



DEPARTMENT AGRICULTURE  
REPUBLIC OF SOUTH AFRICA

# Manual on functions of, and index of records held by the Department of Agriculture

COMPILED IN TERMS OF SECTION 14(1) OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT, 2000  
(ACT NO. 2 OF 2000)

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## **1. MISSION AND VISION OF THE DEPARTMENT OF AGRICULTURE**

### **Mission**

The Department of Agriculture aims to lead and support sustainable agriculture and promote rural development through:

- Ensuring access to sufficient, safe and nutritious food
- Eliminating skewed participation and inequity in the sector
- Maximising growth, employment and income in agriculture
- Enhancing the sustainable management of natural agricultural resources and ecological systems
- Ensuring effective and efficient governance

Ensuring knowledge and information management

### **Vision**

A united and prosperous agricultural sector

## 2. CONTACT DETAILS OF SENIOR PERSONNEL IN THE DEPARTMENT OF AGRICULTURE

### **Director-General**

**Ms Bongi Njobe**

### **Deputy Directors-General:**

Agricultural Economics and  
Business Development

Mr M.M. Mbongwa

Agricultural Production and  
Resources Management

Ms N. Nduli

Programme Planning,  
Monitoring and Evaluation

Ms Vangili Titi

Chief Operating Officer

Mr L. Mabombo

### **Assistant Director-General**

Communication, Planning,  
Monitoring, Education and  
Communication

Mr Z. Pinda

Physical address:

Agriculture Building  
20 Beatrix Street  
Arcadia  
Pretoria, 0002

Postal address:

Private Bag X250  
Pretoria  
0001

Telephone:

(+ 27 12) 319 6000

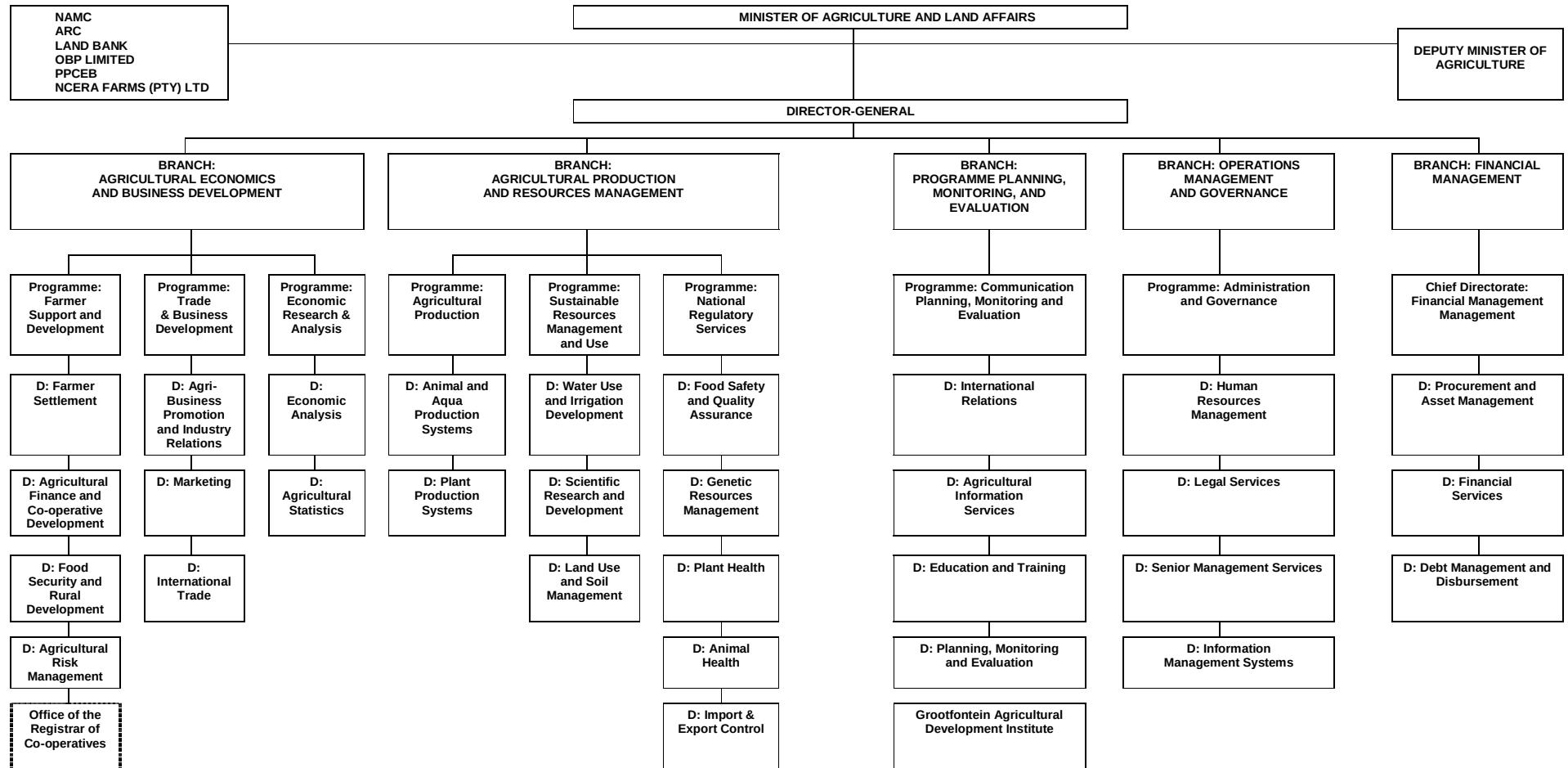
Facsimile:

(+ 27 12) 325 3618

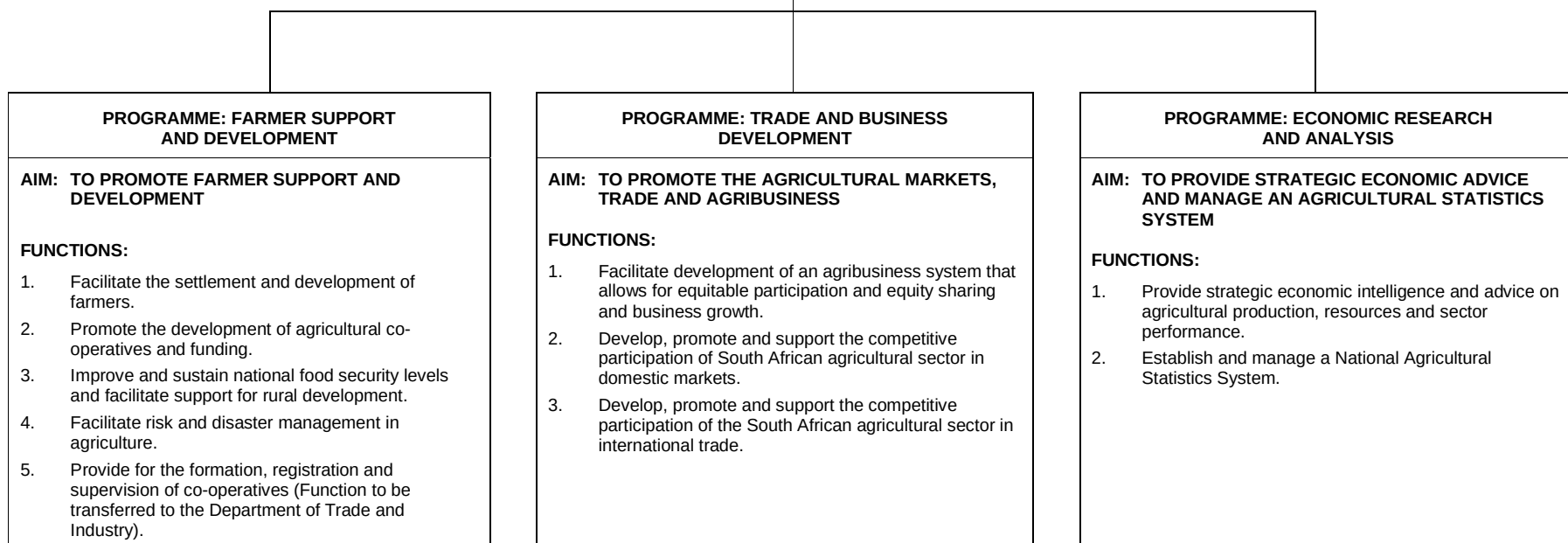
Web address:

[www.nda.agric.za](http://www.nda.agric.za)

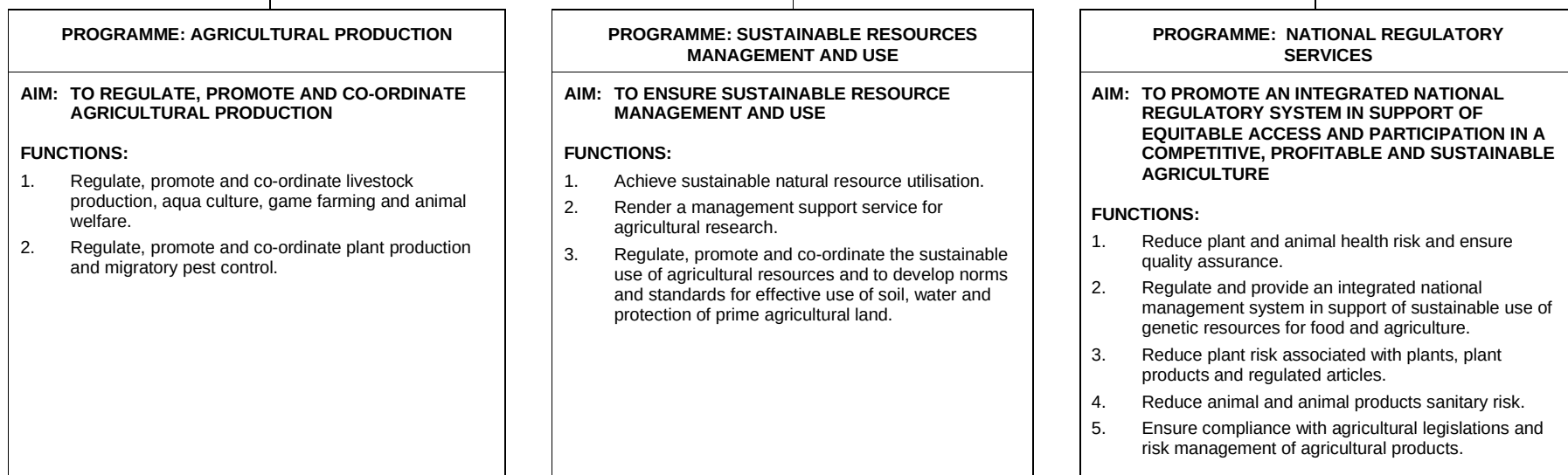
### 3. DESCRIPTION OF THE DEPARTMENT OF AGRICULTURE: PROPOSED STRUCTURE AND FUNCTIONS



## BRANCH: AGRICULTURAL ECONOMICS AND BUSINESS DEVELOPMENT



**BRANCH: AGRICULTURAL PRODUCTION  
AND RESOURCES MANAGEMENT**



**BRANCH: PROGRAMME  
PLANNING, MONITORING,  
AND EVALUATION**

**PROGRAMME: COMMUNICATION PLANNING,  
MONITORING AND EVALUATION**

**AIM: TO PROMOTE, CO-ORDINATE COMMUNICATION  
AND INFORMATION MANAGEMENT**

**FUNCTIONS:**

1. Facilitate, co-ordinate and support international relations for South African Agriculture focusing on trade, technology exchange/technical assistance, training and politics.
2. Render communication services.
3. Provide direction with regard to agricultural education and training towards effective development of the human resources in the sector.
4. Facilitate the design and application of a planning, monitoring and evaluation system to determine organisational performance in meeting strategic objectives.
5. Promote a vigorous and wealth-creating agricultural sector in the extensive sheep and goat-producing areas of the RSA.

