

NORTHERN CAPE PROVINCIAL ADMINISTRATION:

**DEPARTMENT OF
ROADS AND PUBLIC WORKS**

LINE FUNCTIONS FILING SYSTEM

- A) GENERAL INSTRUCTIONS
- B) LIST OF MAIN SERIES
- C) NUMERICAL CLASSIFICATION
- D) ANNEXURE A: LIST OF EXISTING CONTRACTS
- E) ANNEXURE B: MUNICIPALITIES
- F) ANNEXURE C: DISTRICT COUNCILS

GENERAL INSTRUCTIONS TO THE FILING SYSTEM

NAME OF OFFICE

1. THIS FILING SYSTEM IS FOR THE USE OF THE DEPARTMENT OF TRANSPORT, ROADS AND PUBLIC WORKS IN THE NORTHERN CAPE PROVINCIAL ADMINISTRATION AND IT MAY NOT BE APPLIED TO ANY OTHER OFFICE/S WITHOUT THE PRIOR APPROVAL OF THE PROVINCIAL ARCHIVIST.

REPORTING

2. ALL REVISIONS AND ADDITIONS (THE OMISSION OR INSERTION OF AN UNDERLINING IS A REVISION AS WELL) SHOULD BE SUBMITTED REGULARLY TO THE PROVINCIAL ARCHIVIST FOR NOTIFICATION AND FORMAL APPROVAL. IN CASES WHERE THE REVISIONS/ADDITIONS ARE CIRCULATED BY MEANS OF CIRCULAR MINUTES, A COPY THEREOF MUST BE FORWARDED TO THE PROVINCIAL ARCHIVIST BEFOREHAND FOR APPROVAL. FOR EASY REFERENCE AND EFFECTIVE CONTROL, THE NOTIFICATIONS SHOULD BE NUMBERED EACH YEAR STARTING AT NUMBER ONE, EG. 1/2001, 2/2001, ETC. (FOR UNCLASSIFIED CORRESPONDENCE, SEE PAR. 15 OF THESE INSTRUCTIONS)

MANAGEMENT OF SYSTEM

3. MANAGEMENT OF THE SYSTEM IS ASSIGNED TO THE RECORDS MANAGER. NO REVISIONS/ADDITIONS TO THE SYSTEM MAY BE MADE WITHOUT THE PRIOR APPROVAL OF THE PROVINCIAL ARCHIVIST AND THIS OFFICIAL. FURTHER DUTIES OF THIS OFFICIAL COMPRISE INTER ALIA THE FOLLOWING:

- A) HE/SHE MUST SCRUTINISE THE DAILY FILES REGULARLY TO ENSURE THAT ALL CORRESPONDENCE IS DEALT WITH ON THE CORRECT FILES.
- B) HE/SHE MUST ENSURE THAT PARAGRAPHS 5 AND 6 OF THESE INSTRUCTIONS ARE STRICTLY ADHERED TO BY SCRUTINISING THE RELEVANT FILES REGULARLY TO ENSURE THAT THEY ARE USED CORRECTLY.
- C) HE/SHE MUST KEEP THE MASTER COPY UP TO DATE (SEE ALSO PAR. 8)
- D) THE EFFICIENCY OF THE SYSTEM SHOULD BE EXAMINED REGULARLY TO ENSURE THAT THE NECESSARY REVISIONS ARE PROVIDED. WHEN NEW FUNCTIONS ARE ACQUIRED, NEW FILES MUST BE CREATED AND WHEN NECESSARY, EXISTING FILES SHOULD BE BROKEN UP OR COMBINED AS THE CASE MAY BE. PARENT FILES (I.E. HEADINGS WHICH ARE SUBDIVIDED

BUT ALSO USED AS FILES) MUST BE EXAMINED REGULARLY TO PREVENT THEM FROM BECOMING GENERAL FILES AND WHERE NECESSARY FURTHER SUB-FILES SHOULD BE CREATED.

- E) ATTENTION SHOULD BE PAID TO CASES WHERE CORRESPONDENCE STARTS ON ONE FILE AND THE EMPHASIS THEN PASSES TO ANOTHER ASPECT, THAT THE MATTER IS DEALT WITH ON THE APPROPRIATE FILE.
- F) FOR DUTIES IN RESPECT OF DESCRIPTIONS ON FILE COVERS AND UNCLASSIFIED CORRESPONDENCE, SEE PARAGRAPHS 12 AND 15 HEREUNDER.

THE ABOVE DUTIES MUST BE REFLECTED ON THE RECORDS MANAGER'S DUTY SHEET.

ACCURATE FILING OF CORRESPONDENCE

4. ALL OFFICIALS CONDUCTING CORRESPONDENCE SHOULD BE SUPPLIED WITH A COPY OF THE FILING SYSTEM. OFFICIALS MUST BE CONVERSANT WITH THE SERIES WITH WHICH THEY WORK AND MUST ENSURE THAT ALL CORRESPONDENCE IS DEALT WITH ON THE CORRECT FILE. INCORRECT FILING SHOULD BE RECTIFIED IMMEDIATELY TO ENSURE THAT VALUABLE MATERIAL IS NOT DESTROYED AND TO PREVENT THE UNNECESSARY RETENTION OF EPHEMERAL MATERIAL.

POLICY FILES

5. PROVISION HAS BEEN MADE THROUGHOUT THE SYSTEM FOR POLICY FILES. THESE FILES ARE IDENTIFIED BY THE SYMBOL "P" AS THE LAST COMPONENT OF THE FILE REFERENCE NUMBER, EG. 1.P, 1.1.P ETC. ALL MATTERS CONCERNING POLICY, RULINGS, INSTRUCTIONS, PROCEDURES AND DIRECTIONS SHOULD BE DEALT WITH ON THESE FILES TO ENSURE EASIER REFERENCE. IT MUST BE NOTED THAT THE TERM INSTRUCTIONS, AS USED ABOVE, REFERS TO INSTRUCTIONS REGARDING THE WORK OF A SECTION AS A WHOLE AND NOT INSTRUCTIONS TO INDIVIDUAL STAFF MEMBERS. UNTIL SUCH TIME AS THE PROVINCIAL ARCHIVIST ISSUES DISPOSAL AUTHORITY ON THE FILING SYSTEM, WHERE A POLICY MATTER IS DECIDED ON A PROJECT FILE, THE RECORDS MANAGER WILL DECIDE WHETHER COPIES OF THE CORRESPONDENCE AS A WHOLE OR A COPY OF THE POLICY DECISION ONLY SHOULD BE PLACED ON THE POLICY FILE. ONCE DISPOSAL AUTHORITY HAS BEEN ISSUED, COPIES OF THE FINAL DECISION TAKEN ON AN A20 FILE, SHOULD BE PLACED ON THE POLICY FILE WITH A CROSS-REFERENCE TO THE FILE ON WHICH THE CASE WAS FINALISED. IF A DECISION IS TAKEN ON A D FILE, COPIES OF ALL THE RELEVANT DOCUMENTS SHOULD BE PLACED ON THE APPROPRIATE POLICY FILE. WHERE A

BULKY DOCUMENT, EG. A REPORT, CONTAINS A POLICY DECISION OR RULING, ONLY AN EXTRACT OF THE RELEVANT SECTION OF THE REPORT SHOULD BE PLACED ON THE POLICY FILE. CORRESPONDENCE DEALT WITH ON POLICY FILES SHOULD BE LIMITED TO THAT RELATING TO THE FORMULATION AND/OR RE-FORMULATION OF POLICY.

THE FOLLOWING CORRESPONDENCE SHOULD NOT BE PLACED ON POLICY FILES:

- A) ENQUIRIES REGARDING POLICY THAT DO NOT RESULT IN THE FORMULATION OF NEW POLICY OR THE AMENDED INTERPRETATION OF EXISTING POLICY.
- B) DEALINGS WITH INDIVIDUAL CASES WHICH DO NOT RESULT IN FORMULATING NEW POLICY OR AMENDMENTS TO EXISTING POLICY.
- C) CASES CONCERNING THE MAIN OR SUB-SERIES AS A WHOLE, BUT WHICH ARE NOT POLICY MATTERS, AS WELL AS INDIVIDUAL ASPECTS OF THE PARTICULAR SUBJECT FOR WHICH NO FILE EXISTS. **IN SUCH CASES THE RECORDS MANAGER SHOULD APPROACH THE PROVINCIAL ARCHIVIST SO THAT SUITABLE FILES CAN BE OPENED.**

ROUTINE ENQUIRIES

6. AT APPROPRIATE PLACES IN THE FILING SYSTEM, FILES FOR ROUTINE ENQUIRIES HAVE BEEN PROVIDED. THESE FILES ARE FOR ENQUIRIES OF AN EPHEMERAL NATURE WHICH REQUIRE NO FURTHER ACTION SUBSEQUENT TO THE NORMAL REPLY. THEY ARE IDENTIFIED IN THE FILING SYSTEM BY HAVING THE SYMBOL "R" AS THE LAST COMPONENT OF THE FILE REFERENCE NUMBER. **UNDER NO CIRCUMSTANCES MAY IMPORTANT MATTERS BE FILED HERE.**

REPORTS AND RETURNS

7. IN THE MAIN SERIES FOR REPORTS, RETURNS AND INFORMATION, PROVISION HAS BEEN MADE ONLY FOR THOSE REPORTS AND RETURNS WHICH CANNOT BE DEALT WITH MORE APPROPRIATELY UNDER ANY OTHER MAIN SERIES. WHERE FILES FOR REPORTS AND RETURNS HAVE BEEN PROVIDED IN OTHER MAIN SERIES, THE MAIN SERIES FOR REPORTS AND RETURNS IS ONLY TO BE USED IF THE REPORT OR RETURN CANNOT BE PLACED ON A SUBJECT FILE IN ANY OTHER MAIN SERIES.

MASTER COPY

8. THE MASTER COPY IS THAT COPY OF THE FILING SYSTEM WHICH CONTAINS ALL SUBJECTS THAT HAVE BEEN APPROVED BY THE PROVINCIAL ARCHIVIST AND WHICH INDICATES HOW FILES ARE TO BE OPENED AND NUMBERED. NO FILE MAY BE OPENED UNLESS THE FILE DESCRIPTION HAS ALREADY BEEN RECORDED IN THE MASTER COPY AND THE APPROVAL OF THE PROVINCIAL ARCHIVIST AND RECORDS MANAGER HAS BEEN OBTAINED. INDIVIDUAL CASE FILES WHICH ARE OPENED ACCORDING TO NOTES IN THE SYSTEM ARE NOT RECORDED IN THE MASTER COPY. THE RECORDS MANAGER MUST ENSURE THAT ALL APPROVED REVISIONS AND ADDITIONS ARE RECORDED IN THE MASTER COPY IMMEDIATELY. THE MASTER COPY IS A VITAL CONTROL MECHANISM AND MUST BE KEPT SAFELY IN THE CUSTODY OF THE RECORDS MANAGER. CARE MUST BE TAKEN TO ENSURE THAT IT IS NOT LOST.

REGISTER OF FILES OPENED

9. THE PURPOSE OF THIS REGISTER IS TO KEEP A **COMPLETE** RECORD OF **ALL** FILES OPENED. A LOOSE-LEAF BINDER SHOULD BE USED AS IT ENABLES THE INSERTION OF ADDITIONAL PAGES WHICH ARE USUALLY REQUIRED FOR CASE FILES WHICH FORM PART OF THE NUMERICAL CLASSIFICATION. THE REGISTER IS MAINTAINED IN THE SAME FORM AS THE FILING SYSTEM AND FILES ARE ENTERED IN THE SAME CONSECUTIVE ORDER. AN EXTRA COLUMN SHOULD BE PROVIDED OPPOSITE THE FILE DESCRIPTIONS IN WHICH TO NOTE THE DATE OF OPENING (DATE OF FIRST DOCUMENT) NEXT TO THE FILE TITLE. THE FIRST PAGE OF THE REGISTER SHOULD INDICATE THE NAME OF THE OFFICE TO WHICH THE SYSTEM IS APPLICABLE AS WELL AS THE DATE OF IMPLEMENTATION OF THE SYSTEM. LIKE THE MASTER COPY, THE REGISTER OF FILES OPENED IS CRUCIAL FOR EFFECTIVE RECORDS MANAGEMENT. IT MUST ALWAYS BE UP-TO-DATE AND SAFELY KEPT.

REGISTER OF FILES FOR DESTRUCTION

10. IT IS A REQUIREMENT THAT A REGISTER OF CLOSED D FILES BE DRAWN UP AS SOON AS DISPOSAL INSTRUCTIONS HAVE BEEN ISSUED BY THE PROVINCIAL ARCHIVIST. THIS REGISTER IS DIVIDED INTO YEARS, EG. 2001, 2002, 2003, ETC. WHEN A D FILE IS CLOSED BECAUSE IT HAS BECOME TOO THICK, ITS REFERENCE NUMBER SHOULD BE ENTERED UNDER THE YEAR IN WHICH IT QUALIFIES FOR DESTRUCTION. A VOLUME WHICH IS CLOSED IN 2002 AND FOR WHICH THE DISPOSAL INSTRUCTION IS D3 WILL THEREFORE BE ENTERED UNDER THE YEAR 2005, THUS MAKING IT EASILY APPARENT WHICH FILES ARE TO BE DESTROYED IN ANY GIVEN YEAR. THE USE OF A LOOSE-LEAF BINDER IS RECOMMENDED AS IT IS NOT POSSIBLE TO DETERMINE THE NUMBER OF PAGES

THAT WILL BE REQUIRED IN ADVANCE. (FOR DISPOSAL, SEE PAR. 17 FURTHER ON).

