



GAUTENG PROVINCE

SPORT, ARTS, CULTURE AND RECREATION
REPUBLIC OF SOUTH AFRICA

Enquiries: S. Mbuyisa
Directorate: Archives
Tel: +27 (0)11 355 2549
Fax: +27 (0)11 355 2505
Cell: +27 71 678 7799

Our Ref. No: 14/2/3/1/2/3/3

04 August 2014

Mr. Louis Van Rooyen
Corner Klasie Havenga and Frikkie Meyer Boulevard
Vanderbijlpark
Gauteng
1900

Dear Mr. Van Rooyen,

STANDING DISPOSAL AUTHORITY PST 1 FOR YOUR APPROVED RETENTION SCHEDULE OF RECORDS OTHER THAN CORRESPONDENCE FILES

Your email dated 01 July 2014 refers:

Standing disposal authority is hereby granted for the retention schedule of records for the Emfuveni Local Municipality. The records regarded as having archival value and which must eventually be transferred to an archives repository are indicated with an A20 symbol.

The other records indicated by means of the D symbol are ephemeral. You may thus address the issue of their disposition. When determining the retention periods of these records please take into account the financial accountability, functional needs of the records as well as other legislative requirements.

The authority number PST 1 must be quoted in all related correspondence and on the destruction certificates.

Your co-operation in ensuring responsible records management and practices is commended.

Yours faithfully

A handwritten signature in black ink that reads 'Ms. Koekie Meyer'.

Ms. Koekie Meyer
Director: LIS and Archives
Gauteng Provincial Archives

ANNEXURE A

APPRAISAL REPORT FOR EMFULENI LOCAL MUNICIPALITY

1. BACKGROUND

The Emfuleni Local Municipality (successor in title to the former Western Vaal- and Eastern Vaal Metropolitan Substructures) is one of three local municipalities comprising the Sedibeng District Municipality situated in Vanderbijlpark, Gauteng.

The Emfuleni Local Municipality still uses the old file plan of the former Vanderbijlpark Town Council, which was incorporated into the Western Vaal Metropolitan Substructure in 1995, to file and arrange their records. They are currently developing a new file plan for the Emfuleni Local Municipality.

2. CONTEXTUAL ANALYSIS

The retention schedule for records other than correspondence files comprises records of the then Metropolitan Substructures and the new Emfuleni Local Municipality formed after the democratic dispensation. The schedule covers current and closed record files, which comprises ephemeral and archival value records. They are

kept neatly in the municipal archives registry store room, as well as records storage facilities in municipal satellite offices situated in Vanderbijlpark, Vereeniging, Sebokeng, Evaton, Boipatong, Bophelong, Louisrus, Rust-ter-Vaal and Roshnee.

The Emfuleni Local Municipality performs the function of a local municipality as defined in Directive R5, the Prototype of the File Plan for Local Government.

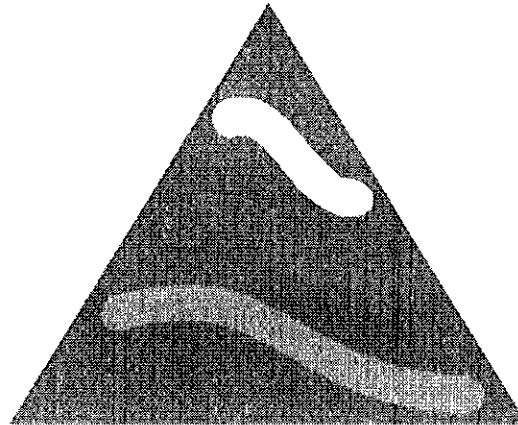
3. APPRAISAL SUMMARY

The former Vanderbijlpark Town Council file plan and including the Retention Schedule for records other than correspondence files are attached to this report as annexure A and B. The disposal of records has been adjudged in accordance with the transitory records AT2 and General Disposal Authorities D8.

4. RECORDS ANALYSIS

See the attached copy of the annexure which illustrates the file reference number, type of a record, period and disposal instructions.

