



DIRECTIVE D9

**DISPOSAL OF PERSONAL FILES
AND STAFF RECORD CARDS:
NATIONAL AND PROVINCIAL
STATE DEPARTMENTS**

National Archives and Records Service of South Africa

April 2003

CIRCULAR NO. 1 OF 1987

DISPOSAL OF PERSONAL FILES AND STAFF RECORD CARDS

1987-05-14

1. Following consultation with the Commission for Administration¹ it has been decided that the following disposal instructions will apply in future:

(a) Personal Files : Head Office files are to be kept for at least 12 months after the last correspondence following the conclusion of service and may be destroyed thereafter on condition that staff record cards are fully kept up to date.

Duplicate Personal files taken over from the Commission for Administration may be destroyed immediately or after such period as fulfils the requirements of the Department/Administration.

Sub-office files may be destroyed earlier but not later than 12 months after conclusion of service.

(b) Staff Record Cards : May be destroyed 10 years after the date of conclusion of service.

(c) Accident Files of Provincial Employees : These files are to be retained indefinitely.

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1. In 1994 the name was changed to Department of Public Service and Administration.

2. As soon as a destruction has been carried out pursuant to this circular, Departments/Administrations must without delay forward to the National Archives and Records Service a Certificate of Destruction as prescribed in par. 4.2.3.1 of the Records Management Policy Manual.
3. Should it be desired to deviate from the periods laid down in this circular, the matter should be taken up with this office which will decide on it in consultation with the Commission for Administration.
4. Circular 1 of 1964 is hereby withdrawn and this circular replaces No. 1 of 1987 dated 1987-04-01.

(TO ALL STATE DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS
(EXCLUDING THE S.A. TRANSPORT SERVICES, DEPARTMENT OF POSTS AND
TELECOMMUNICATIONS, S.A. DEFENCE FORCE AND S.A. POLICE))

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