

## General Disposal Authorities Nos. AK2 and PAK4 (Local Governments) for the Destruction of Clinical Patient Files

1. General Disposal Authorities Nos. AK2 and PAK4 (local governments) are hereby issued for the destruction of clinical patient files. The disposal authority number AK2 or PAK4 (local governments) should be quoted in destruction certificates that should be submitted to the archives service once these records have been destroyed.
2. Clinical patient files may be destroyed three years after termination of the files.
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.