EMFULENI LOCAL MUNICIPALITY



EMFULENI
LOCAL MUNICIPALITY

Vaal River City, the Cradle of Human Rights

RETENTION SCHEDULE FOR RECORDS OTHER THAN CORRESPONDENCE SYSTEMS

(WORKING DOCUMENT)

SCHEDULE: RECORDS OTHER THAN CORRESPONDENCE FILES

| CATEGORY | DESCRIPTION | DIS- POSAL | LOCATION | STANDING DISPOSAL |
|---|---|-----------------------|------------------------|------------------------------|
| <u>A.</u> <u>AGENDAS AND MINUTES</u> | 1. <u>Council meetings</u> | | | |
| | 1.1 Agendas | DAU7 | Committee Section | |
| | 1.2 Minutes | A20 | Committee Section | |
| | 1.3 Indexes to minutes | A20 | Committee Section | |
| | 1.4 Distribution lists | D3 | Records office | |
| | 1.5 Copies of Agendas and Minutes | D1 | Committee Section | No. AT2 |
| | | | | |
| | 2. <u>Mayoral committee</u> | | | |
| | 2.1 Agendas | DAU7 | Committee Section | |
| | 2.2 Minutes | A20 | Committee Section | |
| | 2.3 Indexes to minutes | A20 | Committee Section | |
| | 2.4 Distribution lists | D3 | Records office | |
| | 2.5 Copies of Agendas and Minutes | D1 | Committee Section | No. AT2 |
| | | | | |
| | 3. <u>Section 79, 80 and other committees</u> | | | |
| 3.1 Agendas | DAU7 | Committee Section | | |
| 3.2 Minutes | A20 | Committee Section | | |
| 3.3 Indexes to minutes | A20 | Committee Section | | |
| 3.4 Distribution lists | D3 | Records office | | |
| 3.5 Copies of Agendas and Minutes | D1 | Committee Section | No. AT2 | |
| | | | | |
| <u>B</u> <u>REPORTS</u> | 1. Annual report of the Council | A20 | Records | |
| | 2. Report of the Executive Mayor | A20 | Office of the Mayor | |
| | 3. <u>Annual report of clusters</u> | | | |
| | 3.1 Municipal Manager | A20 | Records | |
| | 3.2 Chief Financial Officer | A20 | Records | |
| | 3.3 DMM: Corporate Services | A20 | Records | |
| | 3.4 DMM: Basic Services | A20 | Records | |
| | 3.5 DMM: Economic Development Planning | A20 | Records | |
| | 3.6 DMM: Infrastructure Planning and Maintenance | A20 | Records | |
| | 3.7 DMM: Public Safety and Community Development | A20 | Records | |
| | | | | |

| CATEGORY | DESCRIPTION | DIS-POSAL | LOCATION | STANDING DISPOSAL |
|------------------------------------|--|--|---------------|-------------------|
| D. DEEDS AND AGREEMENTS | 1. Deeds duplicated at the Deeds Office | AP | Properties | |
| | 2. Deeds not duplicated at the Deeds Office | AP | Properties | 26-S5 |
| | 3. Letters of undertaking | A20 | Properties | |
| | 4. Lease agreements | A20 | Properties | |
| | 4.1 Temporary uses Exhibitions, circus, churches | DAU3 | Properties | |
| | 5. Housing Rental Contracts | DD5 | Housing | PAH1 |
| | 6. Purchase agreements | | | |
| | 6.1 Land | A20 | Properties | |
| | 6.2 Buildings | A20 | Properties | |
| | 6.3 Moveable property | DAU7 | Finance | |
| | 7. Policies | D7 (only after approval of new policy) | Securities | |
| | 8. Surface rights | D10 | Securities | |
| | 8. Loan agreements | DAU3 | Securities | |
| | 10. Works contracts | AP | Securities | |
| | 11. Siding | AP | Securities | |
| | 12. Ambulance services | A20 | Securities | |
| | 13. Electricity supply | A20 | Electricity | |
| | 14. Water supply | A20 | Metsi a Lekoa | |
| | 15. Grazing rights | D3 | Legal | |
| 16. Awarded Tenders and contracts | DAU7 | Supply Chain | | |
| 17. Unsuccessful Tenders | D5 | Supply Chain | PAO2 | |
| 18. Excess agreements | D5 | Securities | | |
| 19. Essential services | A20 | Securities | | |
| E. HUMAN RESOURCES | 1. Attendance register | DAU5 | HR | AB2 |
| | 2. Salary register | DAU7 | Pay office | 26-S5 |
| | 3. Wage register/cards | DAU7 | Pay office | 26-S5 |
| | 4. Salary record card | DAU7 | Pay office | 26-S5 |
| | 5. Unclaimed wages register | DAU7 | Pay office | 26-S5 |
| | 6. Deductions statements | DAU7 | HR | 26-S5 |
| | 7. Time sheets | DAU3 | HR | 26-S5 |
| | 8. Pay sheets/wage statements | DAU7 | Pay office | 26-S5 |
| | 9. Handing over statements | DAU7 | Pay Office | 26-S5 |
| | 10. Leave register | DAU7 | HR | 26-S5 |
| | 11. Workmen's Compensation Act Register | DAU7 | HR | 26-S5 |
| | 12. Factories Act register | DAU7 | HR | 26-S5 |
| | 13. Service register | D10 | HR | |
| | 14. Medical claims | D5 | HR | |
| | 15. Income tax certificates | D5 | Pay office | |
| | 16. Clock cards | D5 | HR | |
| | 17. Salary advice slips | D5 | Pay office | |
| | 18. Unsuccessful job applications | D2 | HR | |
| | 19. Accident reports: injuries on duty | D5 | Health and | |

