	Routine enquiries	
14/1/5/1	Annual financial statements and use of college Funds	
	Open a file for each institution according to Annexures F and G (cancelled) and C.)	
14/1/5/2	Donations to institutions	
	(Open a file for each institution according to Annexure F.)	
14/1/5/3	Funding Norms	
14/1/6	Trimester and semester calendars and college Hours	
14/1/6/P	Policy	
14/1/6/R	Routine enquiries	
14/1/6/1	Determining of calendars and college hours	
14/1/6/2	Departure from Colleges	
	(Open a file for each institution according to Annexure F.)	
14/1/7	Tuition fees	
14/1/7/P	Policy	
14/1/7/R	Routine enquiries	
14/1/7/1	Determining of tuition fees	
14/1/7/2	Repayment	
14/1/7/3	Waiving	
14/1/8	Admission to technical institutions	
14/1/8/P	Policy	
14/1/8/R	Routine enquiries	
14/1/8/1	Educational tours	
14/1/8/2	Student misconduct	
	(Open a file for each college according to Annexure F)	
14/1/8/3	Use of college facilities	
	(Open a file for each college according to Annexure F.)	
14/1/9	Training of tradesmen, artisans, and apprentices	
14/1/9/1	Printing industry	
14/1/9/2	Motor industry	
14/1/9/3	Building industry	
14/1/9/4	Seamen	
14/1/9/5	Furniture industry	

14/1/9/6	Selecting of trainees / suspension of training	
14/1/9/7	Trade tests for apprentices	
14/1/10	Courses and syllabuses	
14/1/10/P	Policy	
14/1/10/R	Routine enquiries	
14/1/10/1	<u>Introduction of Institutions</u>	
	(Open a file for each institution as required and According to Annexure F.)	
14/1/10/2	Drafting and amending	
14/1/10/2/1	Building	
14/1/10/2/2	Electrics/Electronics	
14/1/10/2/3	Mechanical	
14/1/10/2/4	Drawing	
14/1/10/2/5	Business studies	
14/1/10/2/6	Social services	
14/1/10/2/7	Mathematics	
14/1/10/2/8	Science	
14/1/10/2/9	Public utility service	
14/1/10/2/10	Art	
14/1/10/2/11	Communication	
14/1/10/2/12	Agriculture	
14/1/11	Budget	
14/1/11/1	Technical institutions	
	(Open files according to Annexure F.)	
14/1/11/2	Financing /Subsidising	
	(Open files according to Annexure F)	
14/1/12	Umalusi (Quality Assurance)	
14/2	<u>Teachers' training colleges</u>	
	<u>(Institutions for training of teachers)</u>	
14/2/P	Policy	
14/2/1	Queries and investigations	
14/2/2	Determining needs and creation of teachers training colleges	
	Closing of teachers' training colleges	
	(Open a file for each college according to Annexure C.)	
14/2/3	College councils and senates	
14/2/3/P	Policy	
14/2/3/R	Routine enquiries	
14/2/3/1	Appointing and activities	
	(Open a file for each college according to Annexure C.)	
14/2/3/2	Allowances and travel accommodation of members	

