

General Disposal Authority No. AR3 for the Destruction of Accident Report (AR) Forms (81/149020, Z1523, Used in terms of the National Road Traffic Act, No 93 of 1996)

1. General Disposal Authority No. AA 1 is hereby issued for the destruction of all records related to the AARTO Digitisation Project viz.:
 - paper records scanned for the purpose of the AARTO Project;
 - digital images of the paper records and relevant metadata which have been created as a result of converting non-digital originals; and
 - digital records, relevant metadata and relevant audit data which may have originated from a digital source but have been printed to paper and served upon the infringer by means of ordinary or registered mail.
2. The disposal authority number AA 1 should be quoted in destruction certificates that should be submitted to the archives service once these records have been destroyed.
3. 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.
4. 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.