| CATEGORY | DESCRIPTION | DIS-POSAL | LOCATION | STANDING DISPOSAL |
|--|---|-----------|------------------|-------------------|
| | | | Safety | |
| | 20. Unemployment insurance: claims and tax | D5 | Pay office | |
| | 21. Personal files | D10 | HR | |
| | | | | |
| F. STORES ADMINISTRATION AND PROCUREMENT | 1. Stores registers | DAU7 | Stores | 26-S5 |
| | 2. Stores issue and receipt vouchers | DAU7 | Stores | 26-S5 |
| | 3. Stores requisitions | DAU7 | Stores | 26-S5 |
| | 4. Fuel and oil use statements | D5 | Fleet Management | |
| | 5. Stores cards | D5 | Stores | |
| | 6. Stocktaking sheets | DAU7 | Stores | 26-S5 |
| | 7. Inventory of stores and equipment | D5 | Stores | |
| | 8. Key register | D5 | Facilities | |
| | 9. Register of inflammable and explosive materials | D5 | Stores | |
| | 10. Register of works of art | A20 | Securities | |
| | 11. Vehicle requisitions | D5 | Fleet Management | |
| | 12. Vehicle distance returns | D5 | Fleet Management | |
| | | | | |
| G. CARTOGRAPHIC MATERIAL (All cartographic material Predating 1910 qualifies for permanent preservation.) | 1. National monuments (All categories of plan) | AP | Building Control | |
| | 2. Places of worship (All categories of plan) | AP | Building Control | |
| | 3. Views of special furnishing and decorations specially designed for a specific building | AP | Building Control | |
| | 4. Detailed plans of e.g. window sills, door handles, etc., as well as subordinate building works as defined in the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977) | AP | Building Control | |
| | 5. Finer detail of special furnishing and decoration specially designed for specific building | AP | Building Control | |
| | 6. ALL OTHER CATEGORIES OF MAPS, PLANS, BUILDING PLANS, CONSTRUCTION PLANS AND ENGINEER'S DRAWINGS (INCLUDING AERIAL PHOTOGRAPHS AND FLIGHT PLANS) not specified here. When these items are no longer needed for administrative purposes, you must contact the State Archives Service, which will make further arrangements for | | Building Control | |

| CATEGORY | DESCRIPTION | DIS- POSAL | LOCATION | STANDING DISPOSAL |
|--|--|---|--|--|
| | their disposal. | | | |
| | 7. Plans/drawings for the construction of a: 7.1. Pergola 7.2. Private swimming pool, sauna and/or steam-bath 7.3. Change room at a private swimming pool 7.4. Open-sided shelter, caravan shelter or boat shelter or carport 7.5. Greenhouse 7.6. Cycle shed 7.7. Domestic braai 7.8. Child's playhouse 7.9. Toolshed 7.10. Aviary 7.11. Poultry house 7.12. Free-standing wall built of masonry, concrete, timber or wire 7.13. Solar water heater 7.14. Internal wall (also the demolition thereof) 7.15. Temporary building | D5 | Building Control | Cir. 2 of 1993 |
| | 8. Plans/drawings for: 8.1. Conversion of doors and windows 8.2. Making an opening in a wall 8.3. Artificial ventilation 8.4. Fire protection 8.5. Drainage installations 8.6. Water installations 8.7. Furniture and decorations (with the exception of views) 8.8. Routine standard office furniture and decorations | D5 | Building Control | Cir. 2 of 1993 |
| H. TAX, LICENCES AND ROAD TRAFFIC (For traffic control see 117) | 1. Assessment rates registers 2. Consumers registers 3. Valuation rolls 4. Auction rolls 5. Dog license register 6. Bicycle license register 7. Transfer of business register 8. Hawker permits 9. Temporary trading permits 10. Trading license register 11. Driver's license register 12. Roadworthy certificate register 23. (CPA 26/3780916) Motor vehicle clearance voucher receipt book 14. (CPA 21(9)) Completed form | DAU7 DA A20 DAU7 DAU DAU DAU7 DAU DAU DAU7 DAU7 DAU7 DAU7 | Finance Finance Finance Finance Licensing Licensing LED LED & LUM LED LED Licensing Licensing Licensing Licensing | 26-S5 26-S5 26-S5 26-S5 26-S5 26-S5 26-S5 26-S5 26-S5 26-S5 26-S5 26-S5 26-S5 26-S5 |