IMPLEMENTATION OF THE NEW SYSTEM

11. THIS SYSTEM WILL BE IMPLEMENTED ON _____ AND THEREAFTER NO FURTHER CORRESPONDENCE MAY BE HANDLED ON THE FILES FROM THE OLD SYSTEM. CURRENT CASE FILES, HOWEVER, MAY BE FURTHER BUILT ON AND INCORPORATED INTO THE NEW SYSTEM, PROVIDED WRITTEN PERMISSION HAS BEEN OBTAINED FROM THE PROVINCIAL ARCHIVIST BEFOREHAND.

OPENING OF FILES AND DESCRIPTION ON FILE COVERS

12. FILES SHOULD BE OPENED ONLY WHEN REQUIRED. CARE SHOULD BE TAKEN THAT THE NUMBERING AND DESCRIPTION OF THE FILES, AS INDICATED IN THE SYSTEM, ARE STRICTLY ADHERED TO. IN CASES WHERE FILE DESCRIPTIONS ARE TOO LENGTHY, CERTAIN COMPONENTS WHICH DO NOT FORM AN ESSENTIAL PART OF THE HEADING MAY BE LEFT OUT. WHERE, FOR INSTANCE, THE COMPLETE HEADING READS: *PUBLIC TRANSPORT: ROAD TRANSPORT: ISSUING OF PERMITS/REGISTRATION: TAXI'S: TRAINING OF DRIVERS*, THE FOLLOWING MAY BE OMITTED: *ISSUING OF PERMITS/REGISTRATION*. ALTHOUGH CERTAIN COMPONENTS MAY BE OMITTED, THE TITLE OF THE **MAIN SERIES** MUST ALWAYS BE GIVEN AND THE HEADING MUST BE SUFFICIENTLY COMPLETE TO DESCRIBE THE CONTENTS OF THE FILE. IN ORDER TO ASSIST REGISTRY STAFF, THE RECORDS MANAGER SHOULD INDICATE WHAT COMPONENTS MAY BE OMITTED IN SUCH CASES. TITLES SHOULD BE PRINTED IN INDELIBLE INK. THE DATES OF THE FIRST AND LAST CORRESPONDENCE AS WELL AS APPLICABLE DISPOSAL INSTRUCTIONS, WHEN AVAILABLE, MUST BE INDICATED ON THE FILE COVER. WORN COVERS SHOULD BE REPLACED REGULARLY.

UNDERLINED DESCRIPTIONS

13. ALL UNDERLINED DESCRIPTIONS INDICATE SUBJECT HEADINGS ONLY. SUBDIVISIONS MUST BE MADE UNDER THESE SUBJECT DESCRIPTIONS, **BUT NO FILES MAY BE OPENED FOR ANY UNDERLINED DESCRIPTIONS.**

EXPLANATION IN BRACKETS

14. THE EXPLANATIONS IN BRACKETS UNDER THE SUBJECT HEADINGS OR FILE DESCRIPTIONS ARE INTENDED AS A GUIDE ONLY AND SHOULD NOT BE ENTERED ON FILE COVERS.

UNCLASSIFIED CORRESPONDENCE: PROCEDURE

15. WHEN CORRESPONDENCE IS RECEIVED FOR WHICH NO FILE IS PROVIDED, SUCH CORRESPONDENCE SHOULD BE DEALT WITH **PROVISIONALLY** ON FILE H2.8.2.2. OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM, AN APPLICATION SHOULD THEN BE MADE TO THE RECORDS MANAGER ON FILE H2.8.2.1 OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM FOR APPROVAL OF THE OPENING OF A SUITABLE FILE. FULL INFORMATION IN RESPECT OF THE NATURE OF THE CORRESPONDENCE, AS WELL AS RECOMMENDATIONS REGARDING THE PLACING AND DESCRIPTION OF THE FILE REQUIRED, SHOULD BE SUBMITTED. THE RECORDS MANAGER WILL SUBMIT THE APPLICATION TO THE PROVINCIAL ARCHIVIST FOR APPROVAL AND AS SOON AS APPROVAL IS OBTAINED, WILL INFORM ALL USERS (INCLUDING REGIONAL OFFICES), WHOSE FILING SYSTEMS SHOULD THEN BE AMENDED ACCORDINGLY. THE CORRESPONDENCE ON FILE H2.8.2.2 SHOULD THEN BE TRANSFERRED TO THE NEW FILE.

ANNEXURE FILE COVERS

16. AN ADDITIONAL COVER MUST BE OPENED WHERE NECESSARY FOR STORING BULKY LITERATURE, ETC., WHICH WOULD OTHERWISE RESULT IN THE UNNECESSARY INCREASE IN THE VOLUME OF A FILE. NO CORRESPONDENCE, HOWEVER, MAY BE FILED IN SUCH A COVER. THE COVER SHOULD BE CLEARLY MARKED WITH THE CORRESPONDENCE FILE REFERENCE NUMBER AND HAVE "ANNEXURE FILE" WRITTEN ON THE OUTSIDE COVER. EVERY DOCUMENT CONTAINED IN THE ANNEXURE FILE SHOULD BEAR A CROSS-REFERENCE TO THE RELEVANT ITEM OF CORRESPONDENCE ON WHICH IT WAS RECEIVED.

DISPOSAL OF FILES

17. ONCE DISPOSAL AUTHORITY HAS BEEN ISSUED BY THE PROVINCIAL ARCHIVIST, SUCH INSTRUCTIONS ARE REFLECTED OPPOSITE EACH FILE IN THE DISPOSAL COLUMN PROVIDED IN THE SYSTEM. THE DISPOSAL SYMBOLS MOST COMMONLY USED INDICATE THE FOLLOWING:

A20: KEEP FOR EVENTUAL TRANSFER TO THE PROVINCIAL ARCHIVIST

D: DESTROY AFTER THE LAPSE OF THE NUMBER OF YEARS WHICH IS INDICATED BY THE NUMBER FOLLOWING THE LETTER D.

FILES SHOULD BE DISPOSED OF REGULARLY, BUT AT LEAST ONCE A YEAR, PROVIDED DISPOSAL AUTHORITY HAS BEEN ISSUED BY THE PROVINCIAL ARCHIVIST. IT IS A CRIMINAL OFFENCE TO DESTROY FILES (OR ANY OTHER PUBLIC RECORDS) WITHOUT THE WRITTEN AUTHORISATION OF THE PROVINCIAL ARCHIVIST. THE PRESCRIBED DISPOSAL CERTIFICATE SHOULD BE SUBMITTED TO THE PROVINCIAL ARCHIVIST AS SOON AFTER DISPOSAL AS POSSIBLE.

THICKNESS OF FILES

18. FILES SHOULD NOT EXCEED 3 CM IN THICKNESS. ON REACHING THIS THICKNESS, A FILE SHOULD BE CLOSED AND A NEW COVER SHOULD BE OPENED. THE NUMBER OF THE NEW VOLUME (EG. VOL. 2) MUST BE INDICATED ON THE OUTSIDE OF THE NEW COVER. A SHEET OF PAPER WITH THE WORDING: "CLOSED, SEE VOLUME - - - - -" SHOULD BE FILED AS THE LAST ITEM ON THE CLOSED VOLUME. "VOLUME 1" SHOULD ONLY BE INDICATED WHEN VOLUME 2 IS OPENED.

CLOSURE OF IMPORTANT FILES

19. THE FOLLOWING PROCEDURE SHOULD BE FOLLOWED WHEN A20 FILES ARE CLOSED:

- A) EVERY PAGE OF THE CORRESPONDENCE SHOULD BE SCRUTINISED FOR MIS-FILINGS. A SHEET OF PAPER WITH THE WORDS "CLOSED - CONTINUED IN VOLUME - - - - -" WRITTEN ON IT IS THEN FILED AS THE LAST ITEM IN THE FILE COVER.
- B) WORN FILE COVERS SHOULD BE REPLACED.
- C) THE FILES ARE THEN PLACED AND STORED IN CARTONS ESPECIALLY DESIGNED FOR THIS PURPOSE.

CASE FILES

20. CASE FILES WHICH FORM PART OF THE SYSTEM ARE TO BE OPENED IN ACCORDANCE WITH THE INSTRUCTIONS APPEARING AT APPROPRIATE PLACES IN THE SYSTEM. SEE ALSO PAR. 8 OF THESE INSTRUCTIONS.

USE OF FILING SYSTEMS

21. THERE ARE THREE TYPES OF FILING SYSTEMS IN USE BY DEPARTMENTS IN THE PROVINCIAL ADMINISTRATION:

- THE PERSONNEL FILING SYSTEM WHICH IS UNIFORM AND IN USE IN ALL PROVINCIAL DEPARTMENTS IN THE PROVINCE AND WHICH DEALS WITH STAFF ADMINISTRATION WITHIN THE OFFICE CONCERNED;
- THE SUPPORT FUNCTIONS FILING SYSTEM WHICH IS UNIFORM AND IN USE IN ALL PROVINCIAL DEPARTMENTS IN THE PROVINCE AND WHICH DEALS WITH THOSE ACTIVITIES WHICH ENABLE THE OFFICE CONCERNED TO CARRY OUT ITS SUPPORT FUNCTIONS;
- THIS SYSTEM, WHICH IS THE LINE SERIES FILING SYSTEM AND WHICH IS UNIQUE TO EACH DEPARTMENT. IT REFLECTS THE DIRECT GOALS AND FUNCTIONS OF THE OFFICE CONCERNED, WHICH DIFFERENTIATE IT FROM ANY OTHER OFFICE.

THE PROVINCIAL MEC'S ALL HAVE THEIR OWN FILING SYSTEMS, EXCLUSIVELY FOR THEIR OWN USE.

LIST OF MAIN SERIES

- L1 PLANNING AND DESIGN OF ROADS
- L2 CONSTRUCTION AND MAINTENANCE OF ROADS
- L3 PUBLIC TRANSPORT
- L4 TRAFFIC CONTROL
- L5 MOTOR TRANSPORT
- L6 LAW ADMINISTRATION AND MOTOR VEHICLE ADMINISTRATION
- L7 PUBLIC WORKS: PROJECT ADMINISTRATION
- L8 PUBLIC WORKS: ESSENTIAL SERVICES
- L9 PROVINCE-WIDE HIRED ACCOMMODATION
- L10 COMMUNITY BASED PUBLIC WORKS PROGRAMMES

L1. PLANNING AND DESIGN OF ROADS
(FOR MINUTES OF SITE MEETINGS ETC. SEE MAIN
SERIES H8 OF THE UNIFORM SUPPORT FUNCTIONS
FILING SYSTEM.)

NUMBER	DESCRIPTION	DISPOSAL
L1.P	POLICY	
L1.R	ROUTINE ENQUIRIES	
L1.1	<u>STANDARDS, NORMS AND SPECIFICATIONS</u>	
L1.1.1	GEOMETRICS	
L1.1.2	MATERIALS DESIGN	
L1.1.3	PLANT	
	(1. E.G. ROAD BUILDING MACHINES, EQUIPMENT, CARAVANS, WATER TRAILERS.	
	2. FOR ACQUISITION AND MAINTENANCE, SEE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM.)	
L1.1.4	BRIDGES	
L1.1.5	ROAD SIGNS	
L1.1.6	DRAINAGE	
L1.1.7	MOTOR GATES / GRIDS	
L1.1.8	SURVEYS	
L1.2	<u>CONTRACT ADMINISTRATION</u>	
	(1. FOR PUBLIC WORKS: PROJECTS ADMINISTRATION, SEE MAIN SERIES L7	
	2. FOR INDIVIDUAL TENDERS AND CONTRACTS, SEE H5.1.2.3 OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM.	
	3. FOR WORK PERFORMED ON AN AGENCY BASIS, SEE H3.8 OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM.)	
L1.2.P	POLICY	
L1.2.1	<u>INDIVIDUAL PROJECTS</u>	
L1.2.1.R	ROUTINE ENQUIRIES	
L1.2.1.1	<u>TENDERS AND CONTRACTS</u>	
	(1. MATTERS DEALING WITH THE CALLING FOR TENDERS, AND ALL MATTERS DEALING WITH	

