



REVISED FILE PLAN

TOKOLOGO LOCAL MUNICIPALITY

APROVED BY

ACTING MUNICIPAL MANGER

Mr. Mpho Sehloho

Signature _____

Date: _____

APROVED BY

MAYOR

Cllr Boitumelo Seakge

Signature _____

Date: _____

TABLE OF CONTENT

A. General Instructions

B. List of main series

C. Subject classification

D. List of series of separate case files

GENERAL INSTRUCTIONS TO FILE PLAN

1. NAME OF OFFICE

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

2. REPORTING

All amendments and additions (the omission or insertion of an underlining is an amendment as well) should be submitted regularly to the Provincial Archivist for notification and formal approval. In cases where the amendments/ additions are circulated by means of circulars, it will be sufficient if a copy thereof is forwarded to the Provincial Archivist. For easy reference and effective control, the notification should be numbered each year starting at number one, e.g., 1. 2006, 2.2006 etc. It is advisable that in cases where major amendments and / or additions are required, the prior approval for the amendment be obtained from the Provincial Archivist before any new files are opened. (For unclassified correspondence see par. 16 of these instructions.)

3. CONTROL OF SYSTEM

Control of the file plan is assigned to the Records Manager who is designated representative for the Municipality. No amendments and / or additions to the file plan may be made without the approval of this official. The duties of this official comprise inter alia the following:

S/he must scrutinize the offices daily file regularly to ensure that all correspondence is dealt with on the correct files.

- a) S/he must ensure that scrutinizing the relevant files regularly to ensure that they are used correctly strictly adheres to paragraphs 5 and 6 of the instructions.

- b) S/he must keep the master copy up to date. (See also par. 9.)

- c) The efficiency of the filing system should be examined regularly to ensure that the necessary amendments are provided. When new functions are acquired, new files should be created and where necessary, existing files should be broken up or combined as the case may be. Parent files (i.e. headings which are subdivided but also used as files) should be examined regularly to prevent them from becoming general files and where necessary further sub-files should be created. NB - Such changes must be reported in terms of par. 2 of these instructions.

- d) Particular attention should be paid to cases where correspondence starts on one file and where the emphasis then shifts to another aspect in order to ensure that the matter is dealt with on the appropriate file

- e) For duties i.r.o. the descriptions on file covers and unclassified correspondence, see paragraphs 13 and 16 below.
(These duties should be included on the official's job description/ performance agreement.)

4. ACCURATE FILING OF CORRESPONDENCE

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

5. POLICY FILES

Provision has been made for policy files. These files are identified by the symbol "P" as the last component of the reference number, e.g. 1/P, 1/1/P, etc. All matters concerning policy, rulings instructions, procedures and directives, should be dealt with on these files to ensure

easier reference. It must be noted that the term "instructions", as used above, indicates instructions regarding the work of a section and not instructions to officials. If a case arises before disposal has been issued on the file plan where a policy matter is decided on a subject file, the (Records Manager) should decide whether copies of the correspondence as a whole, or a copy of the final decision only, should be placed on the relevant policy file. Once disposal authority has been issued, a copy of a policy decision taken on an A2 file should be placed on the policy file with a cross reference to the file on which the case was finalized. If a policy decision is taken on a D file, copies of all relevant documents e.g. should be placed on the relevant policy file. Where a bulky document, e.g. a report contains a policy decision or ruling, only an extract of the relevant section of the report should be placed on the policy file. Correspondence dealt with on policy files should be limited to that relating to the formulation and / or revision of policy.

THE FOLLOWING CORRESPONDENCE SHOULD NOT BE PLACED ON POLICY FILES -

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

6. ROUTINE ENQUIRIES

At appropriate places in the file plan, files for routine enquiries have been provided.

These files are identified by the symbol "R" as the last component of the reference number, e.g. 1/R, 1/1/R, etc. these files are for enquiries of a routine nature, which require no further

action subsequent to the reply.

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

7. REPORTS AND RETURNS

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

8. ASPECTS NOT SEPARATELY PROVIDED FOR

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

9. MASTER COPY

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

10. REGISTER OF FILES OPENED

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

11. DESTRUCTION REGISTER

A register of closed D files should be drawn up as soon as disposal authority has been obtained. This register is divided into years, e.g. 2005, 2006, 2007, etc. When a file volume is closed, its reference number should be entered under the year in which it will be destroyed. A volume, which is closed in 2002 and for which the disposal instruction is D3, therefore, will be entered under the year 2005. The register thus indicates which volumes are to be destroyed in any particular year. The use of a loose-leaf binder is recommended, as it is not possible to determine the number of pages needed per year beforehand. (For disposal see par. 18)

12. IMPLEMENTATION

This file plan will be implemented on **01 July 2024** and after this date no correspondence may be dealt with on the files of the previous file plan. Permission can be obtained from the Provincial Archivist to incorporate case files from the previous file plan. All files from the previous file plan should be closed on the day prior the date of implementation and no original correspondence should be transferred from the old to the new file plan.

13. OPENING OF FILES AND DESCRIPTION ON FILE COVERS

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

14. UNDERLINED DESCRIPTIONS

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

15. EXPLANATION IN BRACKETS

The explanation in brackets under the subject headings or file descriptions, are intended as a guide and should not be entered on file covers.

16. UNCLASSIFIED CORRESPONDENCE: PROCEDURE

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

17. ANNEXURE FILE COVERS

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

18. DISPOSAL OF FILES

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

Retention

“Retention” is a general term referring to the process of deciding which records to keep permanently (A20) and which records to be destroyed after they no longer serve a useful purpose (D). The retention schedule lists the types of records maintained by each department and specifies a period of time after which destruction is authorized as a matter of policy. The retention periods are indicated on the file plan next to the subject they refer to. The following letters under retention period are defined as follows

A20 – Transfer to archives repository 20 years after the end of the year in which the records were created. These are records with archival value and they need to be preserved.

D - Destroy (body of origin itself determines retention period). Records Management policy recommends storage of these records that must be temporarily retained until they are no longer needed in active use. Destroy (after the lapse of number of years which is indicated number following the letter D) after closure of the records.

D5 - Destroy after five years.

D7 - Destroy seven years after closure.

AP - It is permanently preserved. Can remain in the custody of the body indefinitely. When disposal does take place, e.g when the body closes or assets are disposed of, it must be transferred to an archives repository.

DAU – Destroy immediately after auditing is completed.

DAU3- Destroy 3 years after auditing is completed.

DAU7- Destroy 7 years after auditing is completed.

“**Disposal**” refers to the actions taken with regard to records as a consequence of the expiration of their retention periods. Disposal is not synonymous

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

19. THICKNESS OF FILES

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

20. CLOSURE OF A20 FILES

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

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

21. CASE FILES

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

22. SECRET FILES

Concerning secret files the following procedure should be followed:

- (a) Secret files may be opened under any main series, sub-series or file description appearing in the master copy of this system. These files are distinguished from the ordinary files by the addition of a capital letter S to the reference number.
- (b) Should a secret be needed for a subject for which a suitable main series, sub-series or file description does not exist, an appropriate provision should be made and reported in the usual way to the Provincial Archivist. It is not necessary, however, to indicate that it is intended for secret correspondence.
- (c) Secret files are not indicated as such in the master copy and are also not recorded in the register of files opened for ordinary files. A separate register of secret files opened should be kept along the same lines as set out in paragraph 10 of these instructions.
- (d) Separate arrangements for the safe-keeping of secret files must be made and should not be incorporated as a part of these instructions.
- (e) The disposal instruction for all secret files is A20 and they should be dealt with accordingly.

LIST OF MAIN SERIES

1. LEGISLATION
2. ORGANISATION AND MANAGEMENT
3. COUNCILLORS AND WARDS MANAGEMENT
4. HUMAN RESOURCES MATTERS
5. FINANCE
6. SUPPLY CHAIN MANAGEMENT AND TRANSPORT MANAGEMENT
7. LAND AND BUILDINGS ADMINISTRATION
8. BIDS AND CONTRACTS
9. REPORTS AND RETURNS
10. PUBLICITY, INFORMATION AND HERALDRY
11. SOCIAL FUCTIONS, EVENTS AND CELEBRATIONS
12. MEETINGS OF MUNICIPAL BODIES
13. LEGAL SERVICES
14. LICENCES AND PERMITS
15. TOWN PLANNING AND INFRASTRUCTURAL DEVELOPMENT

16. MUNICIPAL SERVICES

17. COMMUNITY SERVICES AND LOCAL ECONOMIC DEVELOPMENT

MAIN SERIES: LEGISLATION

(Actual Acts, By-Laws, Ordinances, Regulations etc. must be kept outside the file plan)