**BRANCH: OPERATIONS  
MANAGEMENT  
AND GOVERNANCE**

**PROGRAMME: ADMINISTRATION  
AND GOVERNANCE**

**AIM: TO PROVIDE AN INTERNAL SERVICE IN  
SUPPORT OF LINE FUNCTIONARIES OF THE  
DoA**

**FUNCTIONS:**

1. Promote efficient human resources management; organisational performance and internal training.
2. Render a Legal Service.
3. Render a Senior Management support and documentation service.
4. Manage an information and communication technology environment in support of DoA and government-wide business initiatives

**BRANCH: FINANCIAL  
MANAGEMENT**

**AIM: TO ENSURE SOUND FINANCIAL  
MANAGEMENT**

**FUNCTIONS:**

1. Render procurement and asset management services.
2. Render financial services.
3. Recover agricultural debt, manage relevant securities and disburse funds.



**4. THE POSTAL AND STREET ADDRESS, PHONE, FAX NUMBER AND ELECTRONIC MAIL ADDRESS OF THE INFORMATION OFFICER(S) IN TERMS OF SECTION 17(1) OF THE ACT**

**Information Officer (Ex officio)**  
**Director-General**  
**Ms B. Njobe**  
**Private Bag X250**  
**PRETORIA**  
**0001**

|                 |                                                                                  |
|-----------------|----------------------------------------------------------------------------------|
| Street address: | Agriculture Building (Room DA-GF-11)<br>20 Beatrix Street<br>Arcadia<br>PRETORIA |
| Tel. no:        | (012) 319 7219/(021) 465 7201                                                    |
| Fax:            | (012) 319 7135/(021) 461 4925                                                    |
| E-mail:         | <a href="mailto:DG@nda.agric.za">DG@nda.agric.za</a>                             |

**Deputy Information Officer**  
**Mr C.P. van Rooyen**  
**Private Bag X250**  
**PRETORIA**  
**0001**

|                 |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
| Street address: | Agriculture Building (DA-GF-05)<br>20 Beatrix Street<br>Arcadia<br>PRETORIA |
| Tel. no:        | (012) 319 6891                                                              |
| Fax:            | (012) 319 6620                                                              |
| E-mail:         | <a href="mailto:SMESU@nda.agric.za">SMESU@nda.agric.za</a>                  |

**5. A DESCRIPTION OF THE GUIDE REFERRED TO IN SECTION 10, IF AVAILABLE AND HOW TO OBTAIN ACCESS TO IT**

The guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to The South African Human Rights Commission PAIA Unit.

The Research and Documentation Department

**Private Bag X2700  
HOUGHTON  
2041**

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E-mail:

[PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**6. SUFFICIENT DETAIL TO FACILITATE A REQUEST FOR ACCESS TO A RECORD OF the DoA, A DESCRIPTION OF THE SUBJECTS ON WHICH THE DoA HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT**

Records that may be requested

Description of the subjects and categories of records held by the DoA

## **FILING SYSTEM OF THE DEPARTMENT OF AGRICULTURE**

### **Department of Agriculture**

- 1**      Legislation
- 2**      Organisation and Control
- 3**      Human Resources
- 4**      Finance
- 5**      Administration
- 6**      Stores and Services
- 7**      Health and Safety
- 8**      Information Management Services
- 9**      Transport and Journeys
- 10**     Legal Services
- 11**     Composition and Meetings of Bodies and other Gatherings
- 12**     Reports, Returns and Information
- 13**     Business Analysis
- 14**     Communication
- 15**     Economic and Policy Analysis
- 16**     Farmer Settlement
- 17**     Business and Institutional Development
- 18**     International Relations
- 19**     Land Resource Management
- 20**     Agricultural Production Inputs
- 21**     Plant Health and Quality
- 22**     Trade Administration
- 23**     Genetic Resources
- 24**     Veterinary Services
- 25**     Water Use Management
- 26**     Statistical Information
- 27**     Director-General

# 1. LEGISLATION

| NUMBER | SUBJECT | DISPOSAL |
|--------|---------|----------|
|--------|---------|----------|

|     |        |  |
|-----|--------|--|
| 1.P | Policy |  |
|-----|--------|--|

|       |                             |  |
|-------|-----------------------------|--|
| 1.P.1 | Not separately provided for |  |
|-------|-----------------------------|--|

|       |                     |  |
|-------|---------------------|--|
| 1.P.2 | Individual policies |  |
|-------|---------------------|--|

*(1. Open a separate case file for each policy using the prefix 1.P.2 followed by a/and the name of the policy.)*

|     |                   |  |
|-----|-------------------|--|
| 1.R | Routine enquiries |  |
|-----|-------------------|--|

|     |         |  |
|-----|---------|--|
| 1.1 | Tabling |  |
|-----|---------|--|

|     |                                                  |  |
|-----|--------------------------------------------------|--|
| 1.2 | Promulgation of acts, regulations and ordinances |  |
|-----|--------------------------------------------------|--|

|     |                                        |  |
|-----|----------------------------------------|--|
| 1.3 | Drafting, amendment and interpretation |  |
|-----|----------------------------------------|--|

|       |                             |  |
|-------|-----------------------------|--|
| 1.3.1 | Not separately provided for |  |
|-------|-----------------------------|--|

|       |                                    |  |
|-------|------------------------------------|--|
| 1.3.2 | Parliamentary Acts and Regulations |  |
|-------|------------------------------------|--|

*(1. Open a separate case file for each Act and/or Regulation using the prefix 1.3.2 followed by a/and the name of the Act and/or Regulation e.g. 1.3.2/Public Service Act.*

*2. For routine enquiries on Acts and/or Regulations follow the name of the Act and/or regulation with a/and the letter 'R' e.g. 1.3.2/Public Service Act/R.*

*3. For legal opinions and interpretations follow the name of the Act and/or regulation with a/and the letter 'L' e.g. 1.3.2/Public Service Act/L.)*

|       |                                        |  |
|-------|----------------------------------------|--|
| 1.3.3 | Provincial Administrations Legislation |  |
|-------|----------------------------------------|--|

|         |                             |  |
|---------|-----------------------------|--|
| 1.3.3.1 | Not separately provided for |  |
|---------|-----------------------------|--|

|         |              |  |
|---------|--------------|--|
| 1.3.3.2 | Eastern Cape |  |
|---------|--------------|--|

*(1. Open a separate case file for each legislation using the prefix 1.3.3.2 followed by a/and the name of the legislation.)*

|         |            |  |
|---------|------------|--|
| 1.3.3.3 | Mpumalanga |  |
|---------|------------|--|

*(1. Open a separate case file for each legislation using the prefix 1.3.3.3 followed by a/and the name of the legislation.)*

|         |            |  |
|---------|------------|--|
| 1.3.3.4 | Free State |  |
|---------|------------|--|

*(1. Open a separate case file for each legislation using the prefix 1.3.3.4 followed by a/and the name of the legislation.)*

| NUMBER   | SUBJECT                                                | DISPOSAL                                                                                                                                                                     |
|----------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.3.3.5  | <b>KwaZulu-Natal</b>                                   | <i>(1. Open a separate case file for each legislation using the prefix 1.3.3.5 followed by a/and the name of the legislation.)</i>                                           |
| 1.3.3.6  | <b>Northern Cape</b>                                   | <i>(1. Open a separate case file for each legislation using the prefix 1.3.3.6 followed by a/and the name of the legislation.)</i>                                           |
| 1.3.3.7  | <b>Northern Province</b>                               | <i>(1. Open a separate case file for each legislation using the prefix 1.3.3.7 followed by a/and the name of the legislation.)</i>                                           |
| 1.3.3.8  | <b>North West</b>                                      | <i>(1. Open a separate case file for each legislation using the prefix 1.3.3.8 followed by a/and the name of the legislation.)</i>                                           |
| 1.3.3.9  | <b>Gauteng</b>                                         | <i>(1. Open a separate case file for each legislation using the prefix 1.3.3.9 followed by a/and the name of the legislation.)</i>                                           |
| 1.3.3.10 | <b>Western Cape</b>                                    | <i>(1. Open a separate case file for each legislation using the prefix 1.3.3.10 followed by a/and the name of the legislation.)</i>                                          |
| 1.3.4    | <b>Codes, instructions and white papers</b>            |                                                                                                                                                                              |
| 1.3.4.1  | <b>Not separately provided for</b>                     |                                                                                                                                                                              |
| 1.3.4.2  | <b>Individual codes, instructions and white papers</b> | <i>(1. Open a separate case file for each code, instruction or white paper using the prefix 1.3.4.2 followed by a/and the name of the code, instruction or white paper.)</i> |

## 2. ORGANISATION AND CONTROL

| NUMBER         | SUBJECT                                                                                                                | DISPOSAL |
|----------------|------------------------------------------------------------------------------------------------------------------------|----------|
| <b>2.P</b>     | <b>Policy</b>                                                                                                          |          |
| <b>2.P.1</b>   | Not separately provided for                                                                                            |          |
| <b>2.P.2</b>   | <b>Individual policies</b>                                                                                             |          |
|                | <i>(1. Open a separate case file for each policy using the prefix 2.P.2 followed by a/and the name of the policy.)</i> |          |
| <b>2.1</b>     | <b>Functions</b>                                                                                                       |          |
| <b>2.1.1</b>   | Acquired                                                                                                               |          |
| <b>2.1.2</b>   | Surrendered                                                                                                            |          |
| <b>2.2</b>     | <b>Delegation of authority</b>                                                                                         |          |
| <b>2.2.1</b>   | <b>By Minister</b>                                                                                                     |          |
| <b>2.2.1.1</b> | Delegations of a permanent nature                                                                                      |          |
| <b>2.2.1.2</b> | Arrangements for temporary absence                                                                                     |          |
| <b>2.2.2</b>   | <b>By Director-General</b>                                                                                             |          |
| <b>2.2.2.1</b> | Delegations of a permanent nature                                                                                      |          |
| <b>2.2.2.2</b> | Arrangements for temporary absence                                                                                     |          |
| <b>2.3</b>     | <b>Establishment of new sections and offices</b>                                                                       |          |
| <b>2.3.1</b>   | Sections                                                                                                               |          |
| <b>2.3.2</b>   | Regional offices                                                                                                       |          |
| <b>2.4</b>     | Work planning and allotment of duties<br>(For work-study programming, see 2.6 below)                                   |          |
| <b>2.5</b>     | <b>Office procedures and instructions</b>                                                                              |          |
| <b>2.5.1</b>   | Codified instructions                                                                                                  |          |
| <b>2.5.2</b>   | Office instructions                                                                                                    |          |
| <b>2.5.3</b>   | Office procedures                                                                                                      |          |
| <b>2.6</b>     | <b>Efficiency research/work-study investigations</b>                                                                   |          |
| <b>2.6.1</b>   | Programming                                                                                                            |          |
| <b>2.6.2</b>   | Technique                                                                                                              |          |

| NUMBER         | SUBJECT                                                                                                                | DISPOSAL |
|----------------|------------------------------------------------------------------------------------------------------------------------|----------|
| <b>2.6.3</b>   | <b>Research reports and implementation</b>                                                                             |          |
|                | <i>(1. Open a separate case file for each report using the prefix 2.6.3 followed by a/and the name of the report.)</i> |          |
| <b>2.7</b>     | <b>Records management</b>                                                                                              |          |
| <b>2.7.1</b>   | <b>Disposal of records</b>                                                                                             |          |
| <b>2.7.1.1</b> | Application for disposal authority                                                                                     |          |
| <b>2.7.1.2</b> | Transfer to archives repository/records centre                                                                         |          |
| <b>2.7.1.3</b> | Transfer to other departments                                                                                          |          |
| <b>2.7.1.4</b> | Destruction of records                                                                                                 |          |
| <b>2.7.1.5</b> | Redirection of correspondence<br>(i.e. matters erroneously directed)                                                   |          |
| <b>2.7.1.6</b> | Disposal of waste paper                                                                                                |          |
| <b>2.7.2</b>   | <b>Filing system</b>                                                                                                   |          |
| <b>2.7.2.R</b> | Routine enquiries                                                                                                      |          |
| <b>2.7.2.1</b> | Compilation and alteration                                                                                             |          |
| <b>2.7.2.2</b> | Unclassified correspondence                                                                                            |          |
| <b>2.7.3</b>   | Inspections                                                                                                            |          |
| <b>2.8</b>     | <b>Departmental inspections</b>                                                                                        |          |
|                | (For financial inspections see 4.15)                                                                                   |          |
| <b>2.8.1</b>   | Arrangements                                                                                                           |          |
| <b>2.8.2</b>   | Reports                                                                                                                |          |
| <b>2.9</b>     | <b>Security measures</b>                                                                                               |          |
| <b>2.9.1</b>   | Emergency planning                                                                                                     |          |



