

CIRCULAR NO. 2 OF 1993

TO ALL LOCAL AUTHORITIES

DISPOSAL OF BUILDING PLANS, PLANS OF STRUCTURES AND DRAWINGS OF FURNITURE COMPILED AFTER 1910.

1993-08-13

1. Standing Disposal Authority is hereby granted for the destruction of the plans/drawings described below. The destructions accord with the regulations in terms of the National Building Regulations and Building Standards Act (Act No. 103 of 1977), as published in the Government Gazette of 12 October 1990. This disposal authority replaces all previous disposal authorities issued by the Director of Archives on these categories of plans/drawings.
2. This authority does not apply to plans/drawings of National Monuments.
3. The following categories of plans/drawings can be destroyed.
 - 3.1 Plans/drawings for the construction of a:
 - Pergola
 - Private swimming pool, sauna and/or steam-bath
 - Change room at a private swimming pool
 - Open-sided shelter, caravan shelter or boat shelter or carport
 - Greenhouse
 - Cycle shed
 - Domestic braai
 - Child's playhouse
 - Toolshed
 - Aviary
 - Poultry house
 - Free-standing wall built of masonry, concrete, timber or wire

Solar water heater

Internal wall (also the demolition thereof)

Temporary building

3.2 Plans/drawings for:

Conversion of doors and windows
Making an opening in a wall

Artificial ventilation

Fire protection

Drainage installations

Water installations

Furniture and decorations (with the exception of views)

Routine standard office furniture and decorations

4. Local authorities must decide for themselves on the retention periods for administrative purposes of the above-mentioned plans/drawings before they are destroyed. Destruction can take place without further approval from this office.
5. Circular 2 of 1993 must be quoted in all relevant correspondence as well as in the destruction certificates¹ which must be submitted whenever plans/drawings are destroyed in terms of this authority.
6. Enquiries² in relation to this circular and the disposal of other categories of plans/drawings should be directed to:

1. See the *Records Management Policy Manual* par. 4.2.3.1.
2. See the contact page on this Website.