NUMBER	DESCRIPTION	DISPOSAL
1/0	Legislation	A20
1/P	Policy	A20
1/R	Routine enquiries	D3
1/1	<u>Interpretations and legal opinions</u> (Open a file for each act and regulation and number consecutively)	A20
1/2	<u>Council By – Laws</u>	A20
1/2/1	Drafting, amendment and tabling Correspondence will include submissions for approval by Premier. 2. Open a file for each by-law and number consecutively)	A20
1/2/2	Interpretation and legal opinion	A20
1/2/3	Advertising, Objections, and Publications	A20
1/2/4	Proclamations	A20
1/3	<u>Council Ordinances</u>	A20
1/3/1	Drafting and amendment and Tabling (1. Correspondence will include submissions for approval by Premier. 2. Open a file for each ordinance and number consecutively)	A20

1/3/2	Interpretation and legal opinion	A20
1/3/3	Advertising, Objections, and Publications	A20
1/3/4	Proclamations	A20
1/4	<u>Council Regulations</u>	A20
1/4/1	(1. Correspondence will include submissions for approval by Premier's approval will be dealt with under 1/4/4. 2. Open a file for each ordinance and number consecutively)	A20
1/4/2	<u>Interpretation and legal opinion</u>	A20
1/4/3	<u>Advertising, Objections, and Publications</u>	A20
1/4/4	Proclamations	A20

2. ORGANISATION AND MANAGEMENT

NUMBER	DESCRIPTION	DISPOSAL
2/P	Policy	D20
2/R	Routine enquiries	A3
2/1	<u>Functions</u>	
2/1/1	Acquisition and Taking over	A20
2/1/2	Relinquishing and Surrender	A20
2/1/3	Transfer of	A20
2/1/4	Outsourcing	A20
2/1/5	Privatization	A20
2/2	<u>Organizational Efficiency Matters</u>	
2/2/1	Surveys to Determine Extension Needs	A20
2/2/2	Needs Analysis and Recommendations	A20
2/2/3	Organizational Structure (1. Includes Functional Structure. 2. For Staff Establishment, see Main Series 4)	A20
2/2/4	<u>Job Evaluation</u>	
2/2/4/1	Surveys, Recommendations and Results (1. Open a file for each post and file consecutively. 2. For grading, see 2/7)	D5
2/3		

	<u>Work Planning and Allocation of Key Responsibilities</u>	
2/3/1	Strategic planning and turnaround strategic planning	<u>D5</u>
2/3/1/1	<u>Inputs</u> (Open a file for each component and number consecutively)	
2/3/1/2	Operational and Performance Plans	D5
2/3/1/3	Business and Work Plans	D5
2/3/1/4	<u>Meetings</u>	
2/3/1/4/1	Arrangements	D5
2/3/1/4/2	Minutes, Reports and Related Documentation	D5
2/3/1/5	<u>Reports</u> (Open a file for each component and number consecutively)	
2/3/1/5/1	Implementation, Progress and Status Reports	D5
2/3/1/5/2	Quarterly	D5
2/3/2	<u>Procedures, Instructions and Directives</u> (Open a file for each directive and number consecutively)	
2/3/2/1	Codified Instructions	D5
2/3/2/2	Office Instructions	D5
2/4	<u>Delivery and Transformation Strategies</u>	
2/4/1	Needs analysis and Research	D5
2/4/2	<u>Integrated Development Plan</u>	
2/4/2/1	Compilation Amendments and Approval	D5
2/4/2/2	Invitation to stakeholders	D5
2/4/2/3	Attendance register	D5

2/4/2/4	IDP Representative Forum	D5
2/4/2/5	Invitations	D5
2/4/2/6	Attendance register	D5
2/4/2/2/1	Arrangement of Meetings	D5
2/4/3	Extended Municipal Works Programme (Open a file for each project or programmes and number consecutively)	A20
2/4/4	Organizational Performance Management Plan (Correspondence will include Balance Score Card matters)	A20
2/4/5	<u>Other Programs and Projects</u> (Open a file for each project and file numerically)	
2/4/6	<u>Implementation and Reports</u> (1. Correspondence will include research notes, reports and recommendations. 2. Open a file for each report and file numerically)	
2/4/7	Extended Public Works Programme	A20
2/5	<u>Delegation of Authority</u> (all correspondence regarding permanent and temporary delegations of authority should be filed respectively as shown below)	
2/5/P	Policy	<u>A20</u>
2/5/R	Routine Enquires	D3
2/5/1	Delegation of Authority	
2/5/1/1	By Premier	A20

2/5/1/2	By Minister and MEC Local Government	A20
2/5/1/3	By Heads of Department	A20
2/5/1/4	By Executive Mayor	A20
2/5/1/5	By Municipal Council	A20
2/5/1/6	By Municipal Manager	A20
2/5/1/7	By Senior Managers	A20
2/6	Establishment of municipal sections/ offices	
2/7	Grading (Municipal Categorization)	D5
2/8	<u>Records Management</u>	
2/8/P	Policy	<u>A20</u>
2/8/R	Routine Enquiries	<u>D3</u>
2/8/1	<u>Records Classification Systems</u>	<u>A20</u>
2/8/1/1	<u>File Plan</u>	
2/8/1/2	Compilation, Additions, Amendments, Approval and Implementation	AP
2/8/2	Unclassified correspondence File (Temporary file not Permanent)	AP
2/8/3	<u>Records Control Schedule</u>	
2/8/3/1	Compilation, Additions, Amendments, Approval and Implementation Amendments)	AP
2/8/4	<u>Registry Procedure Manual</u>	
2/8/4/1	Compilation, Additions, Amendments, Approval And Implementation	AP
2/8/4/2	Circulars	A20
2/8/5	<u>Disposal of records</u>	A20
2/8/5/1	Obtaining of disposal authority	AP
2/8/5/2	Destruction of Records	AP
2/8/5/3	Transfer to Archives	A20

2/8/5/4	Retention Schedule	AP
2/8/5/5	Disposal Authority	AP
2/8/6	<u>Electronic Records Management</u>	
2/8/6/1	Formulation of Policy	A20
2/8/6/2	Routine Enquiries	D3
2/8/6/3	Microfilming	A20
2/8/4	Data Capturing and Processing	A20
2/8/5	Inspections and Report	D5
2/9	<u>Quality Assurance and Monitoring Systems</u>	
2/9/1	Unspecified Matters	D5
2/9/2	Information and Knowledge Management	D5
2/9/3	Programmes and Project Evaluations	D5
2/9/4	Appreciations, Criticisms and Complaints	D5
2/9/5	Stakeholder Feedback, Evaluations and Reports	D5
2/10	<u>Management Meetings</u>	
2/10/1	Arrangements and Agendas	D5
	(1. The working copies are to be kept in the correspondence files. 2. Signed copies are kept bound as part of the Records Control schedule)	
2/10/2	<u>Minutes, Reports, and Related Documentation</u>	
	(For council minutes, see main series 3)	
2/10/2/1	Executive Committee (EXCO)	A20
2/10/2/2	Management Committees (MANCO)	A20
	(For Components monthly reports, see main series 9)	
2/10/2/3	<u>Departments</u>	
	(Open a file for each Department and number consecutively)	A20

2/11	Reports (For monthly, quarterly, and annual reports, see main series 9)	A20
3/1	PMS	
3/1/1/P	PMS Development System Policy	A20
3/1/2	SDBIP	A20
3/1/3	Quarterly Performance Reports	D5
3/1/4	Minutes of Audit Committee Meetings	D5
3/1/5	Council Resolutions	A20
3/1/6	Mid- Year Reports	D5
3/1/7	Annual Reports	A20
3/1/8	AMPAC Meetings and Oversight Rep	A20

3. COUNCILLORS AND WARDS MANAGEMENT

NUMBER	DESCRIPTION	DISPOSAL
3/0	Establishment of Council	
3/P	Policy	A20
3/R	Routine enquiries	D3
3/1	<u>Council</u>	
3/1/1	<u>Meetings</u>	<u>D5</u>
3/1/1/1	Invitations and Arrangements	D5
3/1/1/2	<u>Leave of Absence</u> (Open a file for each directive and number consecutively)	
3/1/1/3	Tabling of Motions	AP
3/1/1/3/1	Minutes	AP
3/1/1/3/2	Questions by members	D5
3/1/1/3/3	Outstanding Resolutions	AP
3/1/1/3/4	Standing orders and rules	AP
3/1/1/3/5	Caucus (Refer to Paragraph 22 in the General Instructions)	D5
3/1/2	<u>Meetings</u>	
3/1/2/1	Invitations and Arrangements	D5
3/1/2/2	Leave of Absence	D5
3/1/2/3	Tabling of Motions	AP
3/1/2/4	Minutes	AP