### 3. HUMAN RESOURCES

| NUMBER         | SUBJECT                                                                                                                                                                                | DISPOSAL |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>3.P</b>     | <b>Policy</b>                                                                                                                                                                          |          |
| <b>3.P.1</b>   | Not separately provided for                                                                                                                                                            |          |
| <b>3.P.2</b>   | <b>Individual policies</b>                                                                                                                                                             |          |
|                | <i>(1. Open a separate case file per policy using the prefix 3.P.2 followed by a/and the name of the policy.)</i>                                                                      |          |
| <b>3.1</b>     | <b>Policy development</b>                                                                                                                                                              |          |
| <b>3.1.1</b>   | Not separately provided for                                                                                                                                                            |          |
| <b>3.1.2</b>   | <b>Individual policies</b>                                                                                                                                                             |          |
|                | <i>(1. Open a separate case file per policy using the prefix 3.1.2 followed by a/and the name of the policy.)</i>                                                                      |          |
| <b>3.2</b>     | <b>Manpower planning</b>                                                                                                                                                               |          |
| <b>3.2.1</b>   | Affirmative action plan                                                                                                                                                                |          |
| <b>3.2.2</b>   | Employment equity plan                                                                                                                                                                 |          |
| <b>3.3</b>     | <b>Post control</b>                                                                                                                                                                    |          |
| <b>3.3.1</b>   | Routine enquiries                                                                                                                                                                      |          |
| <b>3.3.2</b>   | <b>Organisation and establishment</b>                                                                                                                                                  |          |
| <b>3.3.2.1</b> | Minister and Deputy Minister                                                                                                                                                           |          |
| <b>3.3.2.2</b> | DG & DDGs                                                                                                                                                                              |          |
| <b>3.3.2.3</b> | Chief Directors                                                                                                                                                                        |          |
| <b>3.3.2.4</b> | <b>Chief directorates, directorates and subdirectorates</b>                                                                                                                            |          |
|                | <i>(1. Open a separate case file per chief directorate, directorate or subdirectorates using the prefix 3.3.2.4 followed by a/and the name of the directorate or sub-directorate.)</i> |          |
| <b>3.3.3</b>   | <b>Rationalisation/Restructuring of Department of Agriculture</b>                                                                                                                      |          |
| <b>3.3.3.1</b> | Downsizing of posts                                                                                                                                                                    |          |
| <b>3.3.3.2</b> | Severance packages                                                                                                                                                                     |          |
| <b>3.3.3.3</b> | Provincialisation of the Department of Agriculture                                                                                                                                     |          |
| <b>3.3.3.4</b> | Transformation                                                                                                                                                                         |          |
| <b>3.3.3.5</b> | Transformation Forum                                                                                                                                                                   |          |

| NUMBER           | SUBJECT                                                    | DISPOSAL |
|------------------|------------------------------------------------------------|----------|
| <b>3.3.4</b>     | <b>Job evaluation system</b>                               |          |
| <b>3.3.4.1</b>   | Reports                                                    |          |
| <b>3.3.4.2</b>   | <b>Job descriptions</b>                                    |          |
| <b>3.3.4.2.1</b> | Administrative and logistical personnel                    |          |
| <b>3.3.4.2.2</b> | Professional/Technical                                     |          |
| <b>3.3.4.2.3</b> | Top structure                                              |          |
| <b>3.4</b>       | <b>Conditions of service</b>                               |          |
| <b>3.4.1</b>     | Leave                                                      |          |
| <b>3.4.1.1</b>   | Leave credits                                              |          |
| <b>3.4.1.2</b>   | Certification of leave without pay: Service bonus purposes |          |
| <b>3.4.2</b>     | <b>Housing scheme</b>                                      |          |
| <b>3.4.2.1</b>   | Home Owners' Allowance                                     |          |
| <b>3.4.2.2</b>   | State Guarantee Scheme                                     |          |
| <b>3.4.3</b>     | <b>Pension fund</b>                                        |          |
| <b>3.4.3.1</b>   | Funds not specific                                         |          |
| <b>3.4.3.2</b>   | GEPF                                                       |          |
| <b>3.4.4</b>     | Termination of service                                     |          |
| <b>3.4.5</b>     | Medical aid                                                |          |
| <b>3.4.5.1</b>   | Unspecified schemes                                        |          |
| <b>3.4.6</b>     | Officials' hours of attendance                             |          |
| <b>3.4.7</b>     | Political rights of civil servants                         |          |
| <b>3.4.8</b>     | Long-service recognition                                   |          |
| <b>3.4.9</b>     | Motor scheme for senior employees                          |          |
| <b>3.4.10</b>    | Injury on duty                                             |          |
| <b>3.4.11</b>    | Sessional Service: compensation                            |          |
| <b>3.4.12</b>    | Personnel Administration Standards (PAS) amendments        |          |
| <b>3.4.13</b>    | Duty sheets                                                |          |
| <b>3.4.14</b>    | PERSAL preparatory forms                                   |          |
| <b>3.4.15</b>    | Overtime and extra remuneration                            |          |

| NUMBER   | SUBJECT                                                                                                                              | DISPOSAL |
|----------|--------------------------------------------------------------------------------------------------------------------------------------|----------|
| 3.4.16   | Unemployment insurance fund                                                                                                          |          |
| 3.4.17   | Government Employee's Support Fund                                                                                                   |          |
| 3.4.18   | Injury on duty                                                                                                                       |          |
| 3.4.19   | Subsistence and travel allowances                                                                                                    |          |
| 3.4.20   | <b>Nondepartmental staff</b>                                                                                                         |          |
| 3.4.20.1 | Not separately provided for                                                                                                          |          |
| 3.4.20.2 | Departmental cores                                                                                                                   |          |
| 3.4.21   | Foreign personnel (KOBA)                                                                                                             |          |
| 3.4.22   | <b>Statutory bodies (members of management)</b>                                                                                      |          |
| 3.4.22.1 | Not separately provided for                                                                                                          |          |
| 3.4.22.2 | <b>Individual statutory bodies</b>                                                                                                   |          |
|          | <i>(1. Open a separate case file per statutory body using the prefix 3.4.22.2 followed by a/and the name of the statutory body.)</i> |          |
| 3.4.23   | <b>Occupational specific adjustments</b>                                                                                             |          |
| 3.4.23.1 | Specific Measures: all occupational classes                                                                                          |          |
| 3.4.23.2 | Management echelon/Specialist functionaries                                                                                          |          |
| 3.4.23.3 | Panel and specialist groups                                                                                                          |          |
| 3.4.23.4 | Administrative                                                                                                                       |          |
| 3.4.23.5 | Clerical (including accounting clerks)                                                                                               |          |
| 3.4.23.6 | Professional                                                                                                                         |          |
| 3.4.23.7 | Technical                                                                                                                            |          |
| 3.4.23.8 | Umbrella post classes and role-play posts                                                                                            |          |
| 3.5      | <b>Staff recruitment and losses</b>                                                                                                  |          |
| 3.5.1    | Recruitment advertisements                                                                                                           |          |
| 3.5.2    | Approval for filling of posts                                                                                                        |          |
| 3.5.3    | <b>Requests for appointments</b>                                                                                                     |          |
| 3.5.3.1  | Applications                                                                                                                         |          |

| NUMBER    | SUBJECT                                                                                                                   | DISPOSAL |
|-----------|---------------------------------------------------------------------------------------------------------------------------|----------|
| 3.5.3.2   | Additional appointments                                                                                                   |          |
| 3.5.3.3   | Day/seasonal labourers                                                                                                    |          |
| 3.5.3.4   | Bursars                                                                                                                   |          |
| 3.5.3.5   | Quarterly reports and confirmation of probationary appointments                                                           |          |
| 3.5.3.6   | Departmental Staff Advisory Committee                                                                                     |          |
| 3.5.3.7   | Evaluation of foreign qualifications                                                                                      |          |
| 3.5.3.8   | <b>Statutory appointments</b>                                                                                             |          |
| 3.5.3.8.1 | Statutory institutions                                                                                                    |          |
| 3.5.3.8.2 | Departmental                                                                                                              |          |
| 3.5.3.9   | <b>Contract employment</b>                                                                                                |          |
| 3.5.3.9.1 | Continuous employment contracts                                                                                           |          |
| 3.5.3.9.2 | Fixed-term employment contracts                                                                                           |          |
| 3.5.3.9.3 | Temporary employment contracts                                                                                            |          |
| 3.5.3.10  | Service termination                                                                                                       |          |
| 3.5.3.11  | Service certificates                                                                                                      |          |
| 3.5.4     | <b>Privatisation/Redundancy of supernumerary personnel</b>                                                                |          |
| 3.5.4.1   | Transfer of OBP to ARC                                                                                                    |          |
| 3.5.4.2   | Meat hygiene inspection                                                                                                   |          |
| 3.5.5     | <b>Representative establishment</b>                                                                                       |          |
| 3.5.5.1   | Not separately provided for                                                                                               |          |
| 3.5.5.2   | <b>Individual programmes and CDs</b>                                                                                      |          |
|           | <i>(1. Open a separate case file per programme using the prefix 3.5.5.2 followed by a/and the name of the programme.)</i> |          |
| 3.6       | <b>Performance appraisal/Management</b>                                                                                   |          |
| 3.6.1     | Implement DPSA performance criteria                                                                                       |          |
| 3.6.2     | Administer promotions                                                                                                     |          |

| NUMBER  | SUBJECT                                                                                                                       | DISPOSAL |
|---------|-------------------------------------------------------------------------------------------------------------------------------|----------|
| 3.6.3   | Administer senior management performance agreements                                                                           |          |
| 3.7     | <b>Staff movements</b>                                                                                                        |          |
| 3.7.1   | Departmental transfers                                                                                                        |          |
| 3.7.2   | Intradepartmental transfers                                                                                                   |          |
| 3.7.3   | Secondments/Allowances                                                                                                        |          |
| 3.7.4   | Relief arrangements                                                                                                           |          |
| 3.7.5   | Staff movement: Foreign services                                                                                              |          |
| 3.8     | <b>Industrial relations</b>                                                                                                   |          |
| 3.8.1   | <b>Disciplinary measures</b>                                                                                                  |          |
| 3.8.1.1 | Discipline                                                                                                                    |          |
| 3.8.1.2 | Misconduct                                                                                                                    |          |
| 3.8.1.3 | Complaints and grievances (PSR A9)                                                                                            |          |
| 3.8.1.4 | Conciliation Board (Art. 18 of LRA)                                                                                           |          |
| 3.8.2   | <b>Trade unions</b>                                                                                                           |          |
| 3.8.2.1 | Not separately provided for                                                                                                   |          |
| 3.8.2.2 | <b>Individual trade unions</b>                                                                                                |          |
|         | <i>(1. Open a separate case file per trade union using the prefix 3.8.2.2 followed by a/and the name of the trade union.)</i> |          |
| 3.8.3   | Public Service Coordinating Bargaining Unit                                                                                   |          |
| 3.8.4   | Departmental Bargaining Forum                                                                                                 |          |
| 3.8.5   | Labour courts and CCMA decisions                                                                                              |          |
| 3.9     | Service delivery (customer care)                                                                                              |          |
| 3.10    | Management of information system                                                                                              |          |
| 3.11    | Security clearance                                                                                                            |          |
| 3.12    | Employee assistance programme                                                                                                 |          |