NUMBER	DESCRIPTION	DISPOSAL
L1.2.1.2	<p>THE TENDERERS OR WITH THOSE TENDERS, THEIR ADJUDICATION AND ALL RECOMMENDATIONS AND RELEVANT MATTERS THROUGH TO THE AWARD AND SIGNING OF THE CONTRACT INCLUDING ALL INSURANCE AND SURETY MATTERS.</p> <p>2. FOR TENDERS RELATING TO STORES AND SERVICES, SEE MAIN SERIES H5 OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM.</p> <p>3. OPEN A FILE FOR EACH TENDER OR CONTRACT AND FILE ACCORDING TO CONTRACT / PROJECT NUMBER, I.E. L1.2.1.1- NC001=S25: BURGERSDORP: ASKHAM: ANDRIESVALE – RIETFONTEIN.</p> <p>4. SEE ANNEXURE A FOR LIST OF EXISTING CONTACTS.)</p> <p><u>PAYMENT OF CONSULTANTS</u></p> <p>(1. CONSULTING ENGINEERS FEES CLAIMS, PAYMENTS TO CONSULTANTS, RELATED MATTERS INCLUDING SUPERVISORY STAFF AND THEIR TRANSPORT, ACCOMMODATION AND SALARIES ETC. – THIS REFERENCE NUMBER SHOULD APPEAR ON THE CONSULTANTS CLAIM FORM.</p> <p>2. OPEN A FILE FOR EACH TENDER OR CONTRACT AND FILE ACCORDING TO CONTRACT / PROJECT NUMBER, I.E. L1.2.1.1 – NC001 = S25: BURGERSDORP: ASKHAM: ANDRIESVALE – RIETFONTEIN.</p> <p>3. SEE ANNEXURE FOR A LIST OF EXISTING CONTRACTS.)</p>	
L1.2.1.3	<p><u>MATERIALS</u></p> <p>(1. ALL CORRESPONDENCE IN CONNECTION WITH MATERIALS MATTERS (INCLUDING CONCRETE), INCLUDING CONTROL, STATISTICS AND PAVEMENT DESIGN AS WELL AS LABORATORY MATTERS OTHER THAN STAFF MATTERS.</p> <p>2. OPEN A FILE FOR EACH TENDER OR CONTRACT AND FILE ACCORDING TO CONTRACT / PROJECT NUMBER, I.E. L1.2.1.3 – NC001 = S25:</p>	

NUMBER	DESCRIPTION	DISPOSAL
L1.2.1.4	<p>BURGERSDORP: ASKHAM: ANDRIESVALE – RIETFONTEIN.</p> <p>3. SEE ANNEXURE FOR LIST OF EXISTING CONTRACTS.)</p> <p><u>PAYMENT OF CONTRACTORS</u></p> <p>(1. CONTRACTOR PAYMENT CERTIFICATES. (THIS REFERENCE NUMBER SHOULD APPEAR ON THE SUMMARY PAGE OF BOTH THE WORKS AND THE ADJUSTMENTS CERTIFICATES.)</p> <p>2. OPEN A FILE FOR EACH TENDER OR CONTRACT AND FILE ACCORDING TO CONTRACT / PROJECT NUMBER, I.E. L1.2.1.4 – NC001 = S25: BURGERSDORP: ASKHAM: ANDRIESVALE – RIETFONTEIN.</p> <p>3. SEE ANNEXURE FOR A LIST OF EXISTING CONTRACTS.)</p>	
L1.2.1.5	<p><u>GEOMETRIC DESIGN</u></p> <p>(1. ALL MATTERS RELATING TO GEOMETRIC DESIGN, INCLUDING ALIGNMENT, DRAINAGE, SIGNS AND MARKINGS, GUARDRAILS AND FENCING.</p> <p>2. FOR STANDARDS, NORMS AND SPECIFICATIONS, SEE L1.1.1</p> <p>3. OPEN A FILE FOR EACH TENDER OR CONTRACT AND FILE ACCORDING TO CONTRACT / PROJECT NUMBER, I.E. L1.2.1.5 – NC001 = S25: BURGERSDORP: ASKHAM: ANDRIESVALE - RIETFONTEIN.</p> <p>4. SEE ANNEXURE A FOR LIST OF EXISTING CONTRACTS.)</p>	
L1.2.1.6	<p><u>BRIDGES AND STRUCTURES</u></p> <p>(1. ALL MATTERS IN CONNECTION WITH BRIDGES AND STRUCTURAL DESIGN OF ALL STRUCTURES. ALL BRIDGE TRAVELLING PROGRESS PLANS.</p> <p>2. FOR STANDARDS, NORMS AND SPECIFICATIONS, SEE L1.1.4</p> <p>3. OPEN A FILE FOR EACH TENDER OR CONTRACT AND FILE ACCORDING TO CONTRACT / PROJECT NUMBER, I.E. L1.2.1.6 – NC001 = S25: BURGERSDORP: ASKHAM: ANDRIESVALE – RIETFONTEIN.</p>	

NUMBER	DESCRIPTION	DISPOSAL
L1.2.1.7	<p>4. SEE ANNEXURE FOR LIST OF EXISTING CONTRACTS.)</p> <p><u>PROPERTY OWNERS</u></p> <p>(1. PROPERTY OWNERS' REQUESTS AND COMPLAINTS INCLUDING CATTLE CREEPS, AGRICULTURAL UNDERPASSES, AND ALL PIPES, POWER LINE OR TELEPHONE LINE CROSSINGS AND WAYLEAVES.</p> <p>2. OPEN A FILE FOR EACH TENDER OR CONTRACT AND FILE ACCORDING TO CONTRACT / PROJECT NUMBER, I.E. L1.2.1.7 – NC001 = S25: BURGERSDORP: ASKHAM: ANDRIESVALE – RIETFONTEIN.</p>	
L1.2.1.8	<p>3. SEE ANNEXURE A FOR LIST OF EXISTING CONTRACTS.)</p> <p><u>TEMPORARY EXPROPRIATIONS</u></p> <p>(1. ALL MATTERS IN CONNECTION WITH TEMPORARY EXPROPRIATIONS AND / OR USE OF LAND FOR QUARRIES, BORROWPITS, STOCKPILE DUMPING OR SPOIL AREAS, ACCESS ROADS BYPASSES ETC.</p> <p>2. OPEN A FILE FOR EACH TENDER OR CONTRACT / PROJECT NUMBER, I.E. L1.2.1.8 – NC001 = S25: BURGERSDORP: ASKHAM: ANDRIESVALE: RIETFONTEIN.</p> <p>3. SEE ANNEXURE A FOR LIST OF EXISTING CONTRACTS.)</p>	
L1.2.2	APPOINTMENT OF CONSULTANTS	
L1.3	<u>ADVICE</u>	
L1.3.1	TO LOCAL AUTHORITIES AND DISTRICT COUNCILS	
L1.4	<u>ENVIRONMENTAL MATTERS</u>	
L1.4.1	PERMITS FOR CONSTRUCTION	
L1.4.2	ENVIRONMENTAL IMPACT ASSESSMENTS	

L2. CONSTRUCTION AND MAINTENANCE OF ROADS

NUMBER	DESCRIPTION	DISPOSAL
L2.P	POLICY	
L2.R	ROUTINE ENQUIRIES	
L2.C	OWN CIRCULARS	
L2.1	<u>PROJECT CO-ORDINATION</u> (FOR ACQUISITION AND MAINTENANCE OF MATERIAL AND PLANT, SEE MAIN SERIES H5 OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM.)	
L2.1.1	NATIONAL ROADS	
L2.1.2	<u>TRUNK ROADS</u> (OPEN A FILE FOR EACH ROAD / SECTION AND NUMBER ACCORDING TO ROAD NUMBER, EG. L2.1.2.1 – TR97/1)	
L2.1.2.1	BORING OF WATER AND WATER SUPPLY	
L2.1.2.2	<u>CATTLE</u>	
L2.1.2.2.1	CATTLE CREEPS	
L2.1.2.2.2	CATTLE IN ROAD RESERVES	
L2.1.2.3	FENCING	
L2.1.2.4	FIRE BREAKS AND VELD BURNING	
L2.1.2.5	GRID GATES	
L2.1.2.6	RESEALING	
L2.1.2.7	MATERIALS, SOILS, GRAVEL AND CONCRETE	
L2.1.2.8	<u>PLANNING AND LOCATION</u>	
L2.1.2.8.1	ACCESS CONTROL (OPEN A FILE FOR EACH ROAD AND NUMBER ACCORDING ROAD NUMBER, E.G. L2.1.2.8.1-TR70/2)	
L2.1.2.9	<u>RIBBON DEVELOPMENT</u>	
L2.1.2.9.1	BUILDINGS, STRUCTURES AND ADVERTISING	
L2.1.2.9.2	SIGNS DUMPING (OPEN A FILE FOR EACH ROAD AND NUMBER ACCORDING TO ROAD NUMBER, E.G. L2.1.2.9.2-DR2441)	
L2.1.2.9.3	MINOR ACCESSES (OPEN A FILE FOR EACH ROAD AND NUMBER ACCORDING TO ROAD NUMBER, E.G. L2.1.2.9.3-DR2441)	

NUMBER	DESCRIPTION	DISPOSAL
L2.1.2.9.4	SUB-DIVISION OF LAND (OPEN A FILE FOR EACH ROAD AND NUMBER ACCORDING TO ROAD NUMBER, E.G. L2.1.2.9.4-DR2441)	
L2.1.2.9.5	POWER LINES (OPEN A FILE FOR EACH ROAD AND NUMBER ACCORDING TO ROAD NUMBER, E.G. L2.1.2.9.5-DR2441)	
L2.1.2.9.6	TELEPHONE WIRES AND CABLES (OPEN A FILE FOR EACH ROAD AND NUMBER ACCORDING TO ROAD NUMBER, E.G. L2.1.2.9.6-DR2441)	
L2.1.2.9.7	WATER PIPES (OPEN A FILE FOR EACH ROAD AND NUMBER ACCORDING TO ROAD NUMBER, E.G. L2.1.2.9.7-DR2441)	
L2.1.3	<u>MAIN ROADS</u> (OPEN A FILE FOR EACH ROAD AND NUMBER ACCORDING TO ROAD NUMBER, E.G. L2.1.3-MR881)	
L2.1.4	<u>DIVISIONAL ROADS</u> (OPEN A FILE FOR EACH ROAD AND NUMBER ACCORDING TO ROAD NUMBER, E.G. L2.1.4-DR03321)	
L2.1.5	<u>MINOR ROADS</u> (OPEN A FILE FOR EACH ROAD AND NUMBER ACCORDING TO ROAD NUMBER, E.G. L2.1.5-MN00033)	

NUMBER	DESCRIPTION	DISPOSAL
L2.1.6	BRIDGES, CULVERTS AND CAUSEWAYS	
L2.1.7	LIGHTING	
L2.1.8	<u>EXPROPRIATION AND COMPENSATION</u>	
L2.1.8.1	PLANS	
L2.1.8.2	MATERIALS FOR ROADMARKING	
L2.1.8.3	REGISTRATION OF CAVEATS	
L2.1.8.4	<u>RADIO REPEATER STATIONS</u>	
	(OPEN A FILE FOR EACH STATION AND NUMBER CONSECUTIVELY.)	
L2.1.8.5	<u>EXPROPRIATION AND COMPENSATION</u>	
	(OPEN A FILE FOR EACH LETTER OF THE ALPHABET AND FILE ACCORDING TO SURNAME OF OWNER.)	
L2.1.9	<u>FENCING, GATES AND GRIDS</u>	
L2.1.9.1	ELECTRIFICATION OF FENCES	
L2.1.10	<u>RIBBON DEVELOPMENT AND BUILDING PLANS</u>	
L2.1.10.1	BUILDING AND ADVERTISING SIGNS	
L2.1.10.2	DUMPING	
L2.1.10.3	SUB-DIVISION AND REZONING OF LAND	
L2.1.11	ROAD WIDTHS, TOWN PLANNING AND ENCROACHMENTS	
L2.1.12	<u>PROCLAMATIONS</u>	
L2.1.12.1	<u>TRUNK ROADS</u>	
L2.1.12.1.1	(NAME OF FIRST ROAD)	
L2.1.12.1.2	(NAME OF NEXT ROAD)	
L2.1.12.2	<u>MAIN ROADS</u>	
L2.1.12.2.1	(NAME OF FIRST ROAD)	
L2.1.12.2.2	(NAME OF NEXT ROAD)	
L2.1.12.3	<u>DIVISIONAL ROADS</u>	
L2.1.12.3.1	(NAME OF FIRST ROAD)	
L2.1.12.3.2	(NAME OF NEXT ROAD)	
L2.1.12.4	<u>MINOR ROADS</u>	
L2.1.12.4.1	(NAME OF FIRST ROAD)	
L2.1.12.4.2	(NAME OF NEXT ROAD)	