3/1/2/5	Questions by members	D5
3/1/2/6	Outstanding Resolutions	AP
3/1/2/7	Standing orders and rules	AP
3/1/2/8	Leave of Absence	D5
3/1/2/9	Caucus	D5
	(These records are to be kept by the individual political representatives)	
3/1/3	<u>Portfolio Committees</u>	
3/1/3/1	Arrangements and Agendas	D5
3/1/3/2	Minutes	D5
	(Open a file for each portfolio committee and number consecutively)	
3/2	<u>Matters concerning Councilors</u>	
	(1. Personal files are kept with the HR section 2. For Salaries and Allowances, see main series 5)	
3/2/1	Appointment and additions of	A20
3/2/2	Resignations, dismissals and replacement	A20
3/2/3	Awards	A20
3/2/4	Grievances and Complaints Against	A20
3/3	<u>Wards Management</u>	
3/3/P	Policy	D3
3/3/R	Routine Enquiries	D3
3/3/1	<u>Establishment of wards</u>	
3/3/1/1	Demarcation of ward boundaries	AP
3/3/1/2	Delimitation of wards	AP
3/3/2	<u>Ward committees</u>	
3/3/2/1	Elections/ Establishment of	D5
3/3/2/2	Public participation	D5

3/3/2/3	Complaints / Grievances	AP
3/3/2/4	Dissolution of	AP
3/3/2/5	<u>Meetings</u>	
3/3/2/5/1	Wards 1) Open a file for each ward committee and file as per ward number. 2) Correspondence will include minutes)	D5
3/3/2/5/2	Cluster (1. Open a file for each cluster committee and file as per cluster number (2. Correspondence will include minutes)	D5
3/3/3	Community Development Workers	D5
3/3/3/1	Integration into Institutions	D5
3/4	<u>Reports and Returns</u>	
3/4/1	Council	AP
3/4/2	Mayoral	AP
3/4/3	Municipal Manager	A20
3/4/4	Council Committees	A20
3/4/5	Ward Committees	D5
3/4/6	Cluster Committees	D5
3/4/7	Free State Local Government Association	D5
3/4/8	South African Local Government Association	D5
3/4/9	Name of next category of council report	D5

4. HUMAN RESOURCES MANAGEMENT

(1. This main series should not be confused with personnel control. It has only to do with the post structure. It has nothing to do with the people filling or occupying the posts. Files in this main series should be used for general human resources 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 List of series of separate case files)

NUMBER	DESCRIPTION	DISPOSAL
4/P	Policy	A20
4/R	Routine Enquiries	D3
4/1	<u>Post Control and Establishment</u> (For job evaluation results, see main series 2)	
4/1/P	Policy	A20
4/1/R	Routine Enquiries	D3
4/1/1	Estimates	
4/1/2	<u>Designation and Classification of Posts</u> (1. Open a file for each post category and file Alpha-numerically 2. Correspondence will include job descriptions/ Profiles for each job category)	AP
4/1/3	<u>Creation and Conversion of Posts</u> 1. Open a file for each post category 2. Correspondence will include amendments, additions and update on approval of establishment 3. Correspondence here will include restructuring)	A20
4/1/4	<u>Control and Maintenance</u>	A20
4/1/4/1	<u>Allocation and Use</u>	D5
4/1/4/1/1	Permanent Posts (Open a file for each Component or section and number consecutively)	AP
4/1/4/1/2	Temporary Posts	D5
4/1/4/1/3	Contracts	AP
4/1/4/2	Abolition and freezing of	D5
4/1/5	<u>Development and Amendments</u> (1. Correspondence will include processes, procedures and formats) 2. Individual agreements and appraisals will go into personal files)	

4/1/5/1	Job Descriptions	A20
4/1/5/2	Performance Agreements	A20
4/1/5/3	<u>Job Evaluation</u>	
4/R	Routine Enquires	D3
4/1/5/3/1	Requests	D5
4/1/5/3/2	Analysis (Individual analysis on SP files)	D5
4/2	<u>Determination of Conditions of Service</u> (1 For grants, payments and deductions, see 5/ ... 2 For employee representative matters, see 4/8)	
4/P	Policy	A20
4/R	Routine enquires	D3
4/2/1	<u>Salary Matters</u>	
4/2/1/1	Salary Scales	D5
4/2/1/2	Service Bonus	D5
4/2/1/3	Performance Bonus	D5
4/2/4	Leave	D5
4/2/5	Uniforms and Protective Clothing	D5
4/2/6	Official Hours Of work/ Attendance	D5
4/2/7	Supply of firearms	D5
4/2/8	Labour Affiliation Matters	D5
4/2/9	<u>Allowances and subsidies</u>	
4/2/9/1	Housing	D5
4/2/9/2	Pension	D5
4/2/9/3	Medical Aid	D5
4/2/9/4	Group Scheme	D5
4/2/9/5	Subsistence and Travelling	D5
4/2/9/6	Entertainment	D5
4/2/9/7	Vehicle	D5
4/2/9/8	Study	D5
4/2/9/9	Mobile phones	D5
4/3	<u>Provisioning</u>	
4/3/1	<u>Human Resource Plans</u>	A20
4/3/1/1	Gender Equity	D5
4/3/1/2	Employment Equity	D5
4/3/2	<u>Vacancies, Recruitment and Appointment</u>	D5

4/3/2/1	<u>Recruitment</u>	<u>D5</u>
4/3/2/1/P	Policy	A20
4/3/2/2	<u>Applications and Selections</u>	<u>D7</u>
	<p>1 Open a file for each post and file as per reference number.</p> <p>2. Correspondence here will include pre-requisites for Occupational Classes, compilation, and release of advertisements, selection of panels, the determination of the selection criteria, short-listing and notification of candidates, arrangements and invitations for interviews, proceedings, interview questions, proceedings, minutes and recommendations for approvals to fill posts.</p> <p>3. Applications must not be placed on correspondence files. For these, see the Records Control Schedule.)</p>	
4/3/2/2/1	<u>Arrangement of</u>	D5
4/3/2/2/1/1	Venue and panel	D5
4/3/2/2/1/2	Interviews/ Short Listings	D5
4/3/2/3	<u>Appointments</u>	
	(As soon as a person is appointed, his/ her personal documents are removed from these files and placed on their SP file.)	
4/3/2/3/1	Requests/ Recommendations to fill Posts	D5
4/3/2/3/2	Permanent Posts	D5
4/3/2/3/3	Employment on Contract	D5
4/3/2/3/4	Temporary, Part time or Holiday Work	D5
4/3/2/3/5	Ex-Officio appointments	D5
4/3/4	<u>Confirmation of Appointment</u>	D5
4/3/4/1	Probation	D5
	(Individual analysis on SP files)	
4/3/4/2	Unspecified	D5

4/4	<u>Personnel Utilization, Productivity and Evaluation</u>	D5
4/4/1	Performance Appraisals	D5
4/4/2	Merit assessment	D5
4/5	<u>Training and Skills Development</u>	
4/5/P	Policy	A20
4/5/R	Routine Enquiries	D3
4/5/1	Bursaries and scholarships	A20
4/5/2	<u>Courses, Workshops and Seminars</u>	
4/5/2/1	Invitations	D5
4/5/2/2	Recommendations and Approvals	D5
4/5/3	<u>Skills Development Matters</u>	
4/5/3/1	Personnel Development Plans (Includes schedules of personnel training)	D5
4/5/3/2	Skills Development Plan	A20
4/5/3/3	Workplace Skills Plan	A20
4/5/3/4	<u>Skills Audit</u>	
4/5/3/4/1	Identification of scarce skills, qualifications and competencies	D5
4/5/3/4/2	Analysis and Recommendations for training needs	D5
4/5/3/5	Coordination of Programmes (Open a file for each course or programme and number consecutively)	D5
4/5/3/6	<u>Skills Development Committee</u>	
4/5/3/6/1	Meetings	D5
4/5/4	<u>Monitoring and evaluation of training Programmes</u>	

4/5/4/1	Reports, returns and Statistics	D5
4/6	<u>Financial matters</u>	
4/6/P	Policy	A20
4/6/R	Routine Enquiries	D3
4/6/1	<u>Salaries, wages and overtime</u>	
4/6/1/1	Permanent employees	AP
4/6/1/2	Part-time employees and interns	D5
4/6/2	<u>Allowances and subsidies</u> (1. For payments, see main series 5 2. For payment of Councilor's, see 5/1/2)	
4/6/2/1	Subsistence and Travelling	D5
4/6/2/2	Leave	D5
4/6/2/3	Housing	A20
4/6/2/4	Study	D5
4/6/2/5	Car Allowance	AP
4/6/2/6	Medical Aid	A20
4/6/3	<u>Deductions</u>	
4/6/3/1	Income – Tax	A20
4/6/3/2	Pension	AP
4/6/3/3	Insurance	D5
4/6/3/4	Medical Aid	D5
4/6/3/5	Garnish orders and Emolument Orders	D10
4/6/3/6	Union Membership fee	D5
4/6/3/7	Use of Official Telephones for private purposes	D5
4/6/3/8	Traffic Fines	D5
4/6/3/9	Recovery of Loss or Damage to Municipal Property	D10
4/6/3/10	Name of next category of deductions	D5

