



DIRECTIVE D6

GENERAL DISPOSAL AUTHORITY NUMBER PAP I: HUMAN RESOURCES CASE FILES OF LOCAL AUTHORITIES

National Archives and Records Service of South Africa

April 2003

DISPOSAL OF PERSONAL CASE FILES OF LOCAL AUTHORITIES

1. Standing disposal authority exists for the destruction of personal case files of local authorities. The reference is PAP1.
2. The stipulation of the retention period, i.e. the period which the files are to be retained after a staff member's termination of service, vests in each local authority. It is not the responsibility of the National Archivist to issue instructions regarding retention periods for personal case files of local authorities.
3. Local authorities are advised that three considerations should be borne in mind in reaching a decision on retention periods:
 - (a) A record of service may be needed for purposes of re-appointment.
 - (b) Where personal case files are subject to provincial audit, the retention period should be determined in conjunction with the Provincial Auditor.
 - (c) Institution of claims against the authority. As far as these are concerned, it should be remembered that the Limitation of Legal Proceedings (Provincial and Local Authorities) Act No. 94 of 1970 stipulates a period of three years.
4. The onus is upon local authorities to adapt retention periods which been determined to altered circumstances or directives.
5. After destruction a destruction certificate must be submitted to the National Archivist.