

General Disposal Authority No. AC1 for the Destruction of Social Beneficiary Records: All Governmental Bodies

1. General Disposal Authority No. AC1 is hereby issued for the destruction of the Social Beneficiary Records relating to the grant types listed below. The General Disposal Authority reference number AC1 should be quoted in destruction certificates that should be submitted to the archives service once these records have been destroyed.
2. The disposal periods indicated were determined by South African Social Security Agency (SASSA) in 2008.
3. No destruction should take place without observing the required actions prior to disposal listed below, including the assurance that the record is 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, Promotion of Administrative Justice Act or the Public Finance Management Act is pending.

GRAND TYPE	DISPOSAL PERIOD	RATIONALE	ACTIONS PRIOR DISPOSAL (checklist)
Maintenance	All manual files to be destroyed. The electronic versions are to be archived on SocPen.	No longer in payment since 1997 Compliance with PAIA, PAJA, PFMA, NARS and other relevant acts.	<ul style="list-style-type: none"> • Finance to confirm if there are any outstanding debts. • Legal to confirm if there is litigation.
Child Support (beneficiary file)	D5	Compliance with PAIA, PAJA, PFMA, NARS and other relevant acts.	<ul style="list-style-type: none"> • Finance to confirm if there are any outstanding debts. • Legal to confirm if there is litigation.
Care dependency(beneficiary	D5	Compliance with PAIA, PAJA, PFMA, NARS and other	<ul style="list-style-type: none"> • Finance to confirm if there are any outstanding debts.

file)		relevant acts.	<ul style="list-style-type: none"> • Legal to confirm if there is litigation. • Consult with Department of Social Development.
Foster Care (beneficiary file)	D5	Compliance with PAIA, PAJA, PFMA, NARS and other relevant acts.	<ul style="list-style-type: none"> • Finance to confirm if there are any outstanding debts. • Legal to confirm if there is litigation. • Consult with Department of Social Development.
Old Age	<p>D1: destroy one year after finalization –all cases when the file has been closed due to the death of the beneficiary.</p> <p>D5: destroy five years after finalization in case when the beneficiary has been alive during the closure of the file.</p>	Compliance with PAIA, PAJA, PFMA, NARS and other relevant acts.	<ul style="list-style-type: none"> • Finance to confirm if there are any outstanding debts. • Legal to confirm if there is litigation.
War Veterans	D1	Compliance with PAIA, PAJA, PFMA, NARS and other relevant acts.	<ul style="list-style-type: none"> • Finance to confirm if there are any outstanding debts. • Legal to confirm if there is litigation.
Disability	D5	Compliance with PAIA, PAJA, PFMA, NARS and other relevant acts.	<ul style="list-style-type: none"> • Finance to confirm if there are any outstanding debts. • Legal to confirm if there is litigation.
Social Relief of Distress	D5	Compliance with PAIA, PAJA,	<ul style="list-style-type: none"> • Finance to confirm if there are any

		PFMA, NARS and other relevant acts.	outstanding debts. • Legal to confirm if there is litigation.
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All beneficiary files except for war veterans and old age are to be disposed after five years under the following conditions:

- *When the beneficiary is deceased*
- *When the beneficiary file has been inactive for almost five years*

Acronyms: PAIA: Promotion of Access to Information Act No 2 of 2000
PAJA : Promotion of Administrative Justice Act No 3 of 2000
PFMA: Public Finance Management Act No 1 of 1999
NARS: National Archives and Records Service Act No 43 of 1996