| NUMBER          | SUBJECT                                                                                                                                                                                   | DISPOSAL |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>3.13</b>     | <b>Provide guidance to managers</b>                                                                                                                                                       |          |
| <b>3.13.1</b>   | Information sessions                                                                                                                                                                      |          |
| <b>3.13.2</b>   | Proactive/reactive services (e.g. legislation)                                                                                                                                            |          |
| <b>3.14</b>     | <b>Domestic matters</b>                                                                                                                                                                   |          |
| <b>3.14.1</b>   | Official invitations                                                                                                                                                                      |          |
| <b>3.14.2</b>   | Congratulations and condolences                                                                                                                                                           |          |
| <b>3.14.3</b>   | Social and sporting matters                                                                                                                                                               |          |
| <b>3.15</b>     | <b>Management of agricultural tertiary education</b>                                                                                                                                      |          |
| <b>3.15.1</b>   | Not separately provided for                                                                                                                                                               |          |
| <b>3.15.2</b>   | <b>Develop standards and norms</b>                                                                                                                                                        |          |
|                 | <i>(1. Open a separate case file per standard using the prefix 3.15.2 followed by a/and the name of the standard.)</i>                                                                    |          |
| <b>3.15.3</b>   | <b>Monitor standards and norms</b>                                                                                                                                                        |          |
|                 | <i>(1. Open a separate case file per standard or norm using the prefix 3.15.3 followed by a/and the name of the standard or norm.)</i>                                                    |          |
| <b>3.15.4</b>   | <b>Accreditation of training providers</b>                                                                                                                                                |          |
|                 | <i>(1. Open a separate case file per training provider including development of strategies and policies using the prefix 3.15.4 followed by a/and the name of the training provider.)</i> |          |
| <b>3.15.5</b>   | <b>Rationalisation of colleges</b>                                                                                                                                                        |          |
| <b>3.15.5.1</b> | Task team reports                                                                                                                                                                         |          |
| <b>3.15.6</b>   | Agricultural knowledge system                                                                                                                                                             |          |
|                 | <i>(Includes curriculum development)</i>                                                                                                                                                  |          |
| <b>3.16</b>     | <b>Institutional capacity building within agricultural sector</b>                                                                                                                         |          |

| NUMBER   | SUBJECT                                                                                                                                                                                                      | DISPOSAL |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 3.16.1   | Not separately provided for                                                                                                                                                                                  |          |
| 3.16.2   | <b>Individual organisations</b>                                                                                                                                                                              |          |
|          | <i>(1. Open a separate case file per organisation, forum, etc using the prefix 3.16.2 followed by a/and the name of the organisation, forum, etc)</i>                                                        |          |
| 3.17     | <b>Staff development</b>                                                                                                                                                                                     |          |
| 3.17.1   | Not separately provided for                                                                                                                                                                                  |          |
| 3.17.2   | <b>Monitoring and facilitation</b>                                                                                                                                                                           |          |
|          | <i>(1. Open a separate case file per category to include workplace skills plan, skills development, succession plan or career plans using the prefix 3.17.2 followed by a/and the name of the category.)</i> |          |
| 3.17     | <b>Compilation of competency profiles</b>                                                                                                                                                                    |          |
| 3.17.1   | Not separately provided for                                                                                                                                                                                  |          |
| 3.17.2   | <b>Individual competency profiles</b>                                                                                                                                                                        |          |
|          | <i>(1. Open a separate case file per competency profile using the prefix 3.17.2 followed by a/and the name of the competency.)</i>                                                                           |          |
| 3.18     | <b>Training</b>                                                                                                                                                                                              |          |
| 3.18.1   | <b>Facilitation of training</b>                                                                                                                                                                              |          |
| 3.18.1.1 | Trainer identification                                                                                                                                                                                       |          |
| 3.18.1.2 | Trainer evaluation                                                                                                                                                                                           |          |
| 3.18.2   | <b>Study aid</b>                                                                                                                                                                                             |          |
| 3.18.2.R | Routine enquiries                                                                                                                                                                                            |          |
| 3.18.2.1 | Bursaries: application and allocation                                                                                                                                                                        |          |
| 3.18.2.2 | Taking-over of study debt                                                                                                                                                                                    |          |
| 3.18.2.3 | Payment of class fees                                                                                                                                                                                        |          |
| 3.18.3   | <b>Development of training activities</b>                                                                                                                                                                    |          |
| 3.18.3.1 | Not separately provided for                                                                                                                                                                                  |          |
| 3.18.3.2 | <b>Individual training activities</b>                                                                                                                                                                        |          |

| NUMBER | SUBJECT | DISPOSAL |
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*(1. Open a separate case file for each category of training activity using the prefix 3.18.3.2 followed by a/and the name of the case.)*

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| <b>3.18.4</b> | <b>Formal training</b> |  |
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| <b>3.18.4.R</b> | Routine enquiries |  |
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| <b>3.18.4.1</b> | Diploma courses: technikons |  |
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| <b>3.18.4.2</b> | Nominations for semester courses |  |
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| <b>3.18.4.3</b> | Placing of students during holidays |  |
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| <b>3.18.4.4</b> | Discontinuation of studies |  |
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| <b>3.18.4.5</b> | Registration for in-service training: technikon |  |
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| <b>3.18.4.6</b> | Payment of class fees |  |
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| <b>3.18.4.7</b> | Syllabuses of learning plans |  |
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| <b>3.18.5</b> | <b>Inservice training</b> |  |
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| <b>3.18.5.R</b> | Routine enquiries |  |
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| <b>3.18.5.1</b> | Programming of training |  |
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| <b>3.18.5.2</b> | <b>Courses</b> |  |
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*(1. Open a separate case file per course using the prefix 3.18.5.2 followed by a/and the name of the course.)*

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| <b>3.18.5.3</b> | <b>Seminars</b> |  |
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*(1. Open a separate case file per seminar using the prefix 3.18.5.3 followed by a/and the name of the seminar.)*

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| <b>3.18.6</b> | <b>Office-based training</b> |  |
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| <b>3.18.6.1</b> | Programming of training |  |
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| <b>3.18.6.2</b> | <b>Courses</b> |  |
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*(1. Open a separate case file per course using the prefix 3.18.6.2 followed by a/and the name of the course.)*

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| <b>3.18.6.3</b> | <b>Seminars</b> |  |
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| NUMBER           | SUBJECT                                         | DISPOSAL                                                                                                                                      |
|------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
|                  |                                                 | <i>(1. Open a separate case file per seminar using the prefix 3.18.6.3 followed by a/and the name of the seminar.)</i>                        |
| <b>3.18.6.4</b>  | <b>Modules</b>                                  |                                                                                                                                               |
|                  |                                                 | <i>(1. Open a separate case file per module using the prefix 3.18.6.4 followed by a/and the name of the module.)</i>                          |
| <b>3.18.6.5</b>  | <b>Workshops</b>                                |                                                                                                                                               |
|                  |                                                 | <i>(1. Open a separate case file per workshop using the prefix 3.18.6.5 followed by a/and the name of the workshop.)</i>                      |
| <b>3.18.7</b>    | <b>Training presented by other institutions</b> |                                                                                                                                               |
|                  |                                                 | <i>(1. Open a separate case file per institution using the prefix 3.18.7 followed by a/and the name of the institution.)</i>                  |
| <b>3.18.8</b>    | Computer training                               |                                                                                                                                               |
| <b>3.18.9</b>    | Management training                             |                                                                                                                                               |
| <b>3.18.10</b>   | National qualifications framework               |                                                                                                                                               |
| <b>3.18.11</b>   | <b>Projects</b>                                 |                                                                                                                                               |
| <b>3.18.11.1</b> | Not separately provided for                     |                                                                                                                                               |
| <b>3.18.11.2</b> | <b>Individual projects</b>                      |                                                                                                                                               |
|                  |                                                 | <i>(1. Open a separate case file per project using the prefix 3.18.11.2 followed by a/and the name of the project.)</i>                       |
| <b>3.18.12</b>   | <b>Training programmes</b>                      |                                                                                                                                               |
| <b>3.18.12.1</b> | Not separately provided for                     |                                                                                                                                               |
| <b>3.18.12.2</b> | <b>International training programmes</b>        |                                                                                                                                               |
|                  |                                                 | <i>(1. Open a separate case file per training programme using the prefix 3.18.12.2 followed by a/and the name of the training programme.)</i> |
| <b>3.18.12.3</b> | <b>National training programmes</b>             |                                                                                                                                               |

| NUMBER           | SUBJECT                                                                                                                                                                                                                                              | DISPOSAL |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                  | <i>(1. Open a separate case file per training programme using the prefix 3.18.12.3 followed by a/and the name of the training programme.)</i>                                                                                                        |          |
| <b>3.18.12.4</b> | <b>Experiential/learnership training programmes</b>                                                                                                                                                                                                  |          |
|                  | <i>(1. Open a separate case file per training programme using the prefix 3.18.12.4 followed by a/and the name of the training programme.)</i>                                                                                                        |          |
| <b>3.18.13</b>   | <b>Other programmes</b>                                                                                                                                                                                                                              |          |
| <b>3.18.13.1</b> | Not separately provided for                                                                                                                                                                                                                          |          |
| <b>3.18.13.2</b> | <b>Individual programmes</b>                                                                                                                                                                                                                         |          |
|                  | <i>(1. Open a separate case file per programme using the prefix 3.18.13.2 followed by a/and the name of the programme. Case files may include youth programmes, programmes for women, or people with disabilities and other special programmes.)</i> |          |
| <b>3.19</b>      | <b>Transformation</b>                                                                                                                                                                                                                                |          |
| <b>3.19.1</b>    | <b>Facilitation of interventions</b>                                                                                                                                                                                                                 |          |
| <b>3.19.1.1</b>  | Not separately provided for                                                                                                                                                                                                                          |          |
| <b>3.19.1.2</b>  | <b>Individual interventions</b>                                                                                                                                                                                                                      |          |
|                  | <i>(1. Open a separate case file per intervention using the prefix 3.19.1.2 followed by a/and the name of the intervention.)</i>                                                                                                                     |          |
| <b>3.19.2</b>    | <b>Staff counselling</b>                                                                                                                                                                                                                             |          |
| <b>3.19.2.1</b>  | Not separately provided for                                                                                                                                                                                                                          |          |
| <b>3.19.2.2</b>  | <b>Individual cases</b>                                                                                                                                                                                                                              |          |
|                  | <i>(1. Open a separate case file per individual using the prefix 3.19.2.2 followed by a/and the name of the individual.)</i>                                                                                                                         |          |
| <b>3.19.3</b>    | Monitoring of transformation climate                                                                                                                                                                                                                 |          |
| <b>3.20</b>      | <b>Liaison</b>                                                                                                                                                                                                                                       |          |
|                  | <i>(Only for matters that cannot be dealt with on a specific subject file.)</i>                                                                                                                                                                      |          |

| NUMBER | SUBJECT                                                                                                                                  | DISPOSAL |
|--------|------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 3.20.1 | Not separately provided for                                                                                                              |          |
| 3.20.2 | <b>Other Government departments</b>                                                                                                      |          |
|        | <i>(1. Open a separate case file per department using the prefix 3.20.2 followed by a/and the name of the department.)</i>               |          |
| 3.20.3 | <b>International</b>                                                                                                                     |          |
|        | <i>(1. Open a separate case file per embassy or entity using the prefix 3.20.3 followed by a/and the name of the embassy or entity.)</i> |          |
| 3.20.4 | <b>Local</b>                                                                                                                             |          |
|        | <i>(1. Open a separate case file per entity using the prefix 3.20.4 followed by a/and the name of the entity.)</i>                       |          |
| 3.21   | <b>Reports</b>                                                                                                                           |          |
|        | <i>(1. Open a separate case file per report using the prefix 3.21 followed by a/and the name of the report.)</i>                         |          |

## 4. FINANCE

| NUMBER | SUBJECT | DISPOSAL |
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| <b>4.P</b> | <b>Policy</b> |  |
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| <b>4.P.1</b> | Not separately provided for |  |
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| <b>4.P.2</b> | <b>Individual policies</b> |  |
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*(1. Open a separate case file for each policy using the prefix 4.P.2 followed by a/and the name of the policy.)*

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| <b>4.1</b> | <b>Budgets/Estimates</b> |  |
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| <b>4.1.1</b> | Contribution to Minister's speech |  |
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| <b>4.1.2</b> | <b>Annual estimates</b> |  |
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| <b>4.1.2.1</b> | Not separately provided for |  |
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| <b>4.1.2.2</b> | <b>Individual estimates</b> |  |
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*(1. Open a separate case file per estimate using the prefix 4.1.2.2 followed by a/and the name of the estimate.)*