4/7	<u>Personnel Control and Mobility</u>	
4/R	Routine enquires	D3
4/7/1	Office Hours	D5
4/7/2	Clothing and Uniforms	D5
4/7/3	<u>Leave</u>	<u>D5</u>
4/7/3/1	Credit, Planning and Utilization	
4/7/3/2	Relief Arrangements	D10
4/7/3/3	Temporary Disability	D5
4/7/3/4	Leave Due to Overtime	D5
4/7/3/5	Encashment	D5
4/7/3/6	Monthly Report	D5
4/7/4	<u>Service Termination</u>	
4/7/4/1	Testimonials and Service Certificates	AP
4/8	<u>Labour Relation Matters</u>	
4/8/P	Policy	A20
4/8/R	Routine Enquiries	D3
4/8/1	Recognition of Labour Unions and bargaining council	AP
4/8/2	Coordination of Picketing and strikes	A5
4/8/3	<u>Negotiations and Bargaining Forums</u>	
4/8/3/1	Employee Representative Organizations (Open a file for each and number consecutively)	D5
4/8/3/2	Workplace Forum	D5
4/8/3/3	Employment Equity Forum	D5
4/8/3/4	Local Labour Forum	D5
4/8/4	Salary Negotiations	D5

5. FINANCE

NUMBER	DESCRIPTION	DISPOSAL
5/P	Policy	A20
5/R	Routine Enquiries	D3
5/1	<u>Budget Matters</u>	A20
5/1/1	<u>Compilation of Estimates</u> (Open a file for each financial year and number consecutively e.g. 5/1/1/1 - 2023/24)	A20
5/1/2	Public Participation and Debates (1. Correspondence will include public comments 2. For IDP, see main series matters)	A20
5/1/3	<u>Reports</u>	
5/1/3/1	<u>Cash-flow, Expenditure and In-Year Monitoring</u>	A20
5/1/3/1/1	Monthly (Open a file for each financial year and number consecutively e.g. 5/1/1/1 - 2023/24)	
5/1/3/2	<u>Financial Statements</u>	
5/1/3/2/1	Quarterly	AP
5/1/3/2/2	Annual	AP
5/1/4	<u>Budget Committee</u>	
5/1/4/1	Arrangements, Notices and Agendas	D5
5/1/4/2	Minutes, Reports and other Related Documentation	AP
5/2	<u>(Banking) Arrangements – (should be signing Arrangements)</u>	

5/2/1	Authorities to Sign	AP
5/2/2	<u>Audit Matters</u>	
5/2/2/1	<u>Internal</u>	A20
5/2/2/1/1	Queries and Inspections (1. Open a file for each department and number consecutively 2. Correspondence will include responses from the management)	A20
5/2/2/1/2	Investigations and Findings (Open a file for each case and number consecutively)	AP
5/2/2/1/3	Reports	AP
5/2/2/1/4	Risk Management	D10
5/2/2/1/5	Risk assessments	D10
5/2/2/2	<u>External</u>	
5/2/2/2/1	Queries and Inspections (1. Open a file for each department and number consecutively 2. Correspondence will include responses from the management)	AP
5/2/2/2/2	Investigations and Findings (Open a file for each case and number consecutively)	AP
5/2/2/2/3	Reports	AP
5/3	<u>Valuations</u>	
5/3/P	Policy	A20
5/3/1	Appointment of valuator/ appraiser	D5
5/3/2	Valuation Roll	D5
5/3/3	<u>Valuation court/Appeal Board</u>	
5/3/3/1	Settlement of disputes (1. Correspondence will include settlement agreements)	D5

5/3/4	Valuation certificates	A20
5/3/5	Objections against valuations	D5
5/3/6	Public participation, opinions and concerns	D5
5/3/7	Evaluation appeal board	D5
5/4	<u>Revenue</u>	
5/4/1	<u>Determination of Tariffs</u>	A20
5/R	Routine enquires	D3
5/4/1/1	Rates	D5
5/4/1/2	Electricity	D5
5/4/1/3	Swimming pool	D5
5/4/1/4 3	Refuse Removal	D5
5/4/1/5 4	Trading licenses (Includes hawkers and vendors)	D5
5/4/1/6 5	Building plans	A20
5/4/1/7 6	Rental	AP
5/4/1/8 7	Cemetries	AP
5/4/1/9 8	Pound	D5
5/4/1/10 9	Hire of sports fields	D5
5/4/1/11 10	Community halls	D5
5/4/1/12 11	Name of next category	D5
5/4/2	<u>Grants and Subsidies</u>	
5/4/2/1	National Treasury	D5
5/4/2/2	Provincial Treasury	D5
5/4/2/3	Municipal Infrastructural Grant	D5
5/4/2/4	<u>Individual Subsidies</u>	
5/4/2/4/1	Roads	AP
5/4/2/4/2	Library/Museum	AP

5/4/2/4/3	Wages	D5
5/4/2/4/4	Sports facilities	AP
5/4/3	<u>Donations</u>	
5/4/3/1	Financial institutions (Open a file for each financial institution and number consecutively)	D5
5/4/3/2	International Organizations (Open a file for each donor organization and number consecutively)	A20
5/4/3/3	Non-Governmental Organization (Open a file for each donor organization and number consecutively)	A20
5/4/3/4	Commercial Institutions (Open a file for each donor institution and number consecutively)	A20
5/4/4	<u>Investment / Savings</u>	
5/4/4/1	Long Term	AP
5/4/4/2	Short Term	AP
5/4/4/3	<u>Funds and Levies</u>	
5/4/4/3/1	Capital Development Fund	AP
5/4/4/3/2	Reserve Fund	AP
5/4/5	<u>Fines and penalties</u>	
5/4/5/1	Traffic	D5
5/4/5/2	Pound	D5
5/4/5/3	Library	D5
5/4/5/4	Services	D5

	(Includes late payment for municipality services by residents)	
5/4/8	<u>Collection of Money</u> (Includes deposits)	
5/4/8/1	Electricity	D5
5/4/8/2	Rates	D5
5/4/8/3	Taxes	D5
5/4/8/4	Fines	D5
5/4/8/5	<u>Rental/ Hire Fees</u>	
5/4/8/5/1	Land and Property	A20
5/4/8/5/2	Equipment and Machinery	D5
5/4/8/6	Licenses	D5
5/4/8/7	Refuse Removal	D5
5/4/8/8	Name of next category of collections	D5
5/4/9	<u>Loans</u>	
5/4/9/P	Policy	A20
5/4/9/1	<u>Borrowing Powers</u>	
5/4/9/1/1	Applications and Approvals	D5
5/4/9/2	External (Open a file for loan agreement/ financial institution and number consecutively)	D10
5/4/9/3	Investors (Open a file for each investment programme and number consecutively)	D10
5/4/9/4	Debtors	D15

5/5	<u>Expenditure</u>	
5/5/1	<u>Payment of</u>	
5/5/1/1	Salaries	A20
5/5/1/2	<u>Allowances</u>	
	(Includes Officials, Councilors and Ward Committee Members)	
5/5/1/2/1	Acting	D5
5/5/1/2/2	Cars	D5
5/5/1/2/3	Mobile Phones	D5
5/5/1/3	<u>Claims</u>	
	(For injuries on duty, see personal files)	
5/5/1/3/1	Overtime	D5
5/5/1/3/2	Subsistence and Traveling	D5
5/5/1/4	<u>Grants and Pension Fund</u>	
5/5/1/4/1	Mayor	A20
5/5/1/4/2	Deputy Mayor	A20
5/5/1/4/3	Management Committee Members	A20
5/5/1/4/4	Councillors	A20
5/5/1/4/5	Officials	A20
5/5/1/5	<u>Insurance</u>	
5/5/1/5/1	Appointment of Brokers	D5
5/5/1/5/2	Car	D5
5/5/1/5/3	Mobile Phones	D5
5/5/1/5/4	Buildings and Property	D5
5/5/1/5/5	Equipment	D5
5/5/1/5/6	Other	D5
5/5/1/5/7	Cases	D5
	(Open a file for each case and number consecutively)	

5/5/2	<u>Settlement of Accounts</u>	
5/5/2/P	Policy	A20
5/5/2/R	Routine Enquiries	D3
5/5/2/1	<u>Supplies</u>	
5/5/2/1/1	Purchase of Goods (Open a file for each category of goods and number consecutively)	D5
5/5/2/2	<u>Services</u> (Open a file for each specific service and number consecutively)	<u>D5</u>
5/5/2/3	<u>Bids and Contracts</u> (For maintenance of contracts, see main series 8)	<u>AP</u>
5/5/2/3/1	Supplies (Open a file for each category of goods and number consecutively)	D5
5/5/2/3/2	Services (Open a file for each category of goods and number consecutively)	D5
5/5/2/3/3	Contracts (Open a file for each category of goods and number consecutively)	D5
5/5/2/3/4	Name of next specific bid or contract	D5
5/5/3	<u>Financial Assistance</u>	
5/5/3/1	<u>By council to the public</u>	<u>AP</u>
5/5/3/1/1	Donations	AP
5/5/3/1/2	Bursaries	AP
5/5/3/1/3	Sponsorships	AP