| CATEGORY | DESCRIPTION | DIS-POSAL | LOCATION | STANDING DISPOSAL |
|----------|--|-----------|------------------------|-------------------|
| | 15. (CPA 28/730932) Batch register | DAU7 | Licensing | |
| | 16. Motor vehicle registration: authority | | Licensing | 26-S5 |
| | 16.1 Motor vehicle registration register | DAU7 | Licensing | 26-S5 |
| | 16.2 Certificate of fitness register | DAU7 | Licensing | 26-S5 |
| | 16.3 Motor dealer returns | DAU7 | Licensing | 26-S5 |
| | 16.4 Registration certificates | DAU7 | Licensing | 26-S5 |
| | 16.5 Duplicate registration certificates | DAU7 | Licensing | 26-S5 |
| | 16.6 Motor vehicle licenses | DAU7 | Licensing | 26-S5 |
| | 16.7 Duplicate motor vehicle Licenses | DAU7 | Licensing | 26-S5 |
| | 16.8 Motor dealer license register | DAU7 | Licensing | 26-S5 |
| | Additional motor dealer license register | DAU7 | Licensing | 26-S5 |
| | 16.10 Vehicle purchase and sale register | DAU7 | Licensing | 26-S5 |
| | 16.11 Learner's license register (certificate of competence) | DAU7 | Licensing | 26-S5 |
| | 16.12 Spot fine register | DAU1 | Municipal Courts | 26-S5 |
| | Admission of guilt in terms of Section 57 of the Criminal Procedures Act, Act 51 of 1977 | DAU1 | Municipal Courts | |
| | 16.14 Control certificates | DAU7 | Licensing | 26-S5 |
| | 16.15 Motor transport register | DAU7 | Licensing | 26-S5 |
| | 16.16 Clearance Vouchers | DAU7 | Licensing | 26-S5 |
| | 17. Taxi licenses | D7 | Licensing | |
| | 18. Firearm licenses | D7 | Traffic | |
| | 19. Register of businesses | A20 | Properties | |
| | 20. Valuation certificates | D7 | Finance/pro properties | |
| | 21. Field books/forms | D5 | Inspectors | |
| | 22. Property tax cards | D7 | Finance | |
| | 23. Market permits | D5 | LED | |
| | 24. Forms created in terms of Road Traffic Act (Act No. 29 of 1989) | | | |
| | 25. Disability parking exemption | DAU1 | Traffic | |
| RO | Application and notice in respect registration as authorised officer | D2 | Licensing | |
| DTC | Application and notice in respect registration of driver's license testing centre | D2 | Licensing | |
| CR | Certificate of registration | D5 | Licensing | |
| LL1 | Application for learner's license | D2 | Licensing | |
| LL2 | Learner's license | D2 | Licensing | |
| MC | Medical certificate | D2 | Licensing | |
| DL1 | Application for driver's license | D5 | Licensing | |
| DL2 | Authorisation to issue driver's license | D55 | Licensing | |
| RID | Receipt in respect of identity document | D3 | Licensing | |
| DCT | Declaration in respect of lost documents | D2 | Licensing | |
| DL3A | Driver's license not incorporated in identity document in Gauteng | D55 | Licensing | |
| IS1A | Application for an instructor's certificate in Gauteng | D2 | Licensing | |