14/2/3/3	Agendas and minutes (Open a file for each college according to Annexure C.)	
14/2/4	College funds	
14/2/4/P	Policy	
14/2/4/R	Routine enquiries	
14/2/4/1	Annual financial statements and acceptance of College funds (Open a file for each college according to Annexure C.)	
14/2/4/2	Donations to colleges (Open a file for each college according to Annexure C.)	
14/2/5	<u>Determining of Tuition fees</u>	
14/2/5/P	Policy	
14/2/5/R	Routine enquiries	
14/2/5/1	Repayment	
14/2/5/2	Waiving	
14/2/6	Admission to teachers' training colleges	
14/2/6/P	Policy	
14/2/6/R	Routine enquiries	
14/2/6/1	<u>Approval of applications to teachers' training colleges administered by the Department</u> (Open a file for each teachers' training college and according to Annexure C.)	
14/2/6/2	Educational tours	
14/2/6/3	Regulations regarding practice teaching (Open a file for each college as required and according to Annexure C.)	
14/2/6/4	Misconduct by student teachers (Open a file for each college according to Annexure C.)	
14/2/6/5	Use of college facilities (Open a file for each college according to Annexure C.)	
14/2/7	<u>Determining of curricula and syllabuses at Teachers' training colleges</u>	
14/2/7/P	Policy	
14/2/7/R	Routine enquiries	
14/2/7/1	Curriculum for the Primary Education Diploma (Open a file numerically according to the Primary Education Diploma)	
14/2/7/2	Curriculum for the Pre-primary Education Diploma (Open a file numerically according to the Pre- Primary Education Diploma)	
14/2/7/3	Curriculum for the Education Diploma and the	

	Higher Education Diploma (1-year specialization Course after the HTD)	
	(Open a file numerically according to the Education Diploma and Higher Education Diploma)	
14/2/7/4	Curriculum for the Higher Education Diploma (Specialization course, Junior Primary, Senior Primary and practical)	
14/2/7/4/P	Policy	
14/2/7/4/1	Afrikaans: First Language	
14/2/7/4/2	English: First Language	
14/2/7/4/3	Mathematics	
14/2/7/4/4	Biology	
14/2/7/4/5	History	
14/2/7/4/6	Geography	
14/2/7/4/7	Biblical Studies	
14/2/7/4/8	Pedagogics	
14/2/7/4/9	Class Teaching	
14/2/7/4/10	Education Studies: The Gifted Child	
14/2/7/4/11	Junior Primary Education Studies	
14/2/7/4/12	Remedial education (Junior Primary)	
14/2/7/4/13	Life Orientation for Men (Senior Primary)	
14/2/7/4/14	Music (Senior Primary)	
14/2/7/4/15	Art (Senior Primary)	
14/2/7/4/16	Handwork Studies (Senior Primary)	
14/2/7/4/17	Needlework(Senior Primary)	
14/2/7/4/18	Life Orientation for Women (Senior Primary)	
14/2/7/4/19	Life Orientation for Men (Practical Specialization)	
14/2/7/4/20	Music (Practical Specialization)	
14/2/7/4/21	Art (Practical Specialization)	
14/2/7/4/22	Handwork Studies (Practical Specialization)	
14/2/7/4/24	Human Ecology (Practical Specialization)	
14/2/7/4/25	Life Orientation for Women (Practical Specialization)	
14/2/7/4/26	Remedial Education (Senior Primary)	
14/2/7/4/27	Sport Coaching and Management	
14/2/8	Introduction of and regulations regarding part-time courses at colleges (Open a file for each college according to Annexure C.)	
14/2/9	Introduction of and regulations regarding teachers' (Open a file for each college according to Annexure C.)	
14/2/10	Training conditions for aspirant teachers	
14/2/11	In-service training of teachers	
14/2/11/P	Policy	

14/2/11/1	Physical Science and Mathematics (INWO)	
14/2/11/2	Technical	
14/2/11/3	Advisory boards at teacher's training colleges	
14/2/11/4	Short and vacation courses for serving teachers	
14/2/11/4/1	Handwork	
14/2/11/4/2	Life Orientation	
14/2/11/4/3	Teaching aids	
14/2/11/4/4	English	
14/2/11/4/5	Art	
14/2/11/4/6	Music	
14/2/11/4/7	Mathematics	
14/2/11/4/8	Afrikaans	
14/2/11/4/9	History	
14/2/11/4/10	Science	
14/2/11/4/11	Geography	
14/2/11/4/12	Biology	
14/2/11/4/13	Home Economics	
14/2/11/4/14	Needlework	
14/2/11/4/15	Pre-primary Education	
14/2/11/4/16	Computer Studies	
14/2/11/4/17	Junior Primary Education	
14/2/11/4/18	Bible Studies	
14/2/11/4/19	Remedial education	
14/2/11/4/20	Curriculum 2005	
14/2/12	Research into teacher training	
14/2/13	Committees	
14/2/13/1	Regulations	
14/2/13/2	Agendas, minutes and reports	
14/2/13/2/1	Committee for Teachers' Educational Programme (COTEP)(Open a file for each committee and number consecutively.)	
14/3	Survey	
14/3/1	Annual Survey 2010	