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| <b>4.1.3</b> | Excess and virement approvals |  |
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| <b>4.1.4</b> | <b>Early warning system</b> |  |
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| <b>4.1.4.1</b> | Deviations |  |
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| <b>4.1.5</b> | Medium term expenses framework (MTEF) submission |  |
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| <b>4.2</b> | <b>Revenue</b> |  |
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| <b>4.2.1</b> | Determination of tariffs |  |
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| <b>4.2.3</b> | Allocation of revenue |  |
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| <b>4.2.4</b> | Writing-off of irrecoverable revenue |  |
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| <b>4.2.5</b> | Donations |  |
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| <b>4.2.6</b> | Investment of revenue |  |
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| <b>4.2.8</b> | <b>Debtors</b> |  |
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*(1. Open a separate case file for each debtor using the prefix 4.2.8 followed by a/and the name of the debtor.)*

| NUMBER  | SUBJECT                                                                                                                                                | DISPOSAL |
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| 4.2.9   | <b>Deposit account</b>                                                                                                                                 |          |
|         | <i>(1. Open a separate case file for each deposit account using the prefix 4.2.9 followed by a/and the name of the deposit account.)</i>               |          |
| 4.3     | <b>Expenditure</b>                                                                                                                                     |          |
| 4.3.1   | <b>Salaries, wages and allowances</b>                                                                                                                  |          |
| 4.3.1.1 | <b>Deductions</b>                                                                                                                                      |          |
|         | <i>(1. Open a separate case file for each category of deduction using the prefix 4.3.1.1 followed by a/and the name of deduction.)</i>                 |          |
| 4.3.1.2 | <b>Bonuses and allowances</b>                                                                                                                          |          |
|         | <i>(1. Open a separate case file for each category of bonus/allowance using the prefix 4.3.1.2 followed by a/and the name of bonus/allowance.)</i>     |          |
| 4.3.2   | Subsidy payments                                                                                                                                       |          |
| 4.3.3   | Ex-gratia payments                                                                                                                                     |          |
| 4.3.4   | <b>Interdepartmental claims</b>                                                                                                                        |          |
|         | <i>(1. Open a separate case file for each inter-departmental claim using the prefix 4.3.4 followed by a/and the name of the claim.)</i>                |          |
| 4.3.5   | <b>Creditor payments</b>                                                                                                                               |          |
|         | <i>(1. Open a separate case file per creditor using the prefix 4.3.5 followed by a/and the name of the creditor.)</i>                                  |          |
| 4.3.6   | <b>Transfer payments</b>                                                                                                                               |          |
|         | <i>(1. Open a separate case file for each category of transfer payment using the prefix 4.3.6 followed by a/and the name of the transfer payment.)</i> |          |
| 4.3.7   | S & T claims                                                                                                                                           |          |
| 4.3.8   | Petty cash                                                                                                                                             |          |
| 4.4     | <b>Paymaster General accounts</b>                                                                                                                      |          |

| NUMBER | SUBJECT | DISPOSAL |
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*(1. Open a separate case file for each category of general accounts using the prefix 4.4 followed by a/and the name of the general account.)*

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| 4.5 | <b>Administration of external funds</b> |  |
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| 4.5.1 | Not separately provided for |  |
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| 4.5.2 | <b>Trust funds</b> |  |
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*(1. Open a separate case file for each trust fund using the prefix 4.5.2 followed by a/and the name of the trust fund.)*

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| 4.5.3 | <b>Special accounts</b> |  |
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*(1. Open a separate case file for each category of special accounts using the prefix 4.5.3 followed by a/and the name of the special account.)*

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| 4.6 | <b>Financial statements</b> |  |
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| 4.6.1 | Not separately provided for |  |
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| 4.6.2 | <b>Compilation of statements</b> |  |
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*(1. Open a separate case file for each category of financial statements using the prefix 4.6.2 followed by a/and the name of the financial statement.)*

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| 4.7 | <b>Treasury approval</b> |  |
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| 4.7.1 | Not separately provided for |  |
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| 4.7.2 | <b>Submissions</b> |  |
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*(1. Open a separate case file for each submission using the prefix 4.7.2 followed by a/and the name of the submission.)*

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| 4.8 | <b>Management of securities</b> |  |
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| 4.8.1 | Not separately provided for |  |
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| 4.8.2 | <b>Individual securities</b> |  |
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*(1. Open a separate case file for each category of security using the prefix 4.8.2 followed by a/and the name of the security.)*

| NUMBER     | SUBJECT                                                                                                                                         | DISPOSAL |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 4.9        | Management of guarantees                                                                                                                        |          |
| 4.10       | <b>Agency services rendered</b>                                                                                                                 |          |
|            | <i>(1. Open a separate case file for each category of service rendered using the prefix 4.10 followed by /and the name of the service.)</i>     |          |
| 4.11       | <b>Financial document control</b>                                                                                                               |          |
| 4.11.1     | Not separately provided for                                                                                                                     |          |
| 4.11.2     | <b>Individual distributions</b>                                                                                                                 |          |
|            | <i>(1. Open a separate case file for each category of distribution using the prefix 4.11.2 followed by a/and the name of the distribution.)</i> |          |
| 4.12       | <b>Debt management</b>                                                                                                                          |          |
| 4.12.1     | Repayment management                                                                                                                            |          |
| 4.12.1.1   | <b>Strategies</b>                                                                                                                               |          |
| 4.12.1.3   | <b>Write-offs</b>                                                                                                                               |          |
|            | <i>(1. Open a separate case file per financial year using the prefix 4.12.3 followed by a/and the financial year.)</i>                          |          |
| 4.12.1.4   | <b>Tracing agents</b>                                                                                                                           |          |
|            | <i>(1. Open a separate case file for each tracing agent using the prefix 4.12.4 followed by a/and the name of the tracing agent.)</i>           |          |
| 4.12.2     | State debt security                                                                                                                             |          |
| 4.12.2.1   | Strategies                                                                                                                                      |          |
| 4.12.2.2   | Deeds matters                                                                                                                                   |          |
| 4.12.2.3   | Deeds office accounts                                                                                                                           |          |
| 4.12.2.4   | Inspection of securities                                                                                                                        |          |
| 4.12.2.5   | Write-offs                                                                                                                                      |          |
| 4.12.2.6   | <b>Enquiries</b>                                                                                                                                |          |
| 4.12.2.6.1 | Not separately provided for                                                                                                                     |          |
| 4.12.2.6.2 | <b>Individual enquiries</b>                                                                                                                     |          |

| NUMBER            | SUBJECT                                                                                                                  | DISPOSAL |
|-------------------|--------------------------------------------------------------------------------------------------------------------------|----------|
|                   | <i>(1. Open a separate case file per enquiry using the prefix 4.12.2.6.2 followed by a/and the name of the enquiry.)</i> |          |
| <b>4.12.2.7</b>   | <b>Purchase of land</b>                                                                                                  |          |
|                   | <i>(1. Open a separate case file per financial year using the prefix 4.12.2.7 followed by a/and the financial year.)</i> |          |
| <b>4.12.2.8</b>   | <b>Valuations</b>                                                                                                        |          |
| <b>4.12.2.9</b>   | Agricultural debt account                                                                                                |          |
| <b>4.12.2.9.1</b> | Audit                                                                                                                    |          |
| <b>4.12.3</b>     | <b>Claims</b>                                                                                                            |          |
| <b>4.12.3.1</b>   | Strategies                                                                                                               |          |
| <b>4.12.3.2</b>   | <b>Write-offs</b>                                                                                                        |          |
|                   | <i>(1. Open a separate case file per financial year using the prefix 4.12.3.2 followed by a/and the financial year.)</i> |          |
| <b>4.12.3.3</b>   | Enquiries                                                                                                                |          |
| <b>4.12.3.3.1</b> | Not separately provided for                                                                                              |          |
| <b>4.12.3.3.2</b> | <b>Individual enquiries</b>                                                                                              |          |
|                   | <i>(1. Open a separate case file per enquiry using the prefix 4.12.3.3.2 followed by a/and the name of the enquiry.)</i> |          |
| <b>4.12.3.4</b>   | <b>Purchase of land</b>                                                                                                  |          |
|                   | <i>(1. Open a separate case file per financial year using the prefix 4.12.3.4 followed by a/and the financial year.)</i> |          |
| <b>4.12.3.5</b>   | <b>Other and full and final settlement</b>                                                                               |          |
|                   | <i>(1. Open a separate case file per financial year using the prefix 4.12.3.5 followed by a/and the financial year.)</i> |          |
| <b>4.12.3.6</b>   | Auctioneers                                                                                                              |          |



| NUMBER     | SUBJECT                                                                                                                                                | DISPOSAL |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 4.12.3.7   | Tracing of estates                                                                                                                                     |          |
| 4.12.3.8   | Tracing of auctions                                                                                                                                    |          |
| 4.13       | <b>Logistical information system (LOGIS)</b>                                                                                                           |          |
| 4.13.1     | <b>Suppliers</b>                                                                                                                                       |          |
| 4.13.1.1   | Not separately provided for                                                                                                                            |          |
| 4.13.1.2   | <b>Suppliers' database</b>                                                                                                                             |          |
|            | <i>(1. Open a separate case file alphabetically per supplier using the prefix 4.13.1.2 followed by a/and the name of the supplier.)</i>                |          |
| 4.13.1.3   | <b>Individual suppliers</b>                                                                                                                            |          |
|            | <i>(1. Open a separate case file per supplier using the prefix 4.13.1.3 followed by a/and the name of the supplier.)</i>                               |          |
| 4.13.2     | <b>Asset management</b>                                                                                                                                |          |
| 4.13.2.1   | <b>Inventories</b>                                                                                                                                     |          |
|            | <i>(1. Open a separate case file per directorate or location using the prefix 4.13.2.1 followed by a/and the name of the directorate or location.)</i> |          |
| 4.13.2.2   | Stocktaking                                                                                                                                            |          |
| 4.13.2.3   | <b>Theft and losses</b>                                                                                                                                |          |
| 4.13.2.3.1 | Not separately provided for                                                                                                                            |          |
| 4.13.2.3.2 | <b>Individual directorates</b>                                                                                                                         |          |
|            | <i>(1. Open a separate case file per directorate using the prefix 4.13.2.3.2 followed by a/and the name of the supplier.)</i>                          |          |
| 4.13.2.4   | Disposal                                                                                                                                               |          |
| 4.13.2.5   | <b>Transfer of assets</b>                                                                                                                              |          |
| 4.13.2.5.1 | Approved by Department                                                                                                                                 |          |
| 4.13.2.5.2 | Approved by Treasury                                                                                                                                   |          |
| 4.13.2.6   | Gifts and donations                                                                                                                                    |          |

| NUMBER   | SUBJECT                                                                                                                          | DISPOSAL |
|----------|----------------------------------------------------------------------------------------------------------------------------------|----------|
| 4.13.3   | Store management                                                                                                                 |          |
| 4.13.3.1 | Government printer                                                                                                               |          |
| 4.13.4   | <b>Appointments in terms of delegated authority</b>                                                                              |          |
| 4.13.4.1 | Not separately provided for                                                                                                      |          |
| 4.13.4.2 | <b>Individual appointments</b>                                                                                                   |          |
|          | <i>(1. Open a separate case file per appointment using the prefix 4.13.4.2 followed by a/and the name of the appointment.)</i>   |          |
| 4.13.5   | <b>Authorities</b>                                                                                                               |          |
| 4.13.5.1 | Treasury                                                                                                                         |          |
| 4.13.5.2 | By chief accountant                                                                                                              |          |
| 4.13.5.3 | Banking arrangements                                                                                                             |          |
| 4.13.5.4 | Authorities to sign                                                                                                              |          |
| 4.13.5.5 | Stop payment of warranty-voucher payments                                                                                        |          |
| 4.14     | <b>Tender administration</b>                                                                                                     |          |
| 4.14.1   | <b>Ad hoc tenders</b>                                                                                                            |          |
| 4.14.1.1 | Not separately provided for                                                                                                      |          |
| 4.14.1.2 | <b>Individual ad hoc tenders</b>                                                                                                 |          |
|          | <i>(1. Open a separate case file for each ad hoc tender using the prefix 4.14.1.2 followed by a/and the name of the tender.)</i> |          |
| 4.14.2   | <b>Specific-period tenders</b>                                                                                                   |          |
| 4.14.2.1 | Not separately provided for                                                                                                      |          |
| 4.14.2.2 | <b>Individual specific-period tenders</b>                                                                                        |          |
|          | <i>(1. Open a separate case file for each tender using the prefix 4.14.2.2 followed by a/and the name of the tender.)</i>        |          |
| 4.14.3   | <b>General-period contracts</b>                                                                                                  |          |
| 4.14.3.1 | Not separately provided for                                                                                                      |          |
| 4.14.3.2 | <b>Individual general-period contracts</b>                                                                                       |          |