| CATEGORY | DESCRIPTION | DIS-POSAL | LOCATION | STANDING DISPOSAL |
|----------|--|-----------|------------------|-------------------|
| | IS2A Medical certificate for an instructor in Gauteng | D2 | Licensing | |
| | IS3A Instructor's certificate in Gauteng | DAU7 | Licensing | |
| | TS1 Application for registration as testing station | D2 | Licensing | |
| | RW1A Application for roadworthy certificate in Gauteng | D2 | Licensing | |
| | RW2A Roadworthy certificate in Gauteng | D2 | Licensing | |
| | CF1A Application for certificate of fitness in Gauteng | D2 | Licensing | |
| | CF2A Certificate of fitness and certificate of fitness disk in Gauteng | D2 | Licensing | |
| | PDP1A Application for public driving permit in Gauteng | D2 | Licensing | |
| | PDP2A Medical certificate w.r.t. public driving permit in Gauteng | D2 | Licensing | |
| | PDP3A Public driving permit in Gauteng | DAU7 | Licensing | |
| | NTD Notice to discontinue use of vehicle | D2 | Licensing | |
| | OP1 Notice in respect of operator identification | D2 | Licensing | |
| | OP2 Temporary operator card | D2 | Licensing | |
| | OP3 operator card | D2 | Licensing | |
| | OP4 Notice to collect operator card | D2 | Licensing | |
| | OP5 Notice in respect of registration of operator | D2 | Licensing | |
| | OP6 Notice in respect of performance of operator | D2 | Licensing | |
| | NRD Notice/receipt in respect of document | D2 | Licensing | |
| | ANR Application and notice in respect of traffic register number | D2 | Licensing | |
| | RNC Traffic register number certificate | D2 | Licensing | |
| | CPA1 Section 341 of the Criminal Procedure Act (No. 51 of 1977), Notice (handwritten) | D3 | Municipal Courts | |
| | CPA2 Section 341 of the Criminal Procedure Act (No. 51 of 1977), Notice (computerized) | D3 | Municipal Courts | |
| | CPA3 Section 56 of the Criminal Procedure Act (No. 51 of 1977), Notice | D2 | Municipal Courts | |
| | CPA4 Section 54 of the Criminal Procedure Act (No. 51 of 1977), Summons (handwritten) | D2 | Municipal Courts | |
| | CPA5 Section 54 of the Criminal Procedure Act (No. 51 of 1977), Summons (computerized one count) | D2 | Municipal Courts | |
| | MVR1 Application and notice in respect of registration and licensing of a motor vehicle | D5 | Licensing | |
| | MVR2 General certificate in respect of registration and licensing of a | D5 | Licensing | |

| CATEGORY | DESCRIPTION | DIS-POSAL | LOCATION | STANDING DISPOSAL |
|---|--|-----------|---------------------------------|-------------------|
| | motor vehicle | | | |
| | MVR3 Clearance certificate for motor vehicle | DAU7 | Licensing | |
| | MVR6 Application for refund of license fees in respect of motor vehicle stolen or permanently unfit for use as a motor vehicle | D5 | Licensing | |
| | MVR7 Temporary/special permit | DAU3 | Licensing | |
| | MVR8 Application by person in receipt of war pension for exemption from payment of motor vehicle license fees | D3 | Licensing | |
| | MVR9 Certificate of exemption - person in receipt of war pension | D3 | Licensing | |
| I. <u>SERVICES WORKS AND CONTROL</u> | 1. Application forms: electricity/water | DAU5 | Electricity | 26-S5 |
| | 2. Surveys: refuse and sanitation points | DAU5 | Waste management | 26-S5 |
| | 3. Surveys: animals on commonage | DAU5 | LED | 26-S5 |
| | 4. Disconnection list: electricity/ water | DAU5 | Electricity/ Metsi | 26-S5 |
| | 5. Connection instructions | DAU5 | Electricity/ Metsi | 26-S5 |
| | 6. Reconnection instructions | DAU5 | Electricity/ Metsi | 26-S5 |
| | 7. Enquiry covers: services/works | DAU5 | Electricity/ Metsi | 26-S5 |
| | 8. Services register (electricity, water and sewerage) | D3 | Electricity/ Metsi/ Waste | |
| | 9. Excess register | D3 | Electricity/ Metsi | |
| | 10. Pound register | D3 | LED | |
| | 11. Meter reading books | D3 | Finance | |
| | 12. Register of meter reading books | D3 | Finance | |
| | 13. Register of electricity reading and collections | D3 | Finance | |
| | 14. Caravan park booking register | D3 | Sport/ Recreation | |
| | 15. Building statistics register | A20 | Building Control | |
| | 16. <u>Traffic control</u> (For road traffic see H) | | | |
| | 16.1 Spot fines/notices | DAU1 | Municipal Courts | |
| | 16.2 Register of traffic violations | D5 | | |
| | 16.3 Summonses (Section 54) | D2 | Municipal Courts | |
| | 16.4 Identity cards | D5 | Traffic | |
| | 16.5 Accident reports | D5 | Traffic | |
| | 16.6 Summonses: control statements | DAU1 | Municipal Courts | |
| | 16.7 Temporary and special permits | D5 | Traffic | |