5/5/3/1/4	Indigent / Pauper Burials	AP
5/5/4	<u>Losses</u>	
5/5/4/P	Policy	A20
5/5/4/R	Routine Enquiries	D3
5/5/4/1	Bad Debts	D5
5/5/4/2	Municipal Property	AP
5/5/4/3	Fruitless Expenditure	A20
5/5/4/4	Write Offs	A20
5/6	<u>Reports and Returns</u>	
5/6/1	Receiver of Revenue	A20
5/6/2	Statistics SA	A20
5/6/3	<u>National Treasury</u>	
5/6/3/1	Compliance	AP
5/6/4	Provincial Treasury	AP
5/6/5	Municipal Infrastructural Grant (MIG)	AP
5/6/6	Auditor-General	AP

6. SUPPLY CHAIN, LOGISTICS AND TRANSPORT MANAGEMENT

NUMBER	DESCRIPTION	DISPOSAL
6/P	Policy	A20
6/R	Routine Enquiries	D3
6/1	<u>Bid and Contract Management</u>	
6/1/1	Appointment and termination of Bid Committee members	D5
<u>6/1/2</u>	Declaration of Interest	D5
<u>6/1/3</u>	Invitation of Quotations	D5
<u>6/1/4</u>	Invitation of Quotations/Proposals	D5
<u>6/1/5</u>	Approval and Awarding of Tenders and Contracts	D5
6/1/6	<u>Arrangement of Meetings</u> (All correspondence regarding arrangement of Specification Committee, Bid Committee and Adjudication Committees should be filled here)NB (All copies of Tenders Contracts should not be filled here)	
6/1/7	Bid Specification Committee	D5
6/1/8	Bid Evaluation Committee	D5
6/1/1/1	Procurement and Provisioning Matters (Open a file for each service of goods and number consecutively)	
6/1/1/2	<u>Information Technology</u>	
6/1/1/2/1	Licenses	A20
6/1/1/2/2	Hardware	A20
6/1/1/2/3	Software and Accessories	A20

6/1/1/3	<u>Labour Saving Devices</u> (Open a file for each category and file numerically)	
6/1/1/4	Name of the next specific category of supplies	D5
6/2	<u>Services management</u> (Open a file for each service of goods and number consecutively)	D5
6/2/2	<u>Communication Facilities</u>	
6/2/2/P	Policy	A20
6/2/2/1	<u>Installation, Issue, Use and Maintenance of</u>	
6/2/2/2	Telephones	D5
6/2/2/3	Facsimiles Machines	D5
6/2/2/4	Postal	D5
6/2/2/5	Mobile Phones	D5
6/2/2/6	Internet and E-mail Facilities	D5
6/3	<u>Transport and Travelling</u>	
6/3/1	<u>Municipal Vehicles</u>	AP
6/3/1/1	Requisitions and Acquisition of	D5
6/3/1/2	Licensing and Registration	D5
6/3/1/3	<u>Authority to Drive</u>	
6/3/1/3/1	Applications, Approvals and Withdrawals	D5
6/3/1/4	<u>Allocation, Use and Maintenance</u> Open a file for each vehicle as per car registration number Correspondence will include service and repairs)	D5
6/3/1/5	<u>Damages, Losses and Theft to Vehicles</u> Correspondence includes accident reports and write-offs). Open a file for each vehicle where necessary and file as per registration number).	AP

6/3/1/6	<u>Misuse of Official Transport</u>	
6/3/1/6/1	Unauthorized Trips	D5
6/3/1/6/2	For Private Purposes	D5
6/3/1/6/3	Traffic Fines (For payment of fines, see main series 5)	D5
6/3/1/7	<u>Fleet Management</u>	
6/3/1/7/P	Policy	A20
6/3/1/7/R	Routine Enquires	D3
6/3/1/7/1	Use of Pool Vehicles	D5
6/3/1/7/2	Petrol Cards (Correspondence will include acquisition, issue and control)	D5
6/3/1/8	Statistics, Reports and Returns	D5
6/3/2	<u>Motor Schemes</u>	
6/3/2/P	Policy	A20
6/3/2/1	Applications and Approvals 1. Open a file for each car and file as per car registration number. 2. Correspondence here will include returns and maintenance)	D5
6/3/3	<u>Journeys and Travelling Arrangements</u> (Reports on journeys should be filed on the relative subject file.)	
6/3/3/1	Approval of journeys and itineraries	D5
6/3/3/2	<u>Reservations</u>	
6/3/3/2/1	Accommodation	D5
6/3/3/2/2	Flight Bookings	D5
6/3/3/2/3	Car Hire	D5

6/3/3/3

International Travel

6/3/3/3/1

Proposals, Recommendations and Approvals

D5

7. BUILDINGS AND LAND ADMINISTRATION

(All council buildings, structures, and grounds that are designed specifically for the benefit of the community, are dealt with under the relevant main series for town planning and control and community services, respectively.)

NUMBER	DESCRIPTION	DISPOSAL
7/P	Policy	A20
7/R	Routine Enquiries	D3
7/1	<u>Building Matters</u>	
7/1/P	Policy	A20
7/1/R	Routine Enquiries	D3
7/1/1	<u>Acquisition</u>	
7/1/1/1	Construction/ Erection	AP
7/1/1/2	Purchase	AP
7/1/1/3	Hire/ Rental/ Lease	A20
7/1/2	Staff Parking	D5
7/1/3	<u>Allocation</u>	<u>A20</u>
7/1/3/1	Offices	
7/1/4	<u>Repairs, Cleaning and Maintenance</u>	
7/1/4/1	Offices	D5
7/1/5	<u>Alienation</u>	
7/1/5/1	Sale	AP
7/1/5/2	Lease/ Hire	A20
7/1/6	<u>Disposal</u>	

7/1/6/1	Embellishment	A20
7/2	<u>Land Administration</u>	
7/2/P	Policy	A20
7/2/R	Routine Enquiries	D3
7/2/1	<u>Acquisition</u>	
7/2/1/1	Purchase	AP
7/2/1/2	Hire/ Rental/ Lease	D5
7/2/1/3	Expropriation	A20
7/2/2	Maintenance	D5
7/2/3	<u>Alienation</u>	
7/2/3/P	Policy	A20
7/2/3/R	Routine Enquiries	D3
7/2/3/1	Letting	A20
7/2/3/2	Sale	A20

8 TENDERS AND CONTRACTS MANAGEMENT

NUMBER	DESCRIPTION	DISPOSAL
8/P	Policy	A20
8/R	Routine Enquiries	D3
8/1	<u>Procurement Plan</u> (For management of Tenders and Contracts, see 8/1/6)	<u>A20</u>
8/1/1	<u>Procurement Procedures</u>	
8/1/1/1	Standardization of Specifications (Open a file for each category and file numerically)	A20
8/1/2	Implementation of Approved Systems	A20
8/1/3	<u>Tenders and Contract Management</u>	
8/1/3/1	<u>Invitations of</u>	<u>D5</u>
8/1/3/1/1	Quotations	D5
8/1/3/2	<u>Committees</u>	A20
8/1/3/2/1	<u>Specifications Committee</u>	A20
8/1/3/2/1/1	Development of Specifications	D5
8/1/3/2/1/2	Recommendations	D5
8/1/3/2/2	<u>Tender Evaluation Committee</u>	
8/1/3/2/2/1	Nominations and Appointments	A20
8/1/3/2/2/2	Recommendations	D5
8/1/3/2/3	<u>Tender Awards Committee</u>	
8/1/3/2/3/1	Nominations and Appointments	A20
8/1/3/2/3/2	Reports and Conclusions	A20

8/1/3/2/3/3	Approvals and Awarding	AP
8/1/3/3	Issue of Orders and Advice to Service Providers	D5
8/1/3/4	<u>Tender and Contract Administration</u> (1.Open a file for each tender / contract per number) 2. Correspondence will include review reports, statistics, BEE reports, implementation of penalties and Close-Out)	A20
8/1/3/5	Tender Deviations and Exemptions	A20
8/1/4	<u>Quality Assurance</u>	
8/1/4/1	Programme Monitoring	D5
8/1/4/2	<u>Queries and Complaints</u>	
8/1/4/2/1	By Service Providers	A20
8/1/4/2/2	By Other Stake Holders	A20
8/2	<u>Reports</u> (1.Open a file for each service and number consecutively. 2. Correspondence will include complaints, queries, inspections, reports on losses, thefts, damages and the quality of service)	D5

9. REPORTS AND RETURNS

(1. This sub-series should be used for monthly, quarterly and annual and other reports and returns, 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 should be dealt with under the relevant main series.)