| NUMBER            | SUBJECT                                                                                                                                                     | DISPOSAL |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                   | <i>(1. Open a separate case file per contract using the prefix 4.14.3.2 followed by a/and the name of the contract.)</i>                                    |          |
| <b>4.14.4</b>     | <b>Audit queries</b>                                                                                                                                        |          |
| <b>4.14.4.1</b>   | Auditor General                                                                                                                                             |          |
| <b>4.14.4.2</b>   | Departmental                                                                                                                                                |          |
| <b>4.14.5</b>     | <b>Committees</b>                                                                                                                                           |          |
| <b>4.14.5.1</b>   | Standing Tender Committee (STC)                                                                                                                             |          |
| <b>4.15</b>       | <b>Financial inspections</b>                                                                                                                                |          |
| <b>4.15.1</b>     | Internal audit plan                                                                                                                                         |          |
| <b>4.15.2</b>     | <b>Internal audit projects</b>                                                                                                                              |          |
| <b>4.15.2.1</b>   | Not separately provided for                                                                                                                                 |          |
| <b>4.15.2.2</b>   | <b>Individual projects</b>                                                                                                                                  |          |
|                   | <i>(1. Open a separate case file per project using the prefix 4.15.2.2 followed by a/and the name of the project.)</i>                                      |          |
| <b>4.15.3</b>     | <b>Office inspections</b>                                                                                                                                   |          |
| <b>4.15.3.1</b>   | Not separately provided for                                                                                                                                 |          |
| <b>4.15.3.2</b>   | <b>Individual office inspections</b>                                                                                                                        |          |
|                   | <i>(1. Open a separate case file for each category of office inspection using the prefix 4.15.3.2 followed by a/and the name of the office inspection.)</i> |          |
| <b>4.15.4</b>     | <b>Loss control</b>                                                                                                                                         |          |
| <b>4.15.4.1</b>   | Not separately provided for                                                                                                                                 |          |
| <b>4.15.4.2</b>   | <b>Inventory losses</b>                                                                                                                                     |          |
|                   | <i>(1. Open a separate case file for each category of inventory lost using the prefix 4.15.4.2 followed by a/and the name of the inventory lost.)</i>       |          |
| <b>4.15.4.3</b>   | <b>Vehicle accident losses</b>                                                                                                                              |          |
| <b>4.15.4.3.1</b> | Not separately provided for                                                                                                                                 |          |

| NUMBER     | SUBJECT                                                                                                                                                                                                   | DISPOSAL |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 4.15.4.3.2 | <b>Private vehicle claims</b><br><i>(1. Open a separate case file for each private vehicle claim using the prefix 4.15.4.3.2 followed by a/and the name of the private vehicle claim.)</i>                |          |
| 4.15.4.3.3 | <b>Departmental vehicle claims</b><br><i>(1. Open a separate case file for each departmental vehicle claim using the prefix 4.15.4.3.3 followed by a/and the name of the departmental vehicle claim.)</i> |          |
| 4.15.5     | Safeguarding of government moneys<br><i>(Including safe keys and transfer certificates.)</i>                                                                                                              |          |
| 4.15.6     | <b>Burglaries and theft</b>                                                                                                                                                                               |          |
| 4.15.7     | <b>Auditor-General matters</b>                                                                                                                                                                            |          |
| 4.15.7.1   | Audit Arrangements Committee                                                                                                                                                                              |          |
| 4.15.7.2   | <b>Queries</b>                                                                                                                                                                                            |          |
| 4.15.7.2.1 | Not separately provided for                                                                                                                                                                               |          |
| 4.15.7.2.2 | <b>Informal queries</b><br><i>(1. Open a separate case file for each informal query using the prefix 4.15.7.2.2 followed by a/and the name of the query.)</i>                                             |          |
| 4.15.7.2.3 | <b>Formal queries</b><br><i>(1. Open a separate case file for each formal query using the prefix 4.15.7.2.3 followed by a/and the name of the query.)</i>                                                 |          |
| 4.15.8     | <b>Audit Committee</b>                                                                                                                                                                                    |          |
| 4.15.8.1   | Appointment of members                                                                                                                                                                                    |          |
| 4.15.8.2   | <b>Meetings</b><br><i>(1. Open a separate case file per meeting using the prefix 4.15.8.2 followed by a/and the name of the meeting.)</i>                                                                 |          |
| 4.16       | <b>Liaison with other departments</b><br><i>(Only for matters that cannot be dealt with on a specific subject file)</i>                                                                                   |          |

| NUMBER | SUBJECT                                                                                                                    | DISPOSAL |
|--------|----------------------------------------------------------------------------------------------------------------------------|----------|
| 4.16.1 | Not separately provided for                                                                                                |          |
| 4.16.2 | <b>Individual departments</b>                                                                                              |          |
|        | <i>(1. Open a separate case file per department using the prefix 4.16.2 followed by a/and the name of the department.)</i> |          |
| 4.17   | <b>Reports</b>                                                                                                             |          |
| 4.17.1 | Not separately provided for                                                                                                |          |
| 4.17.2 | <b>Individual reports</b>                                                                                                  |          |
|        | <i>(1. Open a separate case file per report using the prefix 4.17.2 followed by a/and the name of the report.)</i>         |          |

## 5. ADMINISTRATION

| NUMBER  | SUBJECT                                                                                                                                  | DISPOSAL |
|---------|------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 5.P     | Policy                                                                                                                                   |          |
| 5P.1    | Procedures                                                                                                                               |          |
| 5.1     | <b>Secretariat services</b>                                                                                                              |          |
| 5.1.1   | Not separately provided for                                                                                                              |          |
| 5.1.2   | <b>Agendas and minutes</b>                                                                                                               |          |
|         | <i>(1. Open a separate case file for each meeting using the prefix 5.1.2 followed by a/and the name of the meeting.)</i>                 |          |
| 5.1.3   | Logistics                                                                                                                                |          |
| 5.2     | <b>Statutory support services</b>                                                                                                        |          |
| 5.2.1   | Appointments to statutory bodies and boards                                                                                              |          |
| 5.2.2   | <b>Liaison</b>                                                                                                                           |          |
|         | <i>(Only for matters that cannot be dealt with on a specific subject file)</i>                                                           |          |
| 5.2.2.1 | Not separately provided for                                                                                                              |          |
| 5.2.2.2 | <b>Individual statutory bodies</b>                                                                                                       |          |
|         | <i>(1. Open a separate case file for each statutory body using the prefix 5.2.2.2 followed by a/and the name of the statutory body.)</i> |          |
| 5.3     | <b>Administrative support services</b>                                                                                                   |          |
| 5.3.1   | <b>Meetings</b>                                                                                                                          |          |
| 5.3.1.1 | Not separately provided for                                                                                                              |          |
| 5.3.1.2 | <b>Individual meetings</b>                                                                                                               |          |
|         | <i>(1. Open a separate case file for each category of meeting using the prefix 5.3.1.2 followed by a/and the name of the meeting.)</i>   |          |
| 5.3.2   | <b>Reports</b>                                                                                                                           |          |
| 5.3.2.1 | Not separately provided for                                                                                                              |          |
| 5.3.2.2 | <b>Individual reports</b>                                                                                                                |          |

| NUMBER | SUBJECT | DISPOSAL |
|--------|---------|----------|
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*(1. Open a separate case file for each category of report using the prefix 5.3.2.2 followed by a/and the name of the report.)*

**5.3.3****Submissions****5.3.3.1**

Not separately provided for

**5.3.3.2****Individual submissions**

*(1. Open a separate case file for each submission using the prefix 5.3.3.2 followed by a/and the name of the submission.)*

**5.3.4****Briefing notes****5.3.4.1**

Not separately provided for

**5.3.4.2****Individual briefing notes**

*(1. Open a separate case file for each meeting using the prefix 5.3.4.2 followed by a/and the name of the meeting.)*

**5.3.5****Ministerial and parliamentary enquiries****5.3.5.1**

Not separately provided for

**5.3.5.2****Individual ministerial and parliamentary enquiries**

*(1. Open a separate case file for each ministerial/parliamentary enquiry using the prefix 5.3.5.2 followed by a/and the name of the ministerial/parliamentary enquiry.)*

**5.3.6****Budgets****5.3.6.1**

Not separately provided for

**5.3.6.2****Individual budgets**

*(1. Open a separate case file for each budget and each budget year using the prefix 5.3.6.2 followed by a/and the year and the budget name, e.g. 5.3.6.2/01/Admin.)*

**5.3.7****Treasury approvals****5.3.7.1**

Not separately provided for

**5.3.7.2****Individual treasury approvals**

| NUMBER | SUBJECT | DISPOSAL |
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*(1. Open a separate case file for each treasury approval using the prefix 5.3.7.2 followed by a/and the name of the treasury approval.)*

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| <b>5.3.8</b> | <b>Provision of access to information requests</b> |  |
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| <b>5.3.8.1</b> | Not separately provided for |  |
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| <b>5.3.8.2</b> | <b>Individual requests</b> |  |
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*(1. Open a separate case file for each request using the prefix 5.3.8.2 followed by a/and the name of the request.)*

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| <b>5.3.9</b> | Records management services |  |
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| <b>5.4</b> | <b>Office support</b> |  |
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| <b>5.4.1</b> | Not separately provided for |  |
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| <b>5.4.2</b> | <b>Individual services</b> |  |
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*(1. Open a separate case file for each category of service using the prefix 5.4.2 followed by a/and the name of the service, e.g. 5.4.2/CS for Cleaning Services.)*

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| <b>5.4.3</b> | <b>Accommodation</b> |  |
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| <b>5.4.3.1</b> | <b>Capital works programme</b> |  |
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| <b>5.4.3.1.1</b> | Not separately provided for |  |
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| <b>5.4.3.1.2</b> | <b>Individual capital works</b> |  |
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*(1. Open a separate case file for each category of capital works using the prefix 5.4.3.1.2 followed by a/and the name of the capital works.)*