| CATEGORY | DESCRIPTION | DIS- POSAL | LOCATION | STANDING DISPOSAL |
|--|---|---------------|---------------------|----------------------|
| | 16.8 Admission of guilt receipt book | D5 | Municipal Courts | |
| | 17. Library management | | | |
| | 17.1 Members' register/cards | D3 | Libraries | |
| | 17.2 Register of lost and damaged books | D5 | Libraries | |
| | 17.3 Stock register | D10 | Libraries | |
| | 17.4 Register of issuing and Bookings | D5 | Libraries | |
| | 18. Health administration | | | |
| | 18.1 Notices of contagious diseases | D5 | Health | |
| | 18.2 Clinic medicines register | D5 | Health | |
| | 18.3 Ambulance occurrence register | D5 | Health | |
| | 18.4 Clinic patient cards | D5 | Health | |
| | 18.5 Clinical Patient files | D3 | Health | PAK4 |
| | 19. Register of advertisement signs | D5 | EDP | |
| | 20. Indigent household register | D5 | Health | |
| | 21. Indigent Household register Approved | D5 | Health | |
| | 22. Indigent burials | AP | Health | |
| | 23. Inspections | D5 | Health | |
| | | | | |
| J. PUBLICATION ISSUED BY THE COUNCIL ITSELF (Publications obtained by way of purchase and/or subscription are not archives) | 1. Publicity brochures | A20 | Communica tion | |
| | 2. Newsletters | A20 | Communica tion | |
| | 3. History of the city | A20 | Communi cation | |
| | 4. Programmes of festivals, exhibitions, etc. | A20 | Communi cation | |
| | 5. Municipal notices | D5 | Communi cation | |
| | 6. Voters' lists (For used election material see M10) | A20 | IEC | |
| | | | | |
| K. PHOTO- GRAPHS | 1. Mayor and Council members | AP | Communica tion | |
| | 2. Council buildings | AP | Communica tion | |
| | 3. Historical local buildings | AP | Communica tion | |
| | 4. Important local functions, events, etc. | AP | Communica tion | |
| | | | | |
| L. RECORDS MANAGEMENT | 1. Master copy of file plan | A20 | Records | |
| | 2. Records control schedule | A20 | Records | |
| | 3. Register of files opened | A20 | Records | |
| | 4. Destruction registers | A20 | Records | |
| | 5. Register of registered/ certified post | D5 | Records | AG1 |
| | 6. Register of post received and dispatched | D5 | Records | |
| | 7. Register of disposal authority | A20 | Records | |
| | 8. Stamp register | D5 | Records | |

| CATEGORY | DESCRIPTION | DIS- POSAL | LOCATION | STANDING DISPOSAL |
|-----------------------------------|---|-----------------|-------------------------|----------------------|
| | 9. Fax transmission forms | D3 | Records | |
| | 10. Pending diary | D3 | Records | |
| | 11. Pending cards | D3 | Records | |
| | 12. Route cards: file movements | D5 | Records | |
| M. MISCELLA- NEOUS | 1. Cemetery register | AP | Parks and Cemeteries | |
| | 2. Delivery registers | D10 | Records | |
| | 4. Disaster Management plan | A20 | Public Safety | |
| | 5. Circulars received | D5 | Records | |
| | 6. Birth, marriage and death registers | D5 ¹ | HR | |
| | 7. Speeches | A20 | Political offices | |
| | 8. Procedure manuals | A20 | All Depart ments | |
| | 9. Daily files | D3 | All Depart ments | |
| | 10. Used election material as specified in the provincial ordinances (For Voters' lists see J6) | D5 | IEC | |
| | 11. Meeting attendance lists | D5 | All Depart ments | |
| | 12. Damages to Parks and Cemeteries | D10 | Parks and Cemeteries | |

Note:

1. Originals are preserved by the Department of Home Affairs.