NUMBER	DESCRIPTION	DISPOSAL
9/P	Policy	A20
9/R	Routine Enquiries	D3
9/1	<u>Reports</u>	
9/1/1	Monthly Reports (Open a file for each component and file consecutively)	D5
9/1/2	Quarterly Reports	D5
9/1/3	Half-Yearly Reports	D5
9/1/4	<u>Annual Reports</u>	
9/1/4/1	Joint Report	A20
9/1/4/2	Inputs by Sections (Open a file for each section and file consecutively)	D5
9/1/4/3	Printing of	D5
9/1/4/4	Distribution of	D5
9/2	<u>Returns</u>	
9/2/P	Policy	A20
9/2/R	Routine enquiries	D3
9/2/1	Monthly	D5

10. PUBLICITY, INFORMATION AND HERALDRY

NUMBER	DESCRIPTION	DISPOSAL
10/P	Policy	A20
10/R	Routine Enquiries	D3
10/1	<u>Publications</u>	
10/1/P	Policy	A20
10/1/R	Routine Enquiries	D3
10/1/1	<u>Own Publications</u>	
10/1/1/1	<u>Contributions to and Distribution</u>	
10/1/1/1/1	Newsletter	D3
10/1/1/1/2	Brochures	D3
10/1/1/1/3	Billboard/Lighted signs/Posters/Notices	D5
10/1/1/2	Reviews	D5
10/1/2	<u>Publications by Other Bodies</u>	
10/1/2/1	Contributions to	D5
10/1/2/2	Inputs to Reviews	D5
10/2	<u>Publicity Matters</u>	
10/2/P	Policy	A20
10/2/R	Routine Enquiries	D3
10/2/1	Participation in Shows and Exhibitions	D5
10/2/2	<u>Media Matters</u>	
10/2/2/1	Invitations and Interviews	D5
10/2/2/2	<u>Television and Radio Talks</u>	

10/2/2/2/1	Arrangements	D5
10/2/2/2/2	Copies of Scripts	D5
10/2/2/3	<u>Press Statements and Releases</u>	
10/2/2/3/1	Media Enquiries and Responses	D5
10/2/2/3/2	Advertisements	D5
10/2/3	Official Speeches and Messages	D5
10/2/4	Greetings on Special Occasions	D5
10/3	<u>Information</u>	
10/3/P	Policy	A20
10/3/R	Routine enquiries	D3
10/3/1	<u>Access to</u> (Open a file per subject as and when necessary)	
10/3/1/1	Queries and Requests	D5
10/3/1/2	Denials and Restrictions	D5
10/3/1/3	Appeals	D5
10/3/2	<u>Public Service Delivery</u>	
10/3/2/1	Research, Fact Finding and Marketing Programmes	D5
10/3/2/2	Stakeholder Forums/ Imbizo	D5
10/3/2/3	Batho- Pele Programmes and Initiatives (This sub-series deals with the promotion of Batho-Pele. For correspondence relating to the implementation process, refer to main series 2)	D5
10/3/3	<u>Liaisons with and Supply of Information</u>	D5
10/3/3/1	<u>Provincial Departments</u> (Open a file for each Provincial Department as per Annexure A	D5

10/3/3/2	<u>National Departments</u> (Open a file for each National Department as per annexure B)	D5
10/3/3/3	<u>Other Municipalities</u>	
10/3/3/3/1	<u>District Municipalities</u> (Open a file for each District Municipality and file as per Annexure C)	A20
10/3/3/3/2	<u>Local Municipalities</u> (Open a file for each local municipality and file as per Annexure D)	A20
10/3/3/3/3	<u>Statutory Bodies</u> (Open a file for each statutory body and number consecutively)	A20
10/3/3/3/4	<u>International Liaisons</u> (Open a file for each programme and number consecutively)	AP

11. SOCIAL FUNCTIONS, EVENTS AND CELEBRATIONS

NUMBER	DESCRIPTION	DISPOSAL
11/P	Policy	A20
11/R	Routine Enquiries	D3
11/1	<u>Social Functions</u>	
11/1/P	Policy	A20
11/1/R	Routine Enquiries	D3
11/1/1	Arrangements	D5
11/1/2	Speeches	D5
11/1/3	Protocol list of addresses	D5
11/1/4	Order paper of municipalities	D5
11/1/5	Staff funerals, birthdays and other celebrations	D5
11/2	<u>Festivals and Events</u>	
11/2/1	<u>Mayoral reception and functions</u>	
11/2/1/1	Invitations	D5
11/2/1/2	Letters of thanks, congratulations and condolences	D5
11/2/1/3	Awards to the public	D5
11/2/2	Other Municipal Functions (Open a file for each function or event and number consecutively)	
11/3	<u>National, Provincial and Local Celebrations</u>	
11/3/P	Policy	A20
11/3/R	Routine Enquiries	D3
11/3/1	Public Celebrations (1. Open a file for each celebration, and number consecutively. 2. Correspondence will include arrangements.)	D5

12. MEETINGS OF MUNICIPAL BODIES AND OTHER ORGANISATIONS

(1. Only correspondence which pertains to the composition, meetings and functioning of these bodies should be placed on the files in this main series.

2. Correspondence about other subjects concerning these bodies relevant to other main series should be placed on the appropriate files of the relevant main series. E.g. For council matters, see main series 3. If appropriate files do not exist, they should be provided.)

NUMBER	DESCRIPTION	DISPOSAL
12/P	Policy	A20
12/R	Routine Enquiries	D3
12/1	<u>Minutes, Reports and Policy Decisions</u>	
12/1/1	Municipal bodies (Open a file for each municipal body and number consecutively)	AP
12/1/2	Community Organizations (Open a file for each community organization and number consecutively)	AP
12/1/3	Statutory Bodies (Open a file for each statutory body and number consecutively)	AP
12/1/4	Provincial Departments (Open a file for each provincial department and number consecutively)	D5

12/1/5

Non- Governmental Bodies

D5

(Open a file for each non-governmental body and number consecutively)

13. LEGAL MATTERS

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

2. For acts, ordinances, regulations and by-laws, see main series 1

3. For labour issues, see main series 4)

NUMBER	DESCRIPTION	DISPOSAL
13/P	Policy	A20
13/R	Routine Enquiries	D3
13/1	Procedures and Methods	A20
13/2	Appointment of attorneys	A20
13/3	<u>Requests and Recommendations for Legal Advice</u>	
13/3/1	Legal opinions and court decisions	A20
13/4	<u>Agreements</u> (Open a file for each case, or institution and file consecutively)	<u>A20</u>
13/5	<u>Litigations</u> (Open a file for each case and number consecutively)	<u>A20</u>
13/6	<u>Investigations</u> (Correspondence will include recommendations and reports)	<u>A20</u>
13/6/1	Fraud and corruption	A20
13/6/2	Misuse of municipal property	A20
13/6/3	Theft	A20
13/6/4	Vandalism of municipal property	A20
13/6/5	Name of next category	

13/7	<u>Offences, Disputes, and claims</u>	
13/7/1	<u>By the Municipality</u>	
13/7/1/1	Civil	A20
	1. Open a file for each civil case/ dispute and number numerically. 2. All correspondence such as letter of demand, summons, judgments, warrant of execution attachment orders, appeals, recession of judgment should be filed here)	
13/7/1/2	<u>Criminal</u>	
13/7/1/2/1	Traffic Offences	A20
13/7/1/2/2	Serving of lawsuit documents	A20
13/7/1/2/3	Payment of fines	D7
13/7/1/2/4	Prosecutions	A20
13/7/2	<u>Against the Municipality</u>	
13/7/2/1	Negligence	A20
13/7/2/2	Traffic accidents	A20
13/7/2/3	Settlements and agreements (Open a file for each civil case/ dispute and number numerically)	A20
13/7/3	<u>Reports and Liaisons</u>	
13/7/3/1	Mayoral	A20
13/7/3/2	Municipal Manager	A20
13/7/3/3	Municipal Council	A20
13/7/3/4	Portfolio Committee	A20
13/7/3/5	Human Rights Commission	A20
13/7/3/6	Name of next category of report	A20

14. LICENCES AND PERMITS

NUMBER	DESCRIPTION	DISPOSAL
14/P	Policy	A20
14/R	Routine Enquiries	D3
14/1	<u>Drafting of Memoranda of Understanding</u>	
14/1/1	Home Affairs	A20
14/1/2	Transport Board	A20
14/1/3	Liquor Board	A20
14/2	<u>Licenses</u>	
14/2/1	<u>Applications and issuing</u>	
14/2/1/1	<u>Trading Licenses</u> (Open a file for license and number per license number)	A20
14/2/1/2	<u>Vehicles Licenses</u>	
14/2/1/2/1	Public Vehicles	D5
14/2/1/2/2	Municipal Vehicles	D5
14/2/1/3	<u>Occupational licenses</u>	
14/2/1/3/1	Street Traders	D5
14/2/1/3/2	Liquor License Applications	A20
14/2/1/3/2	Mortuary Funeral parlour	A20