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| <b>5.4.3.2</b> | <b>Minor works</b> |  |
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| <b>5.4.3.2.1</b> | Not separately provided for |  |
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| <b>5.4.3.2.2</b> | <b>Individual minor works</b> |  |
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*(1. Open a separate case file for each category of minor works using the prefix 5.4.3.2.2 followed by a/and the name of the minor works.)*



| NUMBER           | SUBJECT                                                                                                                                                                     | DISPOSAL |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>5.4.3.3</b>   | <b>Alterations and repair of buildings</b>                                                                                                                                  |          |
| <b>5.4.3.3.1</b> | Not separately provided for                                                                                                                                                 |          |
| <b>5.4.3.3.2</b> | <b>Individual alterations and repairs</b>                                                                                                                                   |          |
|                  | <i>(1. Open a separate case file for each category of building using the prefix 5.4.3.3.2 followed by a/and the name of the category, e.g. 5.4.3.3.2/Regional offices.)</i> |          |
| <b>5.4.3.4</b>   | <b>Application and allocation of office accommodation</b>                                                                                                                   |          |
| <b>5.4.3.4.1</b> | Not separately provided for                                                                                                                                                 |          |
| <b>5.4.3.4.2</b> | <b>Individual office accommodation</b>                                                                                                                                      |          |
|                  | <i>(1. Open a separate case file for each office using the prefix 5.4.3.4.2 followed by a/and the name of the office, e.g. 5.4.3.4.2/ Dirk Uys.)</i>                        |          |
| <b>5.4.3.5</b>   | <b>Hired/leased accommodation</b>                                                                                                                                           |          |
| <b>5.4.3.5.1</b> | Not separately provided for                                                                                                                                                 |          |
| <b>5.4.3.5.2</b> | <b>Individual accommodation</b>                                                                                                                                             |          |
|                  | <i>(1. Open a separate case file for each category of accommodation using the prefix 5.4.3.5.2 followed by a/and the name of the accommodation.)</i>                        |          |
| <b>5.4.3.6</b>   | <b>Transfer of property</b>                                                                                                                                                 |          |
| <b>5.4.3.6.1</b> | Not separately provided for                                                                                                                                                 |          |
| <b>5.4.3.6.2</b> | <b>Individual transfers</b>                                                                                                                                                 |          |
|                  | <i>(1. Open a separate case file for each transfer using the prefix 5.4.3.6.2 followed by a/and the name of the transfer.)</i>                                              |          |
| <b>5.5</b>       | <b>Security services</b>                                                                                                                                                    |          |
| <b>5.5.1</b>     | <b>Security policy, standards and measures</b>                                                                                                                              |          |
| <b>5.5.1.1</b>   | Development                                                                                                                                                                 |          |
| <b>5.5.1.2</b>   | Monitoring and compliance                                                                                                                                                   |          |
| <b>5.5.2</b>     | <b>Security investigations</b>                                                                                                                                              |          |
| <b>5.5.2.1</b>   | Not separately provided for                                                                                                                                                 |          |

| NUMBER   | SUBJECT                                                                                                                                                                  | DISPOSAL |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 5.5.2.2  | <b>Individual investigations</b>                                                                                                                                         |          |
|          | <i>(1. Open a separate case file for each investigation using the prefix 5.5.2.2 followed by a/and the name of the investigation.)</i>                                   |          |
| 5.5.3    | <b>Security vetting</b>                                                                                                                                                  |          |
| 5.5.3.1  | Not separately provided for                                                                                                                                              |          |
| 5.5.3.2  | <b>Individual vetting</b>                                                                                                                                                |          |
|          | <i>(1. Open a separate case file for each category of vetting using the prefix 5.5.3.2 followed by a/and the name of the vetting.)</i>                                   |          |
| 5.5.4    | <b>Security evaluations</b>                                                                                                                                              |          |
| 5.5.4.1  | Not separately provided for                                                                                                                                              |          |
| 5.5.4.2  | <b>Individual evaluations</b>                                                                                                                                            |          |
|          | <i>(1. Open a separate case file for each evaluation using the prefix 5.5.4.2 followed by a/and the name of the evaluation.)</i>                                         |          |
| 5.5.5    | Personnel security                                                                                                                                                       |          |
| 5.5.6    | Documentation security                                                                                                                                                   |          |
| 5.5.7    | Computer security                                                                                                                                                        |          |
| 5.5.8    | Communication security                                                                                                                                                   |          |
| 5.5.9    | <b>Physical security</b>                                                                                                                                                 |          |
| 5.5.9.1  | Access control                                                                                                                                                           |          |
| 5.5.9.2  | Escort services                                                                                                                                                          |          |
| 5.5.9.3  | Firearms                                                                                                                                                                 |          |
| 5.5.9.4  | <b>Contingency and emergency planning</b>                                                                                                                                |          |
|          | <i>(1. Open a separate case file for each contingency and emergency plan using the prefix 5.5.9.4 followed by a/and the name of the contingency and emergency plan.)</i> |          |
| 5.5.10   | <b>Internal liaison</b>                                                                                                                                                  |          |
|          | <i>(Only for matters that cannot be dealt with on a specific subject file)</i>                                                                                           |          |
| 5.5.10.1 | Not separately provided for                                                                                                                                              |          |

| NUMBER   | SUBJECT                        | DISPOSAL |
|----------|--------------------------------|----------|
| 5.5.10.2 | Individual liaison             |          |
| 5.5.11   | Committees/meetings            |          |
| 5.5.11.1 | Not separately provided for    |          |
| 5.5.11.2 | Individual committees/meetings |          |

*(1. Open a separate case file for each committee/meeting using the prefix 5.5.11.2 followed by a/and the name of the committee/meeting.)*

## 6. STORES AND SERVICES

(For financial aspects see main series 4)

| NUMBER         | SUBJECT                                                                                                                                                            | DISPOSAL |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>6.P</b>     | <b>Policy</b>                                                                                                                                                      |          |
| <b>6.P.1</b>   | Not separately provided for                                                                                                                                        |          |
| <b>6.P.2</b>   | <b>Individual policies</b>                                                                                                                                         |          |
|                | <i>(1. Open a separate case file for each policy using the prefix 6.P.2 followed by a/and the name of the policy.)</i>                                             |          |
| <b>6.1</b>     | <b>Stores</b>                                                                                                                                                      |          |
| <b>6.1.1</b>   | Specifications                                                                                                                                                     |          |
| <b>6.1.2</b>   | Tender Board exemptions                                                                                                                                            |          |
| <b>6.1.3</b>   | Tender Board contracts                                                                                                                                             |          |
| <b>6.1.4</b>   | Sale of goods obtained by tender                                                                                                                                   |          |
| <b>6.1.5</b>   | <b>Tenders</b>                                                                                                                                                     |          |
| <b>6.1.5.1</b> | Not separately provided for                                                                                                                                        |          |
| <b>6.1.5.2</b> | <b>Individual tenders</b>                                                                                                                                          |          |
|                | <i>(1. Open a separate case file for each tender using the prefix 6.1.5.2 followed by a/and the name of the tender.)</i>                                           |          |
| <b>6.1.6</b>   | <b>Acquisition of provisions</b>                                                                                                                                   |          |
| <b>6.1.6.1</b> | Not separately provided for                                                                                                                                        |          |
| <b>6.1.6.2</b> | <b>Individual provisions</b>                                                                                                                                       |          |
|                | <i>(1. Open a separate case file for each category of provision using the prefix 6.1.6.2 followed by a/and the name of the category, e.g. 6.1.6.2/Stationery.)</i> |          |
| <b>6.1.7</b>   | <b>Stocktaking</b>                                                                                                                                                 |          |
| <b>6.1.7.1</b> | Not separately provided for                                                                                                                                        |          |
| <b>6.1.7.2</b> | <b>Individual stocktaking</b>                                                                                                                                      |          |
|                | <i>(1. Open a separate case file for each stocktaking location using the prefix 6.1.7.2 followed by a/and the name of the location.)</i>                           |          |
| <b>6.1.7.3</b> | Disposal of surplus or worthless stock                                                                                                                             |          |

| NUMBER | SUBJECT                                                                                                                                     | DISPOSAL |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 6.2    | <b>Services</b>                                                                                                                             |          |
| 6.2.1  | Not separately provided for                                                                                                                 |          |
| 6.2.2  | <b>Individual services</b>                                                                                                                  |          |
|        | <i>(1. Open a separate case file for each service using the prefix 6.2.2 followed by a/and the name of the service, e.g 6.2.2/Courier.)</i> |          |

## 7. HEALTH AND SAFETY

| NUMBER | SUBJECT                                                                                                                                        | DISPOSAL |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 7.P    | Policy                                                                                                                                         |          |
| 7.1    | <b>Risk assessment</b>                                                                                                                         |          |
| 7.1.1  | Physical factors                                                                                                                               |          |
| 7.1.2  | Chemical factors                                                                                                                               |          |
| 7.1.3  | Biological factors                                                                                                                             |          |
| 7.2    | <b>Job safety analysis</b>                                                                                                                     |          |
| 7.2.1  | Not separately provided for                                                                                                                    |          |
| 7.2.2  | <b>Individual cases</b>                                                                                                                        |          |
|        | <i>(1. Open a separate case file for each job safety case using the prefix 7.2.2 followed by a/and the name of the case.)</i>                  |          |
| 7.3    | <b>Health and safety training</b>                                                                                                              |          |
| 7.3.1  | Not separately provided for                                                                                                                    |          |
| 7.3.2  | <b>Individual cases</b>                                                                                                                        |          |
|        | <i>(1. Open a separate case file for each health and safety case using the prefix 7.3.2 followed by a/and the name of the case.)</i>           |          |
| 7.4    | <b>Health and safety promotion</b>                                                                                                             |          |
| 7.4.1  | Not separately provided for                                                                                                                    |          |
| 7.4.2  | <b>Individual cases</b>                                                                                                                        |          |
|        | <i>(1. Open a separate case file for each health and safety promotion case using the prefix 7.4.2 followed by a/and the name of the case.)</i> |          |
| 7.5    | <b>IOD treatment</b>                                                                                                                           |          |
| 7.5.1  | Not separately provided for                                                                                                                    |          |
| 7.5.2  | <b>Personal files</b>                                                                                                                          |          |
|        | <i>(1. Open a separate case file per individual using the prefix 7.5.2 followed by a/and the name of the individual.)</i>                      |          |
| 7.6    | Development of health care programmes                                                                                                          |          |
| 7.6.1  | Not separately provided for                                                                                                                    |          |

| NUMBER | SUBJECT | DISPOSAL |
|--------|---------|----------|
|--------|---------|----------|

|       |                              |  |
|-------|------------------------------|--|
| 7.6.2 | <b>Individual programmes</b> |  |
|-------|------------------------------|--|

*(1. Open a separate case file per programme using the prefix 7.6.2 followed by a/and the name of the programme.)*

|     |                                                                                                |  |
|-----|------------------------------------------------------------------------------------------------|--|
| 7.7 | <b>Monitoring of health environment</b><br><i>(Includes noise, radiation, sick leave, etc)</i> |  |
|-----|------------------------------------------------------------------------------------------------|--|

|       |                             |  |
|-------|-----------------------------|--|
| 7.7.1 | Not separately provided for |  |
|-------|-----------------------------|--|

|       |                                         |  |
|-------|-----------------------------------------|--|
| 7.7.2 | <b>Individual environmental factors</b> |  |
|-------|-----------------------------------------|--|

*(1. Open a separate case file per environmental factor using the prefix 7.7.2 followed by a/and the name of the environmental factor.)*

|     |                                |  |
|-----|--------------------------------|--|
| 7.8 | <b>Health care counselling</b> |  |
|-----|--------------------------------|--|

|       |                             |  |
|-------|-----------------------------|--|
| 7.8.1 | Not separately provided for |  |
|-------|-----------------------------|--|

|       |                       |  |
|-------|-----------------------|--|
| 7.8.2 | <b>Personal files</b> |  |
|-------|-----------------------|--|

*(1. Open a separate case file per individual using the prefix 7.8.2 followed by a/and the name of the individual.)*

|     |                |  |
|-----|----------------|--|
| 7.9 | <b>Reports</b> |  |
|-----|----------------|--|

|       |                             |  |
|-------|-----------------------------|--|
| 7.9.1 | Not separately provided for |  |
|-------|-----------------------------|--|

|       |                           |  |
|-------|---------------------------|--|
| 7.9.2 | <b>Individual reports</b> |  |
|-------|---------------------------|--|

*(1. Open a separate case file per report using the prefix 7.9.2 followed by a/and the name of the report.)*