NUMBER	DESCRIPTION	DISPOSAL
L2.1.13	<u>STATISTICS</u> (OPEN A FILE FOR EACH DISTRICT COUNCIL OR MUNICIPALITY AND FILE ACCORDING TO ANNEXURE B OR C, EG. L2.1.17.1 – R15 OR L2.1.17.1 – M7)	
L2.1.13.1	PROGRESS REPORTS	
L2.1.13.2	TRAFFIC COUNTS	
L2.1.13.3	ROAD LOGS	
L2.1.13.4	ROADS AND BRIDGES	
L2.1.14	FOSSILS, ENVIRONMENTAL CONSERVATION AND LITTERING OF ROADS	
L2.1.15	SOIL CONSERVATION AND EROSION	
L2.1.16	PICNIC SITES, TREE PLANTING AND BEAUTIFICATION	
L2.1.17	VEGETATION AND WEED KILLER	
L2.1.18	EXPLOSIVES	
L2.1.19	SQUATTERS	
L2.1.20	FLOOD DAMAGE	
L2.1.21	CONTRACT / AGREEMENT MATTERS	
L2.1.22	FIRE BREAKS AND VELD BURNING	
L2.1.23	<u>LABORATORIES</u>	
L2.1.23.1	SOIL TESTING	
L2.1.24	VIBRATIONS DUE TO EQUIPMENT	
L2.1.25	QUARRIES	
L2.1.25.1	STOCKPILES	
L2.1.26	<u>EXTRA DEPARTMENTAL WORKS</u>	
L2.1.26.1	CONSTRUCTION	
L2.1.26.2	LOAN OF PLANT	
L2.1.27	HIRED TRANSPORT FROM CONTRACTORS	
L2.1.28	CLEARING OF SITES	
L2.1.29	ROAD SIGNS	
L2.1.30	MATERIALS (OPEN A FILE FOR EACH ROAD AND FILE ACCORDING TO ROAD NUMBER, EG. L2.1.30 – DR123)	

L3. PUBLIC TRANSPORT

NUMBER	DESCRIPTION	DISPOSAL
L3.P	POLICY	
L3.R	ROUTINE ENQUIRIES	
L3.C	OWN CIRCULARS	
L3.1	<u>ROAD TRANSPORT</u>	
L3.1.1	<u>ISSUING OF PERMITS/REGISTRATION</u>	
L3.1.1.1	<u>TAXI'S</u> (FOR MEETINGS OF LOCAL ROAD TRANSPORTATION BOARD, SEE MAIN SERIES H8 OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM.)	
L3.1.1.1.1	DETERMINATION OF ROUTES AND STOPS	
L3.1.1.1.2	INSPECTIONS	
L3.1.1.1.3	TRAINING OF DRIVERS	
L3.1.1.1.4	<u>INDIVIDUAL OPERATORS</u> (OPEN A FILE FOR EACH OPERATOR AND FILE ACCORDING TO FIRST LETTER OF THE SURNAME, E.G. L3.1.1.1.4 – A)	
L3.1.1.1.5	APPEALS	
L3.1.1.1.6	REPORTS	
L3.1.1.1.7	AGREEMENTS	
L3.1.1.2	<u>BUSES</u> (OPEN A FILE FOR EACH OPERATOR AND FILE ACCORDING TO FIRST LETTER OF THE SURNAME, E.G. L3.1.1.2 – A)	
L3.2	<u>AIR TRANSPORT</u>	
L3.2.1	<u>ISSUING OF PERMITS / REGISTRATION</u>	
L3.2.1.1	<u>INDIVIDUAL AIRLINES</u> (OPEN A FILE FOR EACH AIRLINE AND NUMBER CONSECUTIVELY.)	
L3.3	SEA TRANSPORT / HARBOURS	
L3.4	RAIL TRANSPORT	

L4. TRAFFIC CONTROL

[ENTIRE MAIN SERIES TERMINATED W.E.F. 2005-06-01. SEE LINE FUNCTIONS FILING SYSTEM OF DEPARTMENT OF SAFETY AND LIAISON.]

NUMBER	DESCRIPTION	DISPOSAL
L4.P	POLICY	
L4.R	ROUTINE ENQUIRIES	
L4.1	<u>LAW ENFORCEMENT</u>	
L4.1.1	HOLIDAY AND LONG WEEKEND TRAFFIC CONTROL	
L4.1.2	ESCORTS FOR ABNORMAL LOADS	
L4.2	<u>ROAD SAFETY</u>	
L4.2.1	USE OF ALCOHOL	
L4.2.2	SAFETY BELTS	
L4.2.3	ROAD SAFETY PROJECTS	
L4.2.3.1	CHILD AND TRAFFIC PROJECT	
L4.2.3.2	EDUCATION PROJECT	
L4.2.3.3	STATISTICAL PROJECT	
L4.2.3.4	SCHOLAR PATROLS	
L4.2.3.5	COMMUNICATION PROJECT	
L4.3	INCIDENT MANAGEMENT SYSTEM	
L4.4	SHORT TERM IMPLEMENTATION PLAN (STIP)	
L4.5	ARRIVE ALIVE CAMPAIGN	
L4.6	TRAFFIC ASSISTANCE (FOR DETERMINATION OF TARIFFS, SEE H3.4.1 OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM.)	
L4.6.1	COMPLAINTS	
L4.7	<u>OVERLOADING CONTROL</u>	
L4.7.1	WEIGH BRIDGES	
L4.7.2	CALIBRATION	
L4.7.3	PLANNING PROJECTS	

NUMBER	DESCRIPTION	DISPOSAL
L4.8	<u>CONTRAVENTIONS AND FINES</u> (FOR DETERMINATION OF TARIFFS, SEE H3.4.1 OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM.)	
L4.8.1	SUSPENSION OF VEHICLES / STOLEN VEHICLES	
L4.9	POWERS AND DUTIES: TRAFFIC OFFICERS	

L5. MOTOR TRANSPORT

NUMBER	DESCRIPTION	DISPOSAL
L5.P	POLICY	
L5.R	ROUTINE ENQUIRIES	
L5.1	<u>GOVERNMENT MOTOR TRANSPORT</u> (FOR DOMESTIC / OWN USE OF GOVERNMENT GARAGE VEHICLES, SEE MAIN SERIES H6 OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM.)	
L5.1.1	<u>PURCHASES</u>	
L5.1.1.1	VEHICLES	
L5.1.1.2	MOTOR PARTS	
L5.1.1.3	TYRES	
L5.1.2	<u>ALLOCATION OF VEHICLES</u> (OPEN A FILE FOR EACH VEHICLE AND FILE ACCORDING TO VEHICLE REGISTRATION NUMBER, I.E. L5.1.2 – GDZ 059 G)	
L5.1.3	<u>MAINTENANCE OF VEHICLES</u> (OPEN A FILE FOR EACH VEHICLE AND FILE ACCORDING TO VEHICLE REGISTRATION NUMBER, I.E. L5.1.3 – GDZ 059 G)	
L5.1.4	<u>LOG SHEETS AND PETROL CARDS</u> (OPEN A FILE FOR EACH VEHICLE AND FILE ACCORDING TO VEHICLE REGISTRATION NUMBER, I.E. L5.1.4 – GDZ 059 G)	
L5.1.5	<u>MISUSE / FRAUD</u>	
L5.1.5.1	COMPLAINTS RECEIVED	
L5.1.5.2	FUEL, TYRES, BATTERIES AND VEHICLE PARTS	
L5.1.6	<u>ALIENATION OF VEHICLES</u>	
L5.1.6.1	AUCTIONS	
L5.1.7	INSPECTIONS AND AUDITS	
L5.2	<u>SUBSIDISED TRANSPORT</u>	
L5.2.1	<u>B SCHEME: PRIVATELY OWNED VEHICLES</u> (OPEN A FILE FOR EACH CASE AND FILE ACCORDING TO SURNAME AND INITIAL, I.E. L5.2.1 – SWART, E.)	

NUMBER	DESCRIPTION	DISPOSAL
L5.2.2	<u>MMS: MIDDLE MANAGEMENT SCHEME</u> (OPEN A FILE FOR EACH CASE AND FILE ACCORDING TO SURNAME AND INITIAL, I.E. L5.2.2 – SWART, E.)	
L5.2.3	<u>SMS: SENIOR MANAGEMENT SCHEME</u> (OPEN A FILE FOR EACH CASE AND FILE ACCORDING TO SURNAME AND INITIAL, I.E. L5.2.3 – SWART, E.)	
L5.3	<u>CLAIMS AND LOSSES</u>	
L5.3.1	<u>VEHICLES</u>	
L5.3.1.1	<u>GOVERNMENT VEHICLES</u> (OPEN A FILE FOR EACH VEHICLE AND FILE ACCORDING TO REGISTRATION NUMBER, I.E. L5.3.1.1 – GDZ 059 G)	
L5.3.1.2	<u>PROVINCIAL VEHICLES</u> (OPEN A FILE FOR EACH VEHICLE AND FILE ACCORDING TO VEHICLE REGISTRATION NUMBER, I.E. L5.3.1.2 – GDZ 059 G)	
L5.3.2	<u>CLAIMS MADE BY THE DEPARTMENT</u> (1. E.G. FOR THE DAMAGING OF STATE PROPERTY LIKE FENCES, ROAD SIGNS, ETC. 2. OPEN A FILE FOR EACH CASE AND FILE ACCORDINGLY, E.G. L5.3.2 – CLOETE EJ)	
L5.3.3	<u>CLAIMS MADE AGAINST THE DEPARTMENT</u> (1. E.G. FOR THE DAMAGING OF VEHICLES BY POTHOLES, LOOSE STONES, ETC. 2. OPEN A FILE FOR EACH CASE AND FILE ACCORDINGLY, E.G. L5.3.3 – CLOETE EJ)	

NUMBER	DESCRIPTION	DISPOSAL
L5.4	<u>MOTOR VEHICLE ADMINISTRATION</u>	
L5.4.P	POLICY	
L5.4.R	ROUTINE ENQUIRIES	
L5.4.1	<u>REGISTRATION AND LICENCING</u>	
L5.4.1.1	PV VEHICLES	
L5.4.1.2	GOV VEHICLES	
L5.4.2	<u>REGISTRATION NUMBERS</u>	
L5.4.2.1	NUMBER PLATES	
L5.4.2.2	SPECIFIC REGISTRATION NUMBERS	
L5.4.2.3	SPECIAL REGISTRATION NUMBERS	
L5.4.2.4	BLOCKING OF	
L5.4.2.5	EXEMPTION OF/SPECIAL CLASSIFICATION E.G. ABNORMAL LOAD)	
L5.4.3	<u>LICENCE FEES</u>	
L5.4.3.1	EXEMPTIONS	
L5.4.3.2	REPAYMENT	
L5.4.3.3	WRITING OFF	
L5.4.4	SCRATCHING/DEREGISTRATION OF VEHICLES	
L5.4.5	APPLICATIONS/APPROVAL FOR MOTOR TRADE NUMBERS	
L5.4.6	<u>NATIONAL TRAFFIC INFORMATION SYSTEM (NATIS)</u>	
L5.4.6.1	CONTROL/MAINTENANCE OF SYSTEM	
L5.4.6.2	EQUIPMENT	

L6. LAW ADMINISTRATION AND MOTOR VEHICLE
ADMINISTRATION

(FOR LAW ENFORCEMENT ISSUES, SEE L4.1)

**[ENTIRE MAIN SERIES TERMINATED W.E.F 1 JUNE 2005. SEE LINE FUNCTIONS
FILING SYSTEM OF DEPARTMENT OF SAFETY AND LIAISON.]**

NUMBER	DESCRIPTION	DISPOSAL
L6.1	<u>LAW ADMINISTRATION</u>	
L6.1.P	POLICY	
L6.1.R	ROUTINE ENQUIRIES	
L6.1.1	<u>DRIVERS' LICENCES</u>	
L6.1.1.1	<u>RE-ESTABLISHMENT</u> (OPEN A FILE FOR EACH LETTER OF THE ALPHABET AND FILE ACCORDING TO SURNAME OF APPLICANTS.)	
L6.1.1.2	<u>REPEALS</u> (OPEN A FILE FOR EACH LETTER OF THE ALPHABET AND FILE ACCORDING TO SURNAME OF APPLICANTS.)	
L6.1.1.3	<u>ENDORSEMENTS</u> (OPEN A FILE FOR EACH LETTER OF THE ALPHABET AND FILE ACCORDING TO SURNAME OF APPLICANTS.)	
L6.1.1.4	<u>APPEALS</u> (OPEN A FILE FOR EACH LETTER OF THE ALPHABET AND FILE ACCORDING TO SURNAME OF APPLICANTS.)	
L6.1.1.5	<u>RE CLASSIFYING</u> (OPEN A FILE FOR EACH LETTER OF THE ALPHABET AND FILE ACCORDING TO SURNAME OF APPLICANTS.)	
L6.1.1.6	<u>CANCELLATION</u> (OPEN A FILE FOR EACH LETTER OF THE ALPHABET AND FILE ACCORDING TO SURNAME OF APPLICANTS.)	
L6.1.1.7	CREDIT CARD FORMAT	
L6.1.2	<u>REGISTRATION OF DRIVERS' LICENCE TESTING CENTRES</u>	
L6.1.2.1	<u>PROVINCIAL</u>	
L6.1.2.1.1	AGGENEYS	
L6.1.2.1.2	KLEINZEE	
L6.1.2.1.3	(NAME OF NEXT DRIVERS' LICENCE TESTING CENTRE)	
L6.1.2.2	<u>PUBLIC</u>	
L6.1.2.2.1	CALVINIA	
L6.1.2.2.2	CARNARVON	