15. TOWN PLANNING AND CONTROL

NUMBER	DESCRIPTION	DISPOSAL
15/P	Policy	A20
15/R	Routine Enquiries	D3
15/1	<u>Registration of</u>	
15/1/1	Permitted practices	A20
15/1/2	Guidelines on the structural and Development Plans	A20
15/2	Establishment of Municipal Boundaries	A20
15/3	Appointment of Consulting Town Planners and Engineers	D5
15/4	<u>Geological Survey</u>	<u>D5</u>
15/4/1	<u>Research</u>	<u>D5</u>
15/4/1/1	Planning	D5
15/4/1/2	Technical	D5
15/5	<u>Acquisition and Disposal of Property</u>	
15/5/1	Surveys and Inspection reports	A20
15/5/2	Purchases and Donations	A20
15/5/3	Sale	AP
15/6	<u>Reservation of Sites</u>	<u>AP</u>
15/6/1	<u>Municipality Structures</u>	<u>AP</u>
15/6/1/1	Fire Fighting Services	AP
15/6/1/2	Pounds	AP
15/6/2	Industry	<u>AP</u>

15/6/2/1	Shopping Centre	AP
15/6/2/2	Transport Terminals	AP
15/6/2/3	Disposal and Recycling Sites	AP
15/6/3/4	Abattoirs	AP
15/6/3	Educational Institutions	AP
15/6/4	Churches	AP
15/6/5	Sport <u>and</u> Recreation	AP
15/6/5/1	Multi-Purpose Centre	AP
15/6/5/2	Community Hall (open a file for each community hall and number consecutively)	AP
15/6/5/3	Library	AP
15/6/5/4	Public Toilets	AP
15/6/5/5	Parks and Parks Field (Open a file for each Park hall and number consecutively)	AP
15/6/6	Cemeteries (Open a file for each cemetery hall and number consecutively)	AP
15/7	Sinking of Boreholes	AP
15/8	<u>Schemes</u> (For community housing programmes and schemes, see main series 17)	A20
15/8/1	<u>Town and Township Planning</u>	
15/8/1/1	<u>Technical Projects</u>	A20
15/8/1/1/1	Mayoral (Open a file for each project and number consecutively)	A20

15/8/1/1/2	Municipal Infrastructural Grants Projects (MIG) (Open a file for each project and number consecutively)	A20
15/8/1/1/3	Local Economic Development Projects (Open a file for each project and number consecutively)	A20
15/8/1/1/4	Project Consolidate (Open a file for each project and number consecutively)	A20
15/8/2	<u>Land Planning and Development</u>	
15/8/2/P	Policy	A20
15/8/2/R	Routine Enquiries	D3
15/8/2/1	<u>Tribunal</u>	
15/8/2/1/1	Establishment of land tribunal	D5
15/8/2/1/2	Approval of application	D5
15/8/2/1/3	Conflict resolution	D5
15/8/2/2	<u>Public participation on land administration</u>	
15/8/2/2/1	Land Administration Committee	D5
15/8/2/2/2	Traditional Council	D5
15/8/3	<u>Establishment</u>	
15/8/3/1	Townships and Villages	A20
15/8/3/2	<u>Registration, Naming and Opening</u> (Open a file for each township and number consecutively)	

15/8/3/3	<u>Conveyancing</u> (Includes transfer and registration of immovable property from one party to another through Deeds Registration) Conveyancing done on individual erfen files)	
15/8/3/3/1	Appointment of conveyancer	A20
15/8/3/4	<u>Registration of land and property in Deeds Registry</u> (Correspondence will include issuing of Property ownership Titles done on individual erfen files)	
15/8/3/5	<u>Distribution and Allocation</u>	
15/8/3/5/1	Restitution	A20
15/8/3/5/2	Land tenure	A20
15/8/4	<u>Control</u> (Aspects concerning individual erfen eg. Amendments of individual conditions of title, subdivision of a specific erf, should be dealt with on the erfen files. See list of series separate case files)	
15/8/4/1	Conditions of establishment	A20
15/8/4/2	Sub-divisions and Consolidations	A20
15/8/4/3	Servitudes	A20
15/8/4/4	<u>Construction of Buildings</u>	
15/8/4/4/1	Building Line restrictions and encroachments	A20
15/8/4/4/2	Building plans_(Residential and Businesses)	AP
15/8/4/4/3	Submissions and approval	AP
15/8/4/4/4	Building certificates/ completion certificates	AP

15/8/4/4/5	Issuing of Contravention Notice	A20
15/8/4/5	Permitted Practices and Approval of Deviations	A20
15/8/4/6	Illegal squatting	A20
15/8/4/7	<u>Rezoning and subdivision</u>	
15/8/4/7/1	Application and Approvals (All rezoning, closure, subdivision are to be done on individual files as per erf number – e.g. Rezoning – erf 168, closure – erf 168, subdivision – erf 168. Closure and special consent)	A20
15/8/4/8	Succession (For inheritance of the estate property by the owner to his/ her beneficiaries, see list of series of separate case files)	AP
15/9	<u>Agreements for Partnerships</u> (Includes memoranda of understanding)	
15/9/1	National Department of Housing	AP
15/9/2	Provincial Department of Housing	AP
15/9/3	Private Sector Institutions	AP
15/9/4	International Housing Agency	AP
15/9/5	Financial Institutions	AP
15/9/6	Non Governmental Organization	AP

16. ESSENTIAL SERVICES

(For collection of payment for services, see main series 5)

NUMBER	DESCRIPTION	DISPOSAL
16/P	Policy	A20
16/R	Routine Enquiries	A3
16/1	<u>Electricity Supply</u>	
16/1/P	Policy	D5
16/1/R	Routine Enquiries	D3
16/1/1	Generation	
16/1/2	<u>Bulk Purchase</u>	
16/1/2/1	Eskom	A20
16/1/3	Servitudes	A20
16/1/4	Erection and Maintenance of Sub-stations (Open a file for each and number consecutively)	A20
16/1/5	<u>Provision and Maintenance</u>	
16/1/5/1	Street Lights	D5
16/1/5/2	Damaged to Street Lights	D5
16/1/6	Distribution (Open a file for each area and number consecutively)	D5
16/1/7	<u>Meters</u>	
16/1/7/1	Installation and Maintenance	D5
16/1/7/2	Reading (Open a file for each and number consecutively)	D5

16/1/8	Reports and Statistics	D5
16/2	<u>Roads and Streets</u>	
16/2/P	Policy	A20
16/2/R	Routine Enquiries	D3
16/2/1	Roads Construction Programme	A20
16/2/2	Proclamation	A5
16/2/3	<u>Planning, Construction and Commentary</u>	
16/2/3/1	National Roads	AP
16/2/3/2	Provincial	AP
16/2/3/3	Local Roads (Open a file for each and number consecutively)	AP
16/2/3/4	Roads and Streets	A20
16/2/4	Allocation of Street Names	A20
16/2/5	<u>Construction and Maintenance</u>	
16/2/5/1	Surfaces	D5
16/2/5/2	Storm-water Drainage	D5
16/2/5/3	Side- walks	<u>A20</u>
16/2/5/4	Bridges and Sub-ways (Open a file for each and number consecutively)	A20
16/2/5/5	<u>Halls</u> (Open a file for each and number consecutively)	D5
16/2/6	<u>Closure</u>	
16/2/6/1	Temporary Closure	D5
16/3	<u>Waste Disposal</u>	
16/3/P	Policy	A20

16/3/R	Routine Enquiries	A3
16/3/1	Land fill site	D5
16/3/1	<u>Rubbish removal service- Replace Rubbish with refuse</u>	
16/3/1/1	Street rubbish bins	D5
16/3/1/2	Home rubbish bins	D5
16/3/1/3	Garden garbage	D5
16/4	<u>Cemetery</u>	
16/4/P	Policy	A20
16/4/R	Routine enquiries	D3
16/4/1	Establishment (Open a file for each and number consecutively)	A20
16/4/2	<u>Utilization and Maintenance</u>	
16/4/2/1	Cemetery	A20
16/4/2/2	Exhumation and reburials	A20
16/4/2/3	Erection of tombstones	D5
16/4/2/4	Indigent / Pauper burials	A20
16/4/25	Provision of graves	D5

17. COMMUNITY SERVICES

NUMBER	DESCRIPTION	DISPOSAL
17/P	Policy	A20
17/R	Routine Enquiries	D3
17/1	<u>Applications and Approvals</u>	
17/1/1	Processions	D5
17/1/2	Rallies	D5
17/1/3	Abnormal loads	D5
17/1/4	Use of Loudspeaker / Poster	D5
17/1/5	Closure of roads	D5
17/1/6	Offences and condonations	D5
17/2	<u>Allocation of Parking</u>	D5
17/2/1	Public parking	AP
17/2/2	Taxis	D5
17/2/3	Loading zones	AP
17/3/P	Policy	A20
17/3/R	Routine Enquiries	D3
17/3	<u>Housing</u>	
17/3/P	Policy	A20
17/3/R	Routine Enquiries	D3
17/3/1	<u>Schemes</u>	
17/3/2	National housing	D5