15. MONITORING AND EVALUATION (QUALITY ASSURANCE)

- (i) The files in this main series deal with all functions relating to monitoring and evaluation of the institutions under the jurisdiction of the department.

NUMBER	SUBJECT	DISPOSAL
15/P	Policy	
15/R	Routine Enquiries	
15/1	<u>Businessplan (implementation of)</u>	
15/1/1	Systems	
15/1/2	Intergrated Quality control system	
15/1/3	Complete school evaluation	
	(Open files according Annexure D, E, G, J, H)	
15/2	<u>Monitoring and Evaluation Instrument</u>	
15/2/1	Systems	
15/2/2	Intergrated Quality control system	
15/2/3	Entire school evaluation	
	(Open files according Annexure D, E, G, J, H)	
15/2/3/1	Other Institutions	
	(Open files as required and number consecutively)	
15/2/4	Performance Management Development System (PMDS)	
15/2/5	Pay Progression	
15/2/6	Human Capital Development Strategie	
15/3	<u>Meetings</u>	
15/3/1	Systems	
15/3/2	Intergrated Quality control system	
15/3/3	Entire school evaluation	
	(Open files according Annexure E, H)	

15/4	Reports	
15/4/1	Systems	
15/4/2	Intergrated Quality control system	
15/4/3	Entire school evaluation	
	(Open files according Annexure D, E, G, J, H)	
15/4/4	Performance Management Development System (PMDS)	
15/4/5	Training	
15/5	Provincial Wide Monitoring Evaluation System (P.W.M.E.S)	

LIST OF SERIES OF SEPARATE CASE FILES
(Files to be opened only when the need arises)

NUMBER	SUBJECT	DISPOSAL
SP, surname, initials and persal number	<u>Employee personal file</u> (This file contains personal matters of a confidential nature, e.g. letter of appointment, promotion and merit documentation, etc.)	
SL, surname, initials and persal number	<u>Leave file</u> (This file contains routine matters in respect of this subject, e.g. leave forms and correspondence on leave matters.)	
ST, surname and initials	<u>Training and development (excluding bursaries)</u> (The file contains nominations for training as well as copies of certificates and is opened as required.) SB, surname	
SB, surname and initials	<u>Bursary</u> (The file contains documents of a confidential nature on the subject and is opened as required.)	
SH, surname and initials	<u>Housing guarantees, subsidy and rental agreements</u> (The file contains routine documents on subsidies and rental agreements and is opened as required.)	

SI, surname, initials and persal number	<u>Injury on duty</u> (This file contains correspondence in respect of injuries sustained while on duty.)	
SM, surname, initials and persal number	<u>Performance Agreements and reviews</u> (This file contains performance agreement, assessment forms, review forms, reports and correspondence on this subject.)	
SD, surname	<u>Discipline</u> (The file contains documents of a confidential nature on the subject)	
SG, surname and initials	<u>Grievances</u> (The file contains documents of a confidential nature on the subject and is opened as required.)	

ANNEXURES

ANNEXURES	DESCRIPTION
A	Region and area offices
B	Special Education
C	Teachers Training Colleges/Education Centres/Edulis/Edumedia
D	Training Centres for the mentally handicapped
E	Primary and Secondary Education
F	Technical Colleges, Technical Institutes and Training Centres
G	Youth Care and Special Youth- Care Centres/ place of safety
H	Pre-primary education
I	Chief users
J	Education District Offices
K	Music Centres, Art Centres and any other similar institutions