NUMBER	DESCRIPTION	DISPOSAL
L6.1.2.2.3	COLESBERG	
L6.1.2.2.4	DANIËLSKUIL	
L6.1.2.2.5	DE AAR	
L6.1.2.2.6	HARTSWATER	
L6.1.2.2.7	JAN KEMPDORP	
L6.1.2.2.8	KAKAMAS	
L6.1.2.2.9	KATHU	
L6.1.2.2.10	KEIMOES	
L6.1.2.2.11	KIMBERLEY	
L6.1.2.2.12	KURUMAN	
L6.1.2.2.13	OLIFANTSHOEK	
L6.1.2.2.14	POSTMASBURG	
L6.1.2.2.15	PRIESKA	
L6.1.2.2.16	SPRINGBOK	
L6.1.2.2.17	UPINGTON	
L6.1.2.2.18	WARRENTON	
L6.1.2.2.19	(NAME OF NEXT DRIVERS' LICENCE TESTING CENTRE)	
L6.1.2.3	<u>PRIVATE</u>	
L6.1.2.3.1	(NAME OF FIRST DRIVERS' LICENCE TESTING CENTRE)	
L6.1.2.3.2	(NAME OF NEXT DRIVERS' LICENCE TESTING CENTRE)	
L6.1.3	REGISTRATION OF VEHICLE TESTING STATIONS	
L6.1.3.1	<u>PROVINCIAL</u>	
L6.1.3.1.1	(NAME OF FIRST VEHICLE TESTING STATION)	
L6.1.3.1.2	(NAME OF NEXT VEHICLE TESTING STATION)	
L6.1.3.2	<u>PUBLIC</u>	
L6.1.3.2.1	CALVINIA	
L6.1.3.2.2	CARNARVON	
L6.1.3.2.3	COLESBERG	
L6.1.3.2.4	DANIËLSKUIL	
L6.1.3.2.5	DE AAR	
L6.1.3.2.6	HARTSWATER	
L6.1.3.2.7	JAN KEMPDORP	
L6.1.3.2.8	KATHU	
L6.1.3.2.9	KENHARDT	
L6.1.3.2.10	KIMBERLEY	
L6.1.3.2.11	KURUMAN	
L6.1.3.2.12	OLIFANTSHOEK	
L6.1.3.2.13	POFADDER	
L6.1.3.2.14	PORT NOLLOTH	
L6.1.3.2.15	POSTMASBURG	
L6.1.3.2.16	PRIESKA	
L6.1.3.2.17	SPRINGBOK	

NUMBER	DESCRIPTION	DISPOSAL
L6.1.3.2.18	UPINGTON	
L6.1.3.2.19	VICTORIA WES	
L6.1.3.2.20	WARRENTON	
L6.1.3.2.21	(NAME OF NEXT VEHICLE TESTING STATION)	
L6.1.3.3	<u>PRIVATE</u>	
L6.1.3.3.1	ALRIC	
L6.1.3.3.2	KIMBERLEY	
L6.1.3.3.3	TR KAKAMAS	
L6.1.3.3.4	(NAME OF NEXT VEHICLE TESTING STATION)	
L6.1.4	<u>REGISTRATION OF MANUFACTURERS, IMPORTERS, BUILDERS</u>	
L6.1.4.1	ANDORP SLEEPWAENS	
L6.1.4.2	EVAN WEARTECH CC	
L6.1.4.3	HANS BOSHOFF & CO	
L6.1.4.4	HARTLAND ENGINEERS (PTY) LTD	
L6.1.4.5	PIETERSE SWEISWERKE	
L6.1.4.6	ROY RILEY SWEISWERKE (EDMS) BPK	
L6.1.4.7	TORLAGE DEVELOPMENTS BK	
L6.1.4.8	(NAME OF NEXT MANUFACTURER, IMPORTER, BUILDER)	
L6.1.5	<u>AUTHORIZED OFFICERS</u>	
L6.1.5.1	<u>APPOINTMENT / REGISTRATION</u>	
L6.1.5.1.1	TRAFFIC OFFICERS (FOR POWERS AND DUTIES, SEE L4.10)	
L6.1.5.1.2	EXAMINERS OF VEHICLES	
L6.1.5.1.3	EXAMINERS FOR DRIVERS' LICENCES	
L6.1.5.1.4	INSPECTORS OF LICENCES	
L6.1.5.1.5	TRAFFIC WARDENS	
L6.1.5.2	ACTING OUTSIDE AREA OF JURISDICTION	
L6.1.6	REGISTRATION OF INSTRUCTORS	
L6.1.7	<u>APPLICATIONS FOR PROFESSIONAL DRIVER'S PERMITS</u> (1. INCLUDING APPLICANTS THAT ARE NOT APPROVED. (2. OPEN A FILE FOR EACH APPLICANT AND FILE ALPHABETICALLY ACCORDING TO THE FIRST THREE LETTERS OF THE SURNAME OF THE APPLICANT, EG. L6.1.7 ABR = ABRAHAMS A.A.)	
L6.1.8	HIGH SPEED TESTING	
L6.1.9	FILMING ON ROADS	
L6.1.10	EXEMPTIONS (E.G. FROM WEARING SAFETY BELTS, ETC.)	

NUMBER	DESCRIPTION	DISPOSAL
L6.1.11	ABNORMAL LOAD PERMITS	
L6.1.12	APPLICATIONS TO STAGE EVENTS ON PUBLIC ROADS	
L6.2	<u>MOTOR VEHICLE ADMINISTRATION</u>	
L6.2.P	POLICY	
L6.2.R	ROUTINE ENQUIRIES	
L6.2.1	<u>REGISTRATION AND LICENCING</u>	
L6.2.1.1	PA VEHICLES	
L6.2.1.2	GG VEHICLES	
L6.2.2	<u>REGISTRATION NUMBERS</u>	
L6.2.2.1	NUMBER PLATES	
L6.2.2.2	SPECIFIC REGISTRATION NUMBERS	
L6.2.2.3	SPECIAL REGISTRATION NUMBERS	
L6.2.2.4	BLOCKING OF	
L6.2.2.5	EXEMPTION OF	
L6.2.3	<u>LICENCE FEES</u>	
L6.2.3.1	EXEMPTIONS	
L6.2.3.2	REPAYMENT	
L6.2.3.3	WRITING OFF	
L6.2.4	SCRATCHING / DEREGISTRATION OF VEHICLES	
L6.2.5	APPLICATIONS / APPROVAL FOR MOTOR TRADE NUMBERS	
L6.2.6	<u>NATIONAL TRAFFIC INFORMATION SYSTEM (NATIS)</u>	
L6.2.6.1	CONTROL / MAINTENANCE OF SYSTEM	
L6.2.6.2	EQUIPMENT	

L7. PUBLIC WORKS: PROJECT ADMINISTRATION
(FOR ADDRESS/NAME CHANGES, SEE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM.)

NUMBER	DESCRIPTION	DISPOSAL
L7.P	POLICY	
L7.R	ROUTINE ENQUIRIES	
L7.1	<u>APPOINTMENT OF CONSULTANTS</u> (1. FOR LINE FUNCTION RELATED CONTRACTS I.R.O. TRANSPORT AND ROADS, SEE SUB-SERIES L1.2 2. FOR SUPPORT FUNCTION RELATED TENDERS AND CONTRACTS, SEE SUB-SERIES H5.1.2 OF UNIFORM SUPPORT FUNCTIONS FILING SYSTEM. 3. FOR WORK PERFORMED ON AN AGENCY BASIS FOR THE DEPARTMENT, SEE SUB-SERIES H3.8.1 OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM.)	
L7.1.1	FEE SCALES AND DISBURSEMENTS	
L7.1.2	<u>CONSULTANT REGISTER</u>	
L7.1.2.1	<u>MULTI DISCIPLINARY APPOINTMENTS</u> (OPEN A FILE FOR EACH APPOINTMENT AND NUMBER CONSECUTIVELY.)	
L7.1.2.2	<u>ARCHITECTS</u> (OPEN A FILE FOR EACH APPOINTMENT AND NUMBER CONSECUTIVELY.)	
L7.1.2.3	<u>CIVIL ENGINEERS</u> (OPEN A FILE FOR EACH APPOINTMENT AND NUMBER CONSECUTIVELY.)	
L7.1.2.4	<u>ELECTRICAL ENGINEERS</u> (OPEN A FILE FOR EACH APPOINTMENT AND NUMBER CONSECUTIVELY.)	
L7.1.2.5	<u>MECHANICAL ENGINEERS</u> (OPEN A FILE FOR EACH APPOINTMENT AND NUMBER CONSECUTIVELY.)	

NUMBER	DESCRIPTION	DISPOSAL
L7.1.2.6	<u>STRUCTURE ENGINEERS</u> (OPEN A FILE FOR EACH APPOINTMENT AND NUMBER CONSECUTIVELY.)	
L7.1.2.7	<u>QUANTITY SURVEYORS</u> (OPEN A FILE FOR EACH APPOINTMENT AND NUMBER CONSECUTIVELY.)	
L7.1.2.8	<u>LAND SURVEYORS</u> (OPEN A FILE FOR EACH APPOINTMENT AND NUMBER CONSECUTIVELY.)	
L7.1.2.9	<u>PROJECT MANAGERS</u> (OPEN A FILE FOR EACH APPOINTMENT AND NUMBER CONSECUTIVELY.)	
L7.1.2.10	OTHER NEGOTIATED FEE SCALES	
L7.1.3	AUDITORS REPORT ON CONSULTANTS	
L7.2	<u>PROVINCIAL TENDER BOARD</u> (FOR DOMESTIC TENDER BOARD ISSUES, SEE MAIN SERIES H5 OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM.)	
L7.2.P	POLICY	
L7.2.R	ROUTINE ENQUIRIES	
L7.2.1	TENDER BOARD EXEMPTIONS	
L7.2.2	<u>INDIVIDUAL TENDERS</u>	
L7.2.2.1	<u>HEAD OFFICE</u> (OPEN A FILE FOR EACH TENDER AND NUMBER ACCORDING TO TENDER NUMBER.)	
L7.2.2.2	<u>DISTRICT OFFICES</u> (OPEN A FILE FOR EACH TENDER AND NUMBER ACCORDING TO TENDER NUMBER.)	
L7.2.3	ACCEPTANCE OF TENDERS	
L7.3	<u>MAJOR WORKS</u>	
L7.3.1	ESTIMATES	
L7.3.2	<u>CONSTRUCTION OF NEW BUILDINGS:</u> <u>DEPARTMENT OF HEALTH: FRANCES BAARD</u> <u>DISTRICT</u>	
L7.3.2.1	<u>HOSPITALS</u>	
L7.3.2.1.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH HOSPITAL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSPITAL NAME, EG. L7.3.2.1.1-KIM.)	

NUMBER	DESCRIPTION	DISPOSAL
L7.3.2.1.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH HOSPITAL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSPITAL NAME, EG. L7.3.2.1.1.1-KIM.)	
L7.3.2.1.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH HOSPITAL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSPITAL NAME, EG. L7.3.2.1.1.2-KIM.)	
L7.3.2.1.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH HOSPITAL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSPITAL NAME, EG. L7.3.2.1.1.3-KIM.)	
L7.3.2.2	<u>CLINICS</u>	
L7.3.2.2.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH CLINIC AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE CLINIC NAME, EG. L7.3.2.2.1-KIM.)	
L7.3.2.2.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH CLINIC AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE CLINIC NAME, EG. L7.3.2.2.1.1-KIM.)	
L7.3.2.2.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH CLINIC AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE CLINIC NAME, EG. L7.3.2.2.1.2-KIM.)	
L7.3.2.2.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH CLINIC AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE CLINIC NAME, EG. L7.3.2.2.1.3-KIM.)	
L7.3.3	<u>CONSTRUCTION OF NEW BUILDINGS:</u> <u>DEPARTMENT OF HEALTH: PIXLEY KA SEME DISTRICT</u> (OPEN FILES AS PER L7.3.2.1 - L7.3.2.2.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF HOSPITAL/CLINIC NAME.)	
L7.3.4	<u>CONSTRUCTION OF NEW BUILDINGS:</u> <u>DEPARTMENT OF HEALTH: SIYANDA DISTRICT</u> (OPEN FILES AS PER L7.3.2.1 - L7.3.2.2.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF HOSPITAL/CLINIC NAME.)	

NUMBER	DESCRIPTION	DISPOSAL
L7.3.5	<u>CONSTRUCTION OF NEW BUILDINGS:</u> <u>DEPARTMENT OF HEALTH: NAMAQUA DISTRICT</u> (OPEN FILES AS PER L7.3.2.1 - L7.3.2.2.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF HOSPITAL/CLINIC NAME.)	
L7.3.6	<u>CONSTRUCTION OF NEW BUILDINGS:</u> <u>DEPARTMENT OF HEALTH: KGALAGADI DISTRICT</u> (OPEN FILES AS PER L7.3.2.1 - L7.3.2.2.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF HOSPITAL/CLINIC NAME.)	
L7.3.7	<u>CONSTRUCTION OF NEW BUILDINGS:</u> <u>DEPARTMENT OF EDUCATION: FRANCES BAARD DISTRICT</u>	
L7.3.7.1	<u>SCHOOLS</u>	
L7.3.7.1.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH SCHOOL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE SCHOOL NAME, EG. L7.3.7.1.1-ADA.)	
L7.3.7.1.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH SCHOOL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE SCHOOL NAME, EG. L7.3.7.1.1.1-ADA.)	
L7.3.7.1.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH SCHOOL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE SCHOOL NAME, EG. L7.3.7.1.1.2-ADA.)	
L7.3.7.1.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH SCHOOL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE SCHOOL NAME, EG. L7.3.7.1.1.3-ADA.)	
L7.3.7.2	<u>HOSTELS</u>	
L7.3.7.2.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH HOSTEL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSTEL NAME, EG. L7.3.7.2.1-ADA.)	
L7.3.7.2.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH HOSTEL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSTEL NAME, EG. L7.3.7.2.1.1-ADA.)	

