

## General Disposal Authority No. AB2 for the Destruction of Attendance Registers

1. General Disposal Authority No. AB2 is hereby issued for the destruction of attendance registers. The disposal authority number AB2 should be quoted in destruction certificates that should be submitted to the archives service once these records have been destroyed.
2. Governmental bodies should determine their own retention periods taking into account their office's financial accountability, the functional need for the records as well as any other legislative requirements.
3. No destruction should take place without the assurance that the records are no longer required, that no work is outstanding and that no litigation or investigation or request which would involve the records in question in terms of the Promotion of Access to Information Act or Promotion of Administrative Justice Act is pending.