

CIRCULAR NO. 1 OF 1993

TO ALL LOCAL AUTHORITIES

DISPOSAL OF TENDERS AND CONTRACTS

1993-04-28

1. Standing Disposal Authority No. PAK3, communicated to local authorities in Circular 2 of 1985, is hereby withdrawn
2. PAK3 authorised the destruction of all tenders and contracts with the exception of contracts for major works w.r.t. construction, installations and the restoration of buildings. Lists of the latter had to be submitted to the State Archives Service for a final decision on disposal.
3. Circular 1 of 1993 authorises the destruction of all tenders and contracts. This authority replaces all previous authorities issued on tenders and contracts.
4. PLEASE NOTE : THIS AUTHORITY DOES NOT APPLY TO AGREEMENTS.
5. Circular 1 of 1993 must be quoted in all related correspondence and in the destruction certificates¹ which must be submitted when tenders and contracts are destroyed in terms of this authority.
6. Enquiries² concerning this circular should be directed to:

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1. See the *Records Management Policy Manual* par. 4.2.3.1.
 2. See the contacts page of this Website.