NUMBER	DESCRIPTION	DISPOSAL
L7.3.7.2.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH HOSTEL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSTEL NAME, EG. L7.3.7.2.1.2-ADA.)	
L7.3.7.2.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH HOSTEL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSTEL NAME, EG. L7.3.7.2.1.3-ADA.)	
L7.3.7.3	<u>DEPARTMENTAL OFFICES</u>	
L7.3.7.3.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH OFFICE BUILDING AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE BUILDING NAME, EG. L7.3.7.3.1-PER.)	
L7.3.7.3.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH OFFICE BUILDING AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE BUILDING NAME, EG. L7.3.7.3.1.1-PER.)	
L7.3.7.3.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH OFFICE BUILDING AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE BUILDING NAME, EG. L7.3.7.3.1.2-PER.)	
L7.3.7.3.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH OFFICE BUILDING AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE BUILDING NAME, EG. L7.3.7.3.1.2-PER.)	
L7.3.8	<u>CONSTRUCTION OF NEW BUILDINGS:</u> <u>DEPARTMENT OF EDUCATION: PIXLEY KA SEME DISTRICT</u>	
L7.3.9	<u>CONSTRUCTION OF NEW BUILDINGS:</u> <u>DEPARTMENT OF EDUCATION: SIYANDA DISTRICT</u> (OPEN FILES AS PER L7.3.7.1 - L7.3.7.3.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF SCHOOL/HOSTEL NAME.)	

NUMBER	DESCRIPTION	DISPOSAL
L7.3.10	<u>CONSTRUCTION OF NEW BUILDINGS:</u> <u>DEPARTMENT OF EDUCATION: NAMAQUA</u> <u>DISTRICT</u> (OPEN FILES AS PER L7.3.7.1 - L7.3.7.3.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF SCHOOL/HOSTEL NAME.)	
L7.3.11	<u>CONSTRUCTION OF NEW BUILDINGS:</u> <u>DEPARTMENT OF EDUCATION: KGALAGADI</u> <u>DISTRICT</u> (OPEN FILES AS PER L7.3.7.1 - L7.3.7.3.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF SCHOOL/HOSTEL NAME.)	
L7.3.12	<u>PROVISION OF BUILDINGS: DEPARTMENT OF</u> <u>SOCIAL SERVICES AND POPULATION</u> <u>DEVELOPMENT: FRANCES BAARD DISTRICT</u>	
L7.3.12.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH INSTITUTION AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE INSTITUTION NAME, EG. L7.3.12.1-MIM.)	
L7.3.12.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH INSTITUTION AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE INSTITUTION NAME, EG. L7.3.12.1.1-MIM.)	
L7.3.12.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH INSTITUTION AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE INSTITUTION NAME, EG. L7.3.12.1.2-MIM.)	
L7.3.12.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH INSTITUTION AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE INSTITUTION NAME, EG. L7.3.12.1.3-MIM.)	
L7.3.13	<u>PROVISION OF BUILDINGS: DEPARTMENT OF</u> <u>SOCIAL SERVICES AND POPULATION</u> <u>DEVELOPMENT: PIXLEY KA SEME DISTRICT</u> (OPEN FILES AS PER L7.3.12.1 - L7.3.12.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF INSTITUTION NAME.)	

NUMBER	DESCRIPTION	DISPOSAL
L7.3.14	<u>PROVISION OF BUILDINGS: DEPARTMENT OF SOCIAL SERVICES AND POPULATION DEVELOPMENT: SIYANDA DISTRICT</u> (OPEN FILES AS PER L7.3.12.1 - L7.3.12.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF INSTITUTION NAME.)	
L7.3.15	<u>PROVISION OF BUILDINGS: DEPARTMENT OF SOCIAL SERVICES AND POPULATION DEVELOPMENT: NAMAQUA DISTRICT</u> (OPEN FILES AS PER L7.3.12.1 - L7.3.12.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF INSTITUTION NAME.)	
L7.3.16	<u>PROVISION OF BUILDINGS: DEPARTMENT OF SOCIAL SERVICES AND POPULATION DEVELOPMENT: KGALGADI DISTRICT</u> (OPEN FILES AS PER L7.3.12.1 - L7.3.12.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF INSTITUTION NAME.)	
L7.3.17	<u>PROVISION OF COMMUNITY BUILDINGS: FRANCES BAARD DISTRICT</u>	
L7.3.17.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH FACILITY AND NUMBER ACCORDING TO FIRST THREE LETTERS OF FACILITY NAME, EG. L7.3.17.1.-RES.)	
L7.3.17.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH FACILITY AND NUMBER ACCORDING TO FIRST THREE LETTERS OF FACILITY NAME, EG. L7.3.17.1.1-RES.)	
L7.3.17.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH FACILITY AND NUMBER ACCORDING TO FIRST THREE LETTERS OF FACILITY NAME, EG. L7.3.17.1.2-RES.)	
L7.3.17.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH FACILITY AND NUMBER ACCORDING TO FIRST THREE LETTERS OF FACILITY NAME, EG. L7.3.17.1.3-RES.)	
L7.3.18	<u>PROVISION OF COMMUNITY BUILDINGS: PIXLEY KA SEME DISTRICT</u> (OPEN FILES AS PER L7.3.17.1 - L7.3.17.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF FACILITY NAME.)	

NUMBER	DESCRIPTION	DISPOSAL
L7.3.19	<u>PROVISION OF COMMUNITY BUILDINGS SIYANDA DISTRICT</u> (OPEN FILES AS PER L7.3.17.1 - L7.3.17.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF FACILITY NAME.)	
L7.3.20	<u>PROVISION OF COMMUNITY BUILDINGS NAMAQUA DISTRICT</u> (OPEN FILES AS PER L7.3.17.1 - L7.3.17.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF FACILITY NAME.)	
L7.3.21	<u>PROVISION OF COMMUNITY BUILDINGS KGALAGADI DISTRICT</u> (OPEN FILES AS PER L7.3.17.1 - L7.3.17.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF FACILITY NAME.)	
L7.3.22	<u>PROVISION OF BUILDINGS: DEPARTMENT OF SPORT, ARTS AND CULTURE: FRANCES BAARD DISTRICT</u>	
L7.3.22.1	MAIN FILE	
L7.3.22.1.1	ELECTRICAL INSTALLATION	
L7.3.22.1.2	MECHANICAL	
L7.3.22.1.3	SITE WORKS	
L7.3.23	<u>PROVISION OF BUILDINGS: DEPARTMENT OF SPORT, ARTS AND CULTURE: PIXLEY KA SEME DISTRICT</u>	
L7.3.23.1	MAIN FILE	
L7.3.23.1.1	ELECTRICAL INSTALLATION	
L7.3.23.1.2	MECHANICAL	
L7.3.23.1.3	SITE WORKS	
L7.3.24	<u>PROVISION OF BUILDINGS: DEPARTMENT OF SPORT, ARTS AND CULTURE: SIYANDA DISTRICT</u>	
L7.3.24.1	MAIN FILE	
L7.3.24.1.1	ELECTRICAL INSTALLATION	
L7.3.24.1.2	MECHANICAL	
L7.3.24.1.3	SITE WORKS	
L7.3.25	<u>PROVISION OF BUILDINGS: DEPARTMENT OF SPORT, ARTS AND CULTURE: NAMAQUA DISTRICT</u>	
L7.3.25.1	MAIN FILE	
L7.3.25.1.1	ELECTRICAL INSTALLATION	
L7.3.25.1.2	MECHANICAL	
L7.3.25.1.3	SITE WORKS	

NUMBER	DESCRIPTION	DISPOSAL
L7.3.26	<u>PROVISION OF BUILDINGS: DEPARTMENT OF SPORT, ARTS AND CULTURE: K GALAGADI DISTRICT</u>	
L7.3.26.1	MAIN FILE	
L7.3.26.1.1	ELECTRICAL INSTALLATION	
L7.3.26.1.2	MECHANICAL	
L7.3.26.1.3	SITE WORKS	
L7.3.27	<u>PROVISION OF BUILDINGS: DEPARTMENT OF HOUSING AND LOCAL GOVERNMENT: FRANCES BAARD DISTRICT</u> (OPEN FILES FOR THIS AND SUCCESSIVE DEPARTMENTS AS PER THE PATTERN PROVIDED ABOVE FROM L7.3.22.1 - L7.3.26.1.3)	
L7.4	<u>MINOR WORKS</u>	
L7.4.1	ESTIMATES	
L7.4.2	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF HEALTH: FRANCES BAARD DISTRICT</u>	
L7.4.2.1	<u>HOSPITALS</u>	
L7.4.2.1.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH HOSPITAL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSPITAL NAME, EG. L7.4.2.1.1-KIM.)	
L7.4.2.1.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH HOSPITAL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSPITAL NAME, EG. L7.4.2.1.1.1-KIM.)	
L7.4.2.1.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH HOSPITAL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSPITAL NAME, EG. L7.4.2.1.1.2-KIM.)	
L7.4.2.1.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH HOSPITAL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSPITAL NAME, EG. L7.4.2.1.1.3-KIM.)	
L7.4.2.2	<u>CLINICS</u>	
L7.4.2.2.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH CLINIC AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE CLINIC NAME, EG. L7.4.2.2.1-KIM.)	

NUMBER	DESCRIPTION	DISPOSAL
L7.4.2.2.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH CLINIC AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE CLINIC NAME, EG. L7.4.2.2.1.1-KIM.)	
L7.4.2.2.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH CLINIC AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE CLINIC NAME, EG. L7.4.2.2.1.2-KIM.)	
L7.4.2.2.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH CLINIC AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE CLINIC NAME, EG. L7.4.2.2.1.3-KIM.)	
L7.4.3	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF HEALTH: PIXLEY KA SEME DISTRICT</u> (OPEN FILES AS PER L7.4.2.1 - L7.4.2.2.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF HOSPITAL/CLINIC NAME.)	
L7.4.4	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF HEALTH: SIYANDA DISTRICT</u> (OPEN FILES AS PER L7.4.2.1 - L7.4.2.2.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF HOSPITAL/CLINIC NAME.)	
L7.4.5	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF HEALTH: NAMAQUA DISTRICT</u> (OPEN FILES AS PER L7.4.2.1 - L7.4.2.2.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF HOSPITAL/CLINIC NAME.)	
L7.4.6	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF HEALTH: KGALAGADI DISTRICT</u> (OPEN FILES AS PER L7.4.2.1 - L7.4.2.2.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF HOSPITAL/CLINIC NAME.)	
L7.4.7	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF EDUCATION: FRANCES BAARD DISTRICT</u>	
L7.4.7.1	<u>SCHOOLS</u>	

NUMBER	DESCRIPTION	DISPOSAL
L7.4.7.1.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH SCHOOL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE SCHOOL NAME, EG. L7.4.7.1.1-ADA.)	
L7.4.7.1.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH SCHOOL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE SCHOOL NAME, EG. L7.4.7.1.1.1-ADA.)	
L7.4.7.1.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH SCHOOL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE SCHOOL NAME, EG. L7.4.7.1.1.2-ADA.)	
L7.4.7.1.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH SCHOOL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE SCHOOL NAME, EG. L7.4.7.1.1.3-ADA.)	
L7.4.7.2	<u>HOSTELS</u>	
L7.4.7.2.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH HOSTEL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSTEL NAME, EG. L7.4.7.2.1-ADA.)	
L7.4.7.2.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH HOSTEL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSTEL NAME, EG. L7.4.7.2.1.1-ADA.)	
L7.4.7.2.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH HOSTEL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSTEL NAME, EG. L7.4.7.2.1.2-ADA.)	
L7.4.7.2.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH HOSTEL AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE HOSTEL NAME, EG. L7.3.4.2.1.3-ADA.)	
L7.4.7.3	<u>DEPARTMENTAL OFFICES</u>	
L7.4.7.3.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH OFFICE BUILDING AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE BUILDING NAME, EG. L7.4.7.3.1-PER.)	
L7.4.7.3.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH OFFICE BUILDING AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE BUILDING NAME, EG. L7.4.7.3.1.1-PER.)	