17/3/3	<u>Municipal housing</u> (Open a file for each Project and number consecutively)	AP
17/3/3/1	Applications	D5
17/3/3/2	Waiting list	D5
17/3/3/3	Allocations	D5
17/3/3/4	Public Complaints and Queries	D5
17/4	<u>Recreational and Sport Facilities</u>	
17/4/P	Policy	A20
17/4/R	Routine Enquiries	D3
17/4/1	Application for Establishment	D5
17/4/2	<u>Provision and Use</u>	D5
17/4/2/1	<u>Recreational</u>	
17/4/2/1/1	Parks	AP
17/4/2/1/2	Playgrounds and Camping grounds (Open a file for each and number consecutively)	AP
17/4/2/2	<u>Sports facilities</u>	
17/4/2/2/1	Application for use (Open a file for each facility and number consecutively)	D5
17/4/3	Maintenance	D5
17/5	<u>Public Transport</u> (For traffic control see 17/2)	
17/5/P	Policy	A20
17/5/R	Routine Enquiries	D3
17/5/1	<u>Establishment and Determination</u>	D5
17/5/1/1	Services	D5
17/5/1/2	Schedules and Time- Tables	D5
17/5/1/3	Routes and halts	D5

17/5/1/4	Shelters	D5
17/6	<u>Market and Public Vendors</u>	
17/6/P	Policy	A20
17/6/R	Routine Enquiries	D3
17/6/1	Applications and issuing of permits	D5
17/6/2	Allocation of Stalls	A20
17/6/3	Hiring out of tables and stalls	D5
17/7	<u>Fire brigade Services</u>	
17/7/P	Policy	A20
17/7/R	Routine Enquiries	D3
17/7/1	<u>Acquisition</u>	
17/7/1/1	Building	AP
17/7/1/2	<u>Fire Brigade</u>	
17/7/1/2/1	Vehicles	D5
17/7/1/2/2	Facilities	D5
17/7/2	Maintenance	D5
17/8	<u>By – laws</u>	
17/8/P	Policy	A20
17/8/R	Routine	D3
17/8/1	<u>Public Participation</u>	D5
17/8/1/1	Attendance Register	D5
17/8/1/2	Council Resolution	A20
17/9	<u>Animal Control</u>	
17/9/P	Policy	A20
17/9/R	Routine Enquiries	D3
17/9/1	Impounding of animals	D5
17/10	<u>Welfare and disaster management</u>	

17/10/P	Policy	A20
17/10/R	Routine Enquiries	D3
17/10/1	<u>Welfare Services</u>	
17/10/1/1	Supply of food, shelter and clothing	A20
17/10/1/2/2	Provision of Counselling and Trauma Facilities	D5
17/10/2/3	<u>Care of</u>	
17/10/2/1	Street kids	D5
17/10/2/2	Senior Citizen / Old aged	D10
17/10/2/3	Disabled people	AP
17/10/2/4	Victims of domestic violence	D5
17/10/2/5	HIV-AIDS Victims	A20
17/10/2/6	Orphans	A20
17/10/3	<u>Disaster management</u>	
17/10/3/1	Declaration of disaster area	D7
17/10/3/2	<u>Disaster relief funds</u>	
17/10/3/2/P	Policy	A20
17/10/3/2/1	Request for assistance	A20
17/10/3/2/2	Donations and Subsidies	A20
17/10/3/3	<u>Assistance of victims</u>	
17/10/3/3/1	Identification and Rolling out	A20
17/10/3/3/2	<u>Distribution of</u>	A20
17/10/3/3/2/1	Clothing and blankets	A20
17/10/3/3/2/2	Interim shelters/ tents	D5
17/10/3/3/2/3	Food Parcels and Vouchers	D5
17/10/3/3/2/4	Other	
17/11	<u>Social and economic development services</u>	

17/11/P	Policy	A20
17/11/R	Routine Enquiries	D3
17/11/1	<u>Implementation of Black Economic Empowerment (BEE)</u>	
17/11/1/1	Co-operatives	D5
17/11/2	<u>Trade points</u>	A20
17/11/2/1	Establishment	A20
17/11/2/2	Approval and registration	A20
17/11/2/3	Partnership agreements (Open a file for any Industry, agency council, association and file consecutively)	A20
17/11/3	Community projects	D5
17/12	<u>Tourism Matters</u>	
17/12/P	Policy	A20
17/12/R	Routine Enquiries	D3
17/12/1	Establishment of Tourists Information Centre	D20
17/12/2	<u>Identification and Establishment</u>	
17/12/2/1	Tourist Routes	AP
17/12/2/2	Heritage Sites and Places	AP
17/13	<u>Other Public Amenities</u> (Open a file for each facility and number consecutively)	AP
17/14	<u>Church and Religious Institutions</u> (Open a file for each facility and number consecutively)	AP

LIST OF SERIES OF SEPARATE CASE FILES

NUMBER	DESCRIPTION	DISPOSAL
SP	Contains correspondence or documents of an employment regarding his/ her appointment, academic qualifications, CV, promotion, assessment, transfer, training and placement.	
SL	Contains correspondence or documents regarding leave application forms e.g. vacation, sick, maternity family responsibility, study leave or special leave. All correspondence regarding leave queries should be filed here.	
SF	Contains correspondence or documents regarding financial issues of the employee e.g. salary advices increments, subsistence allowance, housing allowance, car allowance, overnight accommodation bookings, air transport bookings, garnish orders monetary and merit awards	
SM	Contains correspondence/ documents regarding misconduct, incapacity, grievances, investigations disciplinary notices, written allegations, against the employees, labour dispute between the employer and employee. CCMA awards, judgment labour court, resolution of the bargaining council	

Erf

These are files that are opened for each house, lot or property.

Files are opened as per property. Correspondence will include estimates on the size and measurements of the site, sketch, house plan, inspector's comments on the property, copies of title deeds and permissions to occupy, value of the property.

ANNEXURE A

PROVINCIAL DEPARTMENTS

NUMBER

NAME OF PROVINCIAL DEPARTMENT

1. Department of Agriculture, Environmental Affairs and Rural Development
2. Department of Arts and Culture
3. Department of Sport and Recreational
4. Department of Economic Development and Tourism
5. Department of Education
6. Free State Treasury
7. Department of Health
8. Department of Human Settlement
9. Department of Public Works
10. Department of Local Government and Traditional Affairs
11. Department of Transport
12. Department of Community Safety and Liaison

ANNEXURE B

NATIONAL DEPARTMENTS

NUMBER

NAME OF NATIONAL DEPARTMENT

1. Department of Agriculture, Forestry and Fisheries
2. Department of Arts and Culture
3. Department of Basic Education
4. Department of Communications
5. Department of Cooperative Governance and Traditional Affairs
6. Department of Correctional Services
7. Department of Defence and Military Veterans
8. Department of Economic Development
9. Department of Energy
10. Department of Environmental Affairs
11. Department of Health
12. Department of Higher Education
13. Department of Home Affairs
14. Department of Human Settlement
15. Department of International Relations and Cooperation
16. Department of Justice and Constitutional Development
17. Department of Labour
18. Department of Mineral Resources
19. Department of Public Enterprises
20. Department of Public Service and Administration
21. Department of Public Works
22. Department of Rural Development and Land Reform
23. Department of Science and Technology
24. Department of Social Development
25. Department of State Security
26. Department of Tourism
27. Department of Trade and Industry (the dti)
28. Department of Transport

29. Department of Water Affairs
30. Department of Women, Children and People with Disabilities
31. Government Communication and Information Systems (GCIS)
32. Independent Complaints Directorate (ICD)
33. National Treasury
34. Public Administration, Leadership and Management Academy (PALAMA)
35. South African Police Services (SAPS)
36. South African Revenue Service (SARS)
37. Sport and Recreation South Africa (SRSA)
38. Statistics South Africa (Stats SA)

DISTRICT MUNICIPALITIES

<u>NUMBER</u>	<u>NAME OF DISTRICT MUNICIPALITY</u>
1.	Fezile Dabi District Municipality
2.	Lejweleputswa District Municipality
3.	Thabo Mafutsanyana District Municipality
4.	Xhariep District Council

And any other District Municipality, as the need may arise

LOCAL MUNICIPALITIES

1. Mafube Local Municipality
2. Metsimaholo Local Municipality
3. Moqhaka Local Municipality
4. Ngwathe Local Municipality
5. Masilonyana Local Municipality
6. Matjhabeng Local Municipality
7. Nala Local Municipality
8. Tokologo Local Municipality
9. Tswelopele Local Municipality
10. Dihlabeng Local Municipality
11. Maluti-A-Phofung Local Municipality
12. Mantsopa Local Municipality
13. Nketoana Local Municipality
14. Phumelela Local Municipality
15. Setsoto Local Municipality
16. Kopanong Local Municipality
17. Letsemeng Local Municipality
18. Mohokare Local Municipality

And any other Municipality, as the need may arise