NUMBER	DESCRIPTION	DISPOSAL
L7.4.7.3.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH OFFICE BUILDING AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE BUILDING NAME, EG. L7.4.7.3.1.2-PER.)	
L7.4.7.3.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH OFFICE BUILDING AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE BUILDING NAME, EG. L7.4.7.3.1.3-PER.)	
L7.4.8	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF EDUCATION: PIXLEY KA SEME DISTRICT</u> (OPEN FILES AS PER L7.4.7.1 - L7.4.7.3.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF SCHOOL/HOSTEL NAME.)	
L7.4.9	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF EDUCATION: SIYANDA DISTRICT</u> (OPEN FILES AS PER L7.4.7.1 - L7.4.7.3.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF SCHOOL/HOSTEL NAME.)	
L7.4.10	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF EDUCATION: NAMAQUA DISTRICT</u> (OPEN FILES AS PER L7.4.7.1 - L7.4.7.3.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF SCHOOL/HOSTEL NAME.)	
L7.4.11	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF EDUCATION: KGALAGADI DISTRICT</u> (OPEN FILES AS PER L7.4.7.1 - L7.4.7.3.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF SCHOOL/HOSTEL NAME.)	
L7.4.12	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF SOCIAL SERVICES AND POPULATION DEVELOPMENT: FRANCES BAARD DISTRICT</u>	
L7.4.12.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH INSTITUTION AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE INSTITUTION NAME, EG. L7.4.12.1-MIM.)	

NUMBER	DESCRIPTION	DISPOSAL
L7.4.12.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH INSTITUTION AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE INSTITUTION NAME, EG. L7.4.12.1.1-MIM.)	
L7.4.12.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH INSTITUTION AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE INSTITUTION NAME, EG. L7.4.12.1.2-MIM.)	
L7.4.12.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH INSTITUTION AND FILE ACCORDING TO THE FIRST THREE LETTERS OF THE INSTITUTION NAME, EG. L7.4.12.1.3-MIM.)	
L7.4.13	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF SOCIAL SERVICES AND POPULATION DEVELOPMENT: PIXLEY KA SEME DISTRICT</u> (OPEN FILES AS PER L7.4.12.1 - L7.4.12.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF INSTITUTION NAME.)	
L7.4.14	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF SOCIAL SERVICES AND POPULATION DEVELOPMENT: SIYANDA DISTRICT</u> (OPEN FILES AS PER L7.4.12.1 - L7.4.12.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF INSTITUTION NAME.)	
L7.4.15	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF SOCIAL SERVICES AND POPULATION DEVELOPMENT: NAMAQUA DISTRICT</u> (OPEN FILES AS PER L7.4.12.1 - L7.4.12.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF INSTITUTION NAME.)	
L7.4.16	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF SOCIAL SERVICES AND POPULATION DEVELOPMENT: KGALGADI DISTRICT</u> (OPEN FILES AS PER L7.4.12.1 - L7.4.12.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF INSTITUTION NAME.)	

NUMBER	DESCRIPTION	DISPOSAL
L7.4.17	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: COMMUNITY BUILDINGS: FRANCES BAARD DISTRICT</u>	
L7.4.17.1	<u>MAIN FILES</u> (OPEN A FILE FOR EACH FACILITY AND NUMBER ACCORDING TO FIRST THREE LETTERS OF FACILITY NAME, EG. L7.4.17.1.-RES.)	
L7.4.17.1.1	<u>ELECTRICAL INSTALLATION</u> (OPEN A FILE FOR EACH FACILITY AND NUMBER ACCORDING TO FIRST THREE LETTERS OF FACILITY NAME, EG. L7.4.17.1.1-RES.)	
L7.4.17.1.2	<u>MECHANICAL INSTALLATION</u> (OPEN A FILE FOR EACH FACILITY AND NUMBER ACCORDING TO FIRST THREE LETTERS OF FACILITY NAME, EG. L7.4.17.1.2-RES.)	
L7.4.17.1.3	<u>SITE WORKS</u> (OPEN A FILE FOR EACH FACILITY AND NUMBER ACCORDING TO FIRST THREE LETTERS OF FACILITY NAME, EG. L7.4.17.1.3-RES.)	
L7.4.18	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: COMMUNITY BUILDINGS: PIXLEY KA SEME DISTRICT</u> (OPEN FILES AS PER L7.4.17.1 - L7.4.17.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF FACILITY NAME.)	
L7.4.19	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: COMMUNITY BUILDINGS SIYANDA DISTRICT</u> (OPEN FILES AS PER L7.4.17.1 - L7.4.17.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF FACILITY NAME.)	
L7.4.20	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: COMMUNITY BUILDINGS NAMAQUA DISTRICT</u> (OPEN FILES AS PER L7.4.17.1 - L7.4.17.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF FACILITY NAME.)	
L7.4.21	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: COMMUNITY BUILDINGS KGALAGADI DISTRICT</u> (OPEN FILES AS PER L7.4.17.1 - L7.4.17.1.3, WITH VARIATIONS REGARDING THE FIRST THREE LETTERS OF FACILITY NAME.)	

NUMBER	DESCRIPTION	DISPOSAL
L7.4.22	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF SPORT, ARTS AND CULTURE: FRANCES BAARD DISTRICT</u>	
L7.4.22.1	MAIN FILE	
L7.4.22.1.1	ELECTRICAL INSTALLATION	
L7.4.22.1.2	MECHANICAL	
L7.4.22.1.3	SITE WORKS	
L7.4.23	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF SPORT, ARTS AND CULTURE: PIXLEY KA SEME DISTRICT</u>	
L7.4.23.1	MAIN FILE	
L7.4.23.1.1	ELECTRICAL INSTALLATION	
L7.4.23.1.2	MECHANICAL	
L7.4.23.1.3	SITE WORKS	
L7.4.24	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF SPORT, ARTS AND CULTURE: SIYANDA DISTRICT</u>	
L7.4.24.1	MAIN FILE	
L7.4.24.1.1	ELECTRICAL INSTALLATION	
L7.4.24.1.2	MECHANICAL	
L7.4.24.1.3	SITE WORKS	
L7.4.25	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF SPORT, ARTS AND CULTURE: NAMAQUA DISTRICT</u>	
L7.4.25.1	MAIN FILE	
L7.4.25.1.1	ELECTRICAL INSTALLATION	
L7.4.25.1.2	MECHANICAL	
L7.4.25.1.3	SITE WORKS	
L7.4.26	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF SPORT, ARTS AND CULTURE: KGALAGADI DISTRICT</u>	
L7.4.26.1	MAIN FILE	
L7.4.26.1.1	ELECTRICAL INSTALLATION	
L7.4.26.1.2	MECHANICAL	
L7.4.26.1.3	SITE WORKS	
L7.4.27	<u>MAINTENANCE/ADAPTATION OF STATE-OWNED BUILDINGS: DEPARTMENT OF HOUSING AND LOCAL GOVERNMENT: FRANCES BAARD DISTRICT</u>	
	(OPEN FILES FOR THIS AND SUCCESSIVE DEPARTMENTS AS PER THE PATTERN PROVIDED ABOVE FROM L7.4.22.1 - L7.4.26.1.3)	

NUMBER	DESCRIPTION	DISPOSAL
L7.5	<u>CONTRACTS</u> (1. FOR LINE FUNCTION RELATED CONTRACTS I.R.O TRANSPORT AND ROADS, SEE SUB-SERIES L1.2 2. FOR SUPPORT FUNCTIONS RELATED TENDERS AND CONTRACTS, SEE SUB-SERIES H5.1.2 OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM 3. FOR WORK PERFORMED ON AN AGENCY BASIS FOR THE DEPARTMENT, SEE SUB-SERIES H3.8.1 OF THE UNIFORM SUPPORT FUNCTIONS FILING SYSTEM.)	
L7.5.P	POLICY	
L7.5.R	ROUTINE ENQUIRIES	
L7.5.1	INCREASED COSTS	
L7.5.2	GUARANTEES	
L7.5.3	SECURITIES	
L7.5.4	CANCELLATION	

- L8. PUBLIC WORKS: ESSENTIAL SERVICES
(FOR DOMESTIC STORES AND SERVICES,
SEE MAIN SERIES H5 OF THE UNIFORM
SUPPORT FILING SYSTEM.)

NUMBER	DESCRIPTION	DISPOSAL
L8.1	<u>WATER SUPPLY</u>	
L8.1.P	POLICY	
L8.1.R	ROUTINE ENQUIRIES	
L8.1.1	AGREEMENTS WITH SUPPLIERS OF MUNICIPAL SERVICES	
L8.1.2	EMERGENCY ARRANGEMENTS	
L8.2	<u>ELECTRICITY</u>	
L8.2.P	POLICY	
L8.2.R	ROUTINE ENQUIRIES	
L8.2.1	AGREEMENTS WITH ESKOM	
L8.2.2	GENERATORS (EG. GENSETS)	

L9. PROVINCE-WIDE HIRED ACCOMMODATION
(FOR OWN DOMESTIC ACCOMMODATION
MATTERS, SEE MAIN SERIES H4 OF THE UNIFORM
SUPPORT FUNCTIONS FILING SYSTEM.)

NUMBER	DESCRIPTION	DISPOSAL
L9.P	POLICY	
L9.R	ROUTINE ENQUIRIES	
L9.1	<u>ACQUISITION</u>	
L9.1.1	<u>PURCHASE</u> (OPEN A FILE FOR EACH PROPERTY AND FILE ACCORDING TO ANNEXURE D.)	
L9.1.1.R	ROUTINE ENQUIRIES	
L9.1.2	<u>RENTALS/LEASES</u> (OPEN A FILE FOR EACH PROPERTY AND FILE ACCORDING TO ANNEXURE D.)	
L9.2	<u>DISPOSAL / ALIENATION</u>	
L9.2.1	BUILDINGS	
L9.2.2	LAND	
L9.2.3	<u>PROPERTIES LET OUT/PROVINCIAL PROPERTIES</u>	
L9.2.3.P	POLICY	
L9.2.3.R	ROUTINE ENQUIRIES	
L9.2.3.1	<u>LEASE AGREEMENTS</u> (1. INCLUDING A. OFFICES/SCHOOL BUILDINGS B. RESIDENCES C. LAND 2. OPEN A FILE FOR EACH PROPERTY AND FILE ACCORDING TO ANNEXURE D.)	
L9.2.3.2	<u>APPLICATIONS FOR</u> (OPEN A FILE FOR EACH PROPERTY AND FILE ACCORDING TO ANNEXURE D.)	
L9.3	<u>CLEANING AND GARDEN SERVICES</u> (OPEN A FILE FOR EACH PROPERTY AND FILE ACCORDING TO ANNEXURE D.)	
L9.4	<u>VESTING OF PROVINCIAL OWNED STATE PROPERTIES</u>	
L9.4.R	ROUTINE ENQUIRIES	

NUMBER	DESCRIPTION	DISPOSAL
L9.5	<u>DEEDS REGISTRATION</u>	
L9.5.1	KIMBERLEY	
L9.5.2	VRYBURG	
L9.5.3	CAPE TOWN	
L9.6	<u>SURVEYS</u>	
L9.6.1	SURVEYOR-GENERAL	
L9.7	VALUATIONS	
L9.8	<u>DATA BASE OF STATE PROPERTIES(ASSET REGISTER)</u> (OPEN A FILE FOR EACH PROPERTY AND NUMBER CONSECUTIVELY AND ACCORDING TO ANNEXURE D)	
L9.9	<u>SERVITUDES</u> (OPEN A FILE FOR EACH TOWN AND FILE ACCORDING TO ANNEXURE B.)	
L9.10	<u>RATES AND TAXES</u> (OPEN A FILE FOR EACH TOWN AND NUMBER ACCORDING TO ANNEXURE C AND D)	

L10. COMMUNITY BASED PUBLIC WORKS PROGRAMMES

(FOR ESSENTIAL SERVICES, SEE MAIN SERIES L8)

NUMBER	DESCRIPTION	DISPOSAL
L10.P	POLICY	
L10.R	ROUTINE ENQUIRIES	
L10.1	<u>APPLICATIONS FOR FUNDING</u> (OPEN A FILE FOR EACH COMMUNITY AND NUMBER CONSECUTIVELY.)	
L10.2	<u>INVESTIGATIONS AND RECOMMENDATIONS</u> (1. INCLUDING APPLICANTS THAT ARE NOT APPROVED. (2. OPEN A FILE FOR EACH INVESTIGATION AND NUMBER CONSECUTIVELY.)	
L10.3	<u>ROAD PROJECTS</u>	
L10.3.P	POLICY	
L10.3.R	ROUTINE ENQUIRIES	
L10.3.1	<u>(NAME OF FIRST PROJECT)</u>	
L10.3.1.1	APPLICATION PHASE	
L10.3.1.2	APPRAISAL AND COSTING	
L10.3.1.3	PLANNING AND BUDGET	
L10.3.1.4	IMPLEMENTATION/PAYMENTS	
L10.3.2	<u>(NAME OF NEXT PROJECT)</u>	
L10.3.2.1	APPLICATION PHASE	
L10.3.2.2	APPRAISAL AND COSTING	
L10.3.2.3	PLANNING AND BUDGET	
L10.3.2.4	IMPLEMENTATION/PAYMENTS	
L10.4	<u>CRECHE PROJECTS</u>	
L10.4.P	POLICY	
L10.4.R	ROUTINE ENQUIRIES	
L10.4.1	<u>(NAME OF FIRST PROJECT)</u>	
L10.4.1.1	APPLICATION PHASE	
L10.4.1.2	APPRAISAL AND COSTING	
L10.4.1.3	PLANNING AND BUDGET	
L10.4.1.4	IMPLEMENTATION/PAYMENTS	

NUMBER	DESCRIPTION	DISPOSAL
L10.4.2	<u>(NAME OF NEXT PROJECT)</u>	
L10.4.2.1	APPLICATION PHASE	
L10.4.2.2	APPRAISAL AND COSTING	
L10.4.2.3	PLANNING AND BUDGET	
L10.4.2.4	IMPLEMENTATION/PAYMENTS	
L10.5	<u>COMMUNITY FACILITIES PROJECTS</u>	
L10.5.P	POLICY	
L10.5.R	ROUTINE ENQUIRIES	
L10.5.1	<u>(NAME OF FIRST PROJECT)</u>	
L10.5.1.1	APPLICATION PHASE	
L10.5.1.2	APPRAISAL AND COSTING	
L10.5.1.3	PLANNING AND BUDGET	
L10.5.1.4	IMPLEMENTATION/PAYMENTS	
L10.5.2	<u>(NAME OF NEXT PROJECT)</u>	
L10.5.2.1	APPLICATION PHASE	
L10.5.2.2	APPRAISAL AND COSTING	
L10.5.2.3	PLANNING AND BUDGET	
L10.5.2.4	IMPLEMENTATION/PAYMENTS	
L10.6	<u>AGRICULTURAL PROJECTS</u>	
L10.6.P	POLICY	
L10.6.R	ROUTINE ENQUIRIES	
L10.6.1	<u>(NAME OF FIRST PROJECT)</u>	
L10.6.1.1	APPLICATION PHASE	
L10.6.1.2	APPRAISAL AND COSTING	
L10.6.1.3	PLANNING AND BUDGET	
L10.6.1.4	IMPLEMENTATION/PAYMENTS	
L10.6.2	<u>(NAME OF NEXT PROJECT)</u>	
L10.6.2.1	APPLICATION PHASE	
L10.6.2.2	APPRAISAL AND COSTING	
L10.6.2.3	PLANNING AND BUDGET	
L10.6.2.4	IMPLEMENTATION/PAYMENTS	
L10.7	PROGRESS REPORTS	

ANNEXURE A:**LIST OF EXISTING CONTRACTS**

- NC001 S25: BURGERSDORP: ASKHAM: ANDRIESVALE – RIETFONTein
(CONSULTANT - KEEVE STEYN, CONTRACTOR - GROUP FIVE)
(CONTRACT COMPLETED)
- NC002 PMS (PAVEMENT MANAGEMENT SYSTEM)
(SEE NC018 FOR EXTENSION OF APPOINTMENT)
- NC003 GMS (GRAVEL ROAD MANAGEMENT SYSTEM)
(SEE NC019 FOR EXTENSION OF APPOINTMENT)
- NC004 REPAIR 9 BRIDGES MR 858 & MR 875
(CONSULTANT – NINHAM SHAND)
- NC005 DATA BASIS FOR TENDERED RATES
(CONSULTANT - AFRICON)
- NC006 RESEAL: PRIESKA DISTRICT ROADS ENGINEER AREA
(CONSULTANT - SNA, CONTRACTOR - HAW & INGLIS)
- NC007 PROJECT MANAGEMENT
(RBPM – ROLF BEGER PROJECT MANAGEMENT)
- NC008 MIDLANDS ROAD
(CONSULTANT - IMPAK, CONTRACTOR - CROWN ASPHALT)
(CONTRACT COMPLETED)
- NC009 REHABILITATION OF TRUNK ROAD 4/1 (VAALHARTS)
(CONSULTANT- VKE, CONTRACTOR - LOFTY’S CONSTRUCTION)
- NC010 SINK HOLES: TRUNK ROAD 71/6
(CONSULTANT - AFRICON)
(CONTRACT COMPLETED)
- NC011 WEIGH BRIDGES: THREE SISTERS (COLESBERG WEIGH BRIDGE)
(CONSULTANT - AFRICON)
(CONTRACT COMPLETED)
- NC012 PROJECT PROCEDURE MANUAL
(HINHAM SHAND)

(SEE NC032 FOR EXTENSION OF APPOINTMENT)

- NC013 STEINKOPF LINK ROAD (BRECHER STREET)
(CONSULTANT - BVI, CONTRACTOR - BOTES & KENNEDY)
(CONTRACT COMPLETED)
- NC014 ROAD TRAFFIC SIGN SYSTEM
(CONSULTANT - SENA(STANWAY, EDWARDS, NGOMANE & ASSOCIATES)
- NC015 N12 HOPETOWN – STRYDENBURG
(CONSULTANT - AFRICON)
- NC016 CALCRETE GRAVEL INVESTIGATION AND MONITORING
EXPERIMENTAL ROAD SECTION
(CONSULTANT - FRANK NETTERBERG)
- NC017 IMPLEMENTATION AND OPERATION OF THE MAINTENANCE
MANAGEMENT SYSTEM
(CONSULTANT - AJ PRINS)
- NC018 PMS (PAVEMENT MANAGEMENT SYSTEM)
(CONSULTANT - AFRICON & V3)
- NC019 GMS (GRAVEL MANAGEMENT SYSTEM)
(CONSULTANTS - AFRICON, V3, NINHAM SHAND + V&V)
- NC020 SUPPLY AND DELIVERY OF ROAD TRAFFIC SIGNS FOR THE
DIAMANTVELD REGION
(CONSULTANT - SENA (STANWAY, EDWARDS, NGOMANE & ASSOCIATES)
- NC021 UPGRADING OF IRRIGATION ROADS: BENEDE – ORANJE DISTRICT
(CONSULTANT - BV)
- NC022 PREPARATION OF STANDARD PLANS
(NINHAM SHAND)
- NC023 SECONDMENT V3: DISTRICT ROADS ENGINEER, KIMBERLEY
(V3)
- NC024 THREE BRIDGES: CALVINIA – CERES
(NINHAM SHAND + MOSTERT, VAN DEN BERG & DE LEEUW)
- NC025 ANDRIESVALE – GROOT MIER (KM 186,0 – KM 225,9)
(CONSULATANT - KEEVE STEYN, CONTRACTOR - GROUP 5)

- NC026 GROUTING OF EXISTING BOREHOLES ON TR 71/6 AT THE GAMAGARA
RIVER BRIDGE NEAR SISHEN
(CONSULTANT - AFRICON, CONTRACTOR - RODIO SA)
(CONTRACT COMPLETED)
- NC027 UPINGTON WEIGHBRIDGE (TR 71/4)
(CONSULTANT - AFRICON, CONTRACTOR - STRAUSS SIVIEL)
(CONTRACT COMPLETED)
- NC028 SPRINGBOK WEIGHBRIDGE
(CONSULTANT - AFRICON, CONTRACTOR - BOTES & KENNEDY)
(CONTRACT COMPLETED)
- NC029 IMPLEMENTATION OF A COMPREHENSIVE TRAFFIC INFORMATION
SYSTEM
(CONSULTANT - GIBB AFRICA & V3)
- NC030 FEASIBILITY OF USER FUNDING OF ROADS
(DELOITTE & TOUCHE)
- NC031 DR 3023 (MUISHOEK ROAD)
(CONSULTANT - NINHAM SHAND)
- NC032 PROCEDURES MANUAL
(CONSULTANT - NINHAM SHAND)
- NC033 SUPPLY AND DELIVERY OF ROAD TRAFFIC SIGNS FOR THE
KALAHARI REGION
(CONSULTANT - SENA(STANWAY, EDWARDS, NGOMANE &
ASSOCIATES)
- NC034 (NAME OF NEXT CONTRACT)

ANNEXURE B:**MUNICIPALITIES/TOWNS**

M7	BARKLY – WES
M247	BRANDVLEI
M14	BRITSTOWN
M19	CALVINIA
M21	CARNARVON
M25	COLESBERG
M251	DANIËLSKUIL
M27	DE AAR
M313	DEBEN
M252	DELPORTSHOOP
M44	DOUGLAS
M55	FRASERBURG
M406	GALESHEWE
M36	GARIES
M42	GRIEKWASTAD
M337	GROBLERSHOOP
M41	HANOVER
M317	HARTSWATER
M47	HOPETOWN
M349	JAN KEMPDORP

M136	KAKAMAS
M338	KAMMIESKROON
M379	KATHU
M215	KEIMOES
M52	KENHARDT
M54	KIMBERLEY
M59	KURUMAN
M273	LOERIESFONTEIN
M64	LOXTON
M275	MARYDALE
M83	NIEUWOUDTVILLE
M53	NOUPOORT
M279	OLIFANTSHOEK
M281	ONSEEPKANS
M90	PETRUSVILLE
M91	PHILIPSTOWN
M285	POFADDER
M286	PORT NOLLOTH
M227	POSTMASBURG
M95	PRIESKA
M289	REIVILO
M99	RICHMOND
M295	RITCHIE

M104	SPRINGBOK
M298	STELLA
M110	STRYDENBURG
M112	SUTHERLAND
M39	UPINGTON
M405	VANDERKLOOF
M344	VANWYKSVLEI
M125	VICTORIA-WES
M126	VOSBURG
M127	VRYBURG
M237	WARRENTON
M129	WILLISTON

ANNEXURE C:

DISTRICT COUNCILS

R15	SIYANDA
R16	PIXLEY KA SEME
R4	FRANCIS-BAARD
R14	KGALAGADI
R20	NAMAKWA/HANTAM

ANNEXURE D
LIST OF TOWNS

NAME OF TOWN	TOWN NUMBER
AGGENEYS	1
ALEXANDERBAY	2
ASKHAM	3
AUGRABIES	4
BARKLY-WEST	5
BELMONT	6
BLOEMSMOND	7
BOEGOEBERG	8
BRANDVLEI	9
BRITSTOWN	10
BUFFELSRIVIER	11
CALVINIA	12
CAMPBELL	13
CARNARVON	14
CAROLUSBERG	15
CILLIE	16
CLANWILLIAM	17
COLESBERG	18
CONCORDIA	19
DANIELSKUIL	20
DE AAR	21

DEBEN	22
DELPORTSHOOP	23
DOUGLAS	24
DYASONSKLIP	25
EKSTEENSFONTEIN	26
FRASERBURG	27
FRIERSDALE	28
GARAGAMS	29
GARIES	30
GRIEKWASTAD	31
GROBLERSHOOP	32
GROENWATER	33
GROOTDRINK	34
HANOVER	35
HARTSWATER	36
HONDERKLIPBAY	37
HOPETOWN	38
HOTAZEL	39
JAN KEMPDORP	40
JEN HAVEN	41
KAKAMAS	42
KAMIESKROON	43
KANONEILAND	44
KAROS	45
KATHU	46

KEIMOES	47
KENHARDT	48
KHARKAMS	49
KIMBERLEY	50
KOMMAGGAS	51
KOOPMANSFONTEIN	52
KUBOES	53
KURUMAN	54
LEERKRANS	55
LEKKERSING	56
LELIEFONTEIN	57
LEPELSFONTEIN	58
LIME ACRES	59
LOERIESFONTEIN	60
LONGLANDS	61
LOUISVALE	62
LOXTON	63
LUTZBURG	64
MAGOGONG	65
MARCHAND	66
MARYDALE	67
MATJIESKLOOF	68
MIDDELPOS	69
MIER	70
MODDERRIVIER	71

NABABEEP	72
NIEKERKSHOOP	73
NIEUWOUDTVILLE	74
NOENIEPUT	75
NORVALSPONT	76
NOUPOORT	77
O'KIEP	78
OLIE RIVIER	79
OLIFANTSHOEK	80
OLYVENHOUTSDRIFT	81
ONSEEPKANS	82
PABALLELO	83
PELLA	84
PETRUSVILLE	85
PHILLIPSTOWN	86
PLATFONTEIN	87
PLOOYSBURG	88
POFADDER	89
PORT NOLLOTH	90
POSTMASBURG	91
PRIESKA	92
RAASWATER	93
REIVILO	94
RICHMOND	95
RIEMVASMAAK	96

RIETFONTEIN	97
RITCHIE	98
RIVERTON	99
ROOIFONTEIN	100
ROOIWAL	101
SAALKOP/TOPLINE	102
SANDDRIFT	103
SANTOY	104
SCHMIDSDRIFT	105
SOEBATSFONTEIN	106
SPRINGBOK	107
STEINKOPF	108
STRYDENBURG	109
SUTHERLAND	110
TADCASTER	111
ULCO	112
UPINGTON	113
VAN DER KLOOF	114
VAN WYKSVLEI	115
VAN ZYLSRUS	116
VERNEUKPAN	117
VICTORIA WES	118
VILANDERSBRON	119
VIOOLSDRIFT/KOTZESHOOP: ROOIWAL	120
VOLGRAAFSIGG	121

VOSBURG	122
WARRENTON	123
WEGDRAAI	124
WILLISTON	125
WINDSORTON	126
WITDRAAI	127
DINGLETON	128
VAALKOPPIES	129
VAALHARTS SETTLEMENT A&B	130
MAGERSFONTEIN	131
BURGERSVILLE	132
PAPIERSTAD	133
MOTHIBISTAD	134
(NAME OF NEXT TOWN)	135