## 8. INFORMATION MANAGEMENT SERVICES

| NUMBER           | SUBJECT                                                                                                                                                      | DISPOSAL |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>8.</b>        | <b>Policy</b><br><i>(To include policy documents and transgressions)</i>                                                                                     |          |
| <b>8.P.1</b>     | Not separately provided for                                                                                                                                  |          |
| <b>8.P.2</b>     | Strategy                                                                                                                                                     |          |
| <b>8.P.3</b>     | <b>Individual policies</b><br><br><i>(1. Open a separate case file per policy using the prefix 8.P.3 followed by a/and the name of the policy.)</i>          |          |
| <b>8.PR</b>      | <b>Procedures</b>                                                                                                                                            |          |
| <b>8.PR.1</b>    | Not separately provided for                                                                                                                                  |          |
| <b>8.PR.2</b>    | <b>Individual procedures</b><br><br><i>(1. Open a separate case file per procedure using the prefix 8.PR.2 followed by a/and the name of the procedure.)</i> |          |
| <b>8.S</b>       | <b>Standards</b>                                                                                                                                             |          |
| <b>8.S.1</b>     | Not separately provided for                                                                                                                                  |          |
| <b>8.S.2</b>     | <b>Individual standards</b><br><br><i>(1. Open a separate case file per standard using the prefix 8.S.2 followed by a/and the name of the standard.)</i>     |          |
| <b>8.1</b>       | <b>Information technology</b>                                                                                                                                |          |
| <b>8.1.1</b>     | <b>Communication</b>                                                                                                                                         |          |
| <b>8.1.1.1</b>   | Network communication requirements                                                                                                                           |          |
| <b>8.1.1.2</b>   | <b>Infrastructure</b>                                                                                                                                        |          |
| <b>8.1.1.2.1</b> | Not separately provided for                                                                                                                                  |          |
| <b>8.1.1.2.2</b> | <b>LAN</b><br><br><i>(1. Open a separate case file per server using the prefix 8.1.1.2.2 followed by a/and the name of the server.)</i>                      |          |
| <b>8.1.1.2.3</b> | <b>WAN</b>                                                                                                                                                   |          |
| <b>8.1.1.2.4</b> | <b>Telephony</b>                                                                                                                                             |          |



| NUMBER      | SUBJECT                                                                                                                                                     | DISPOSAL |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 8.1.1.2.4.1 | Accounts                                                                                                                                                    |          |
| 8.1.1.2.4.2 | Approvals/Non-approvals                                                                                                                                     |          |
| 8.1.1.2.4.3 | Telephone management system                                                                                                                                 |          |
| 8.1.1.3     | Satellite                                                                                                                                                   |          |
| 8.1.1.4     | Remote access                                                                                                                                               |          |
| 8.1.1.5     | Data lines                                                                                                                                                  |          |
| 8.1.1.6     | Wireless communications                                                                                                                                     |          |
| 8.1.2       | <b>Information</b><br><i>(To include analysis, development, deployment, training, system and database admin and maintenance)</i>                            |          |
| 8.1.2.1     | System methodology                                                                                                                                          |          |
| 8.1.2.2     | <b>Systems</b>                                                                                                                                              |          |
| 8.1.2.2.1   | Not separately provided for                                                                                                                                 |          |
| 8.1.2.2.2   | <b>Individual systems</b><br><i>(1. Open a separate case file per system using the prefix 8.1.2.2.2 followed by a/and the name of the system.)</i>          |          |
| 8.1.3       | <b>End-user support</b>                                                                                                                                     |          |
| 8.1.3.1     | <b>Training</b>                                                                                                                                             |          |
| 8.1.3.1.1   | Training Advice Committee                                                                                                                                   |          |
| 8.1.3.1.2   | Training facilities                                                                                                                                         |          |
| 8.1.3.2     | <b>Help Desk</b>                                                                                                                                            |          |
| 8.1.3.2.1   | Faults and complaints                                                                                                                                       |          |
| 8.1.3.2.2   | Survey                                                                                                                                                      |          |
| 8.1.4       | <b>Website</b>                                                                                                                                              |          |
| 8.1.5       | <b>Internet</b>                                                                                                                                             |          |
| 8.1.5.1     | Not separately provided for                                                                                                                                 |          |
| 8.1.5.2     | <b>Internet management</b><br><i>(1. Open a separate case file per directorate using the prefix 8.1.5.2 followed by a/and the name of the directorate.)</i> |          |
| 8.1.6       | Intranet                                                                                                                                                    |          |

| NUMBER   | SUBJECT                                                                                                                                                | DISPOSAL |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 8.1.7    | E-mail                                                                                                                                                 |          |
| 8.1.8    | Database administration                                                                                                                                |          |
| 8.1.9    | Backups                                                                                                                                                |          |
| 8.1.10   | Research                                                                                                                                               |          |
| 8.1.11   | <b>Service level agreements</b>                                                                                                                        |          |
| 8.1.11.1 | Business agreements                                                                                                                                    |          |
| 8.1.11.2 | <b>Individual service level agreements</b>                                                                                                             |          |
|          | <i>(1. Open a separate case file per service level agreement using the prefix 8.1.11.2 followed by a/and the name of the service level agreement.)</i> |          |
| 8.2      | <b>Information management</b>                                                                                                                          |          |
| 8.2.1    | Master Information Management Plan                                                                                                                     |          |
| 8.2.2    | AGIS                                                                                                                                                   |          |
| 8.2.3    | Management information systems                                                                                                                         |          |
| 8.2.4    | <b>Decision support systems</b>                                                                                                                        |          |
| 8.2.4.1  | Not separately provided for                                                                                                                            |          |
| 8.2.4.2  | <b>Individual systems</b>                                                                                                                              |          |
|          | <i>(1. Open a separate case file per system using the prefix 8.2.4.2 followed by a/and the name of the system.)</i>                                    |          |
| 8.2.5    | Knowledge management systems                                                                                                                           |          |
| 8.2.6    | Change control                                                                                                                                         |          |
| 8.2.7    | Facility management                                                                                                                                    |          |
| 8.2.8    | E-government                                                                                                                                           |          |
| 8.2.9    | Performance and best practice                                                                                                                          |          |
| 8.2.10   | IT security                                                                                                                                            |          |
| 8.2.11   | Project management                                                                                                                                     |          |
| 8.2.12   | <b>GITO council</b>                                                                                                                                    |          |
| 8.2.12.1 | Not separately provided for                                                                                                                            |          |
| 8.2.12.2 | Agendas and minutes                                                                                                                                    |          |
| 8.3      | Line administrative support                                                                                                                            |          |

| NUMBER           | SUBJECT                               | DISPOSAL |
|------------------|---------------------------------------|----------|
| <b>8.3.1</b>     | <b>DITC secretariat services</b>      |          |
| <b>8.3.1.1</b>   | Not separately provided for           |          |
| <b>8.3.1.2</b>   | Agendas and minutes                   |          |
| <b>8.3.1.3</b>   | Non-approval/approval letters         |          |
| <b>8.3.2</b>     | <b>CDITC MSS secretariat services</b> |          |
| <b>8.3.2.1</b>   | Not separately provided for           |          |
| <b>8.3.2.2</b>   | Agendas and minutes                   |          |
| <b>8.3.2.3</b>   | Non-approval/approval letters         |          |
| <b>8.3.3</b>     | <b>NATCCIM</b>                        |          |
| <b>8.3.3.1</b>   | Not separately provided for           |          |
| <b>8.3.3.2</b>   | Agendas and minutes                   |          |
| <b>8.3.3.3</b>   | Non-approval/approval letters         |          |
| <b>8.3.3.4</b>   | <b>WAN planning</b>                   |          |
| <b>8.3.3.4.1</b> | Not separately provided for           |          |
| <b>8.3.3.4.2</b> | Agendas and minutes                   |          |
| <b>8.3.3.5</b>   | <b>GIS</b>                            |          |
| <b>8.3.3.5.1</b> | Not separately provided for           |          |
| <b>8.3.3.5.2</b> | Agendas and minutes                   |          |
| <b>8.3.4</b>     | <b>ITUG</b>                           |          |
| <b>8.3.4.1</b>   | Not separately provided for           |          |
| <b>8.3.4.2</b>   | Agendas and minutes                   |          |
| <b>8.3.5</b>     | <b>GIS user group</b>                 |          |
| <b>8.3.5.1</b>   | Not separately provided for           |          |
| <b>8.3.5.2</b>   | Agendas and minutes                   |          |
| <b>8.3.6</b>     | <b>SITA meetings</b>                  |          |
| <b>8.3.6.1</b>   | Not separately provided for           |          |

| NUMBER   | SUBJECT                     | DISPOSAL |
|----------|-----------------------------|----------|
| 8.3.6.2  | Agendas and minutes         |          |
| 8.3.7    | <b>Directorate meetings</b> |          |
| 8.3.7.1  | Not separately provided for |          |
| 8.3.7.2` | Agendas and minutes         |          |

## 9. TRANSPORT AND JOURNEYS

| NUMBER         | SUBJECT                                                                                                                     | DISPOSAL |
|----------------|-----------------------------------------------------------------------------------------------------------------------------|----------|
| <b>9.P</b>     | <b>Policy</b>                                                                                                               |          |
| <b>9.P.1</b>   | Not separately provided for                                                                                                 |          |
| <b>9.P.2</b>   | <b>Individual policies</b>                                                                                                  |          |
|                | <i>(1. Open a separate case file for each policy using the prefix 9.P.2 followed by a/and the name of the policy.)</i>      |          |
| <b>9.1</b>     | <b>Acquisition of vehicles</b>                                                                                              |          |
| <b>9.1.1</b>   | Not separately provided for                                                                                                 |          |
| <b>9.1.2</b>   | <b>Government garage</b>                                                                                                    |          |
|                | <i>(1. Open a separate case file per vehicle using the prefix 9.1.2 followed by a/and the vehicle registration.)</i>        |          |
| <b>9.1.3</b>   | <b>Departmental vehicles</b>                                                                                                |          |
|                | <i>(1. Open a separate case file per directorate using the prefix 9.1.3 followed by a/and the name of the directorate.)</i> |          |
| <b>9.2</b>     | <b>Management of vehicles</b>                                                                                               |          |
| <b>9.2.1</b>   | Drivers' licences                                                                                                           |          |
| <b>9.2.2</b>   | Transport of non-official passengers                                                                                        |          |
| <b>9.2.3</b>   | Tariff adjustments                                                                                                          |          |
| <b>9.2.4</b>   | Kilometre returns                                                                                                           |          |
| <b>9.2.5</b>   | Parking                                                                                                                     |          |
| <b>9.2.6</b>   | <b>Government motor transport</b>                                                                                           |          |
| <b>9.2.6.1</b> | Applications and allocations                                                                                                |          |
| <b>9.2.6.2</b> | Private use                                                                                                                 |          |
| <b>9.2.6.5</b> | Log sheets                                                                                                                  |          |
| <b>9.2.6.6</b> | Traffic offences                                                                                                            |          |
| <b>9.2.7</b>   | <b>Individual vehicles</b>                                                                                                  |          |
|                | <i>(To include log sheets, trip authorities, garaging)</i>                                                                  |          |

| NUMBER | SUBJECT | DISPOSAL |
|--------|---------|----------|
|--------|---------|----------|

*(1. Open a separate case file per vehicle using the prefix 9.2.7 followed by a/and the vehicle registration.)*

**9.2.8**

**First auto**

*(1. Open a separate case file per financial year using the prefix 9.2.8 followed by a/and the financial year.)*

**9.2.9**

**Communication with directorates**

*(1. Open a separate case file per directorate using the prefix 9.2.9 followed by a/and the name of the directorate.)*

**9.2.10**

**Accident reports**

*(1. Open a separate case file per vehicle using the prefix 9.2.10 followed by a/and the vehicle registration.)*

**9.2.11**

**Thefts and losses of vehicles**

*(1. Open a separate case file per vehicle using the prefix 9.2.11 followed by a/and vehicle registration.)*

**9.2.12**

**Insurance**

*(1. Open a separate case file per directorate using the prefix 9.2.12 followed by a/and the name of the directorate.)*

**9.2.13**

**Licensing and registration papers**

*(1. Open a separate case file per vehicle using the prefix 9.2.13 followed by a/and vehicle registration.)*

**9.2.14**

**Maintenance**

*(1. Open a separate case file per vehicle using the prefix 9.2.14 followed by a/and the vehicle registration.)*

| NUMBER       | SUBJECT                                                                                                             | DISPOSAL |
|--------------|---------------------------------------------------------------------------------------------------------------------|----------|
| <b>9.3</b>   | <b>Subsidised motor transport</b>                                                                                   |          |
| <b>9.3.1</b> | <b>Subsidised new scheme</b>                                                                                        |          |
|              | <i>(1. Open a separate case file per vehicle using the prefix 9.3.1 followed by a/and vehicle registration.)</i>    |          |
| <b>9.3.2</b> | <b>Subsidised previous scheme</b>                                                                                   |          |
|              | <i>(1. Open a separate case file per vehicle using the prefix 9.3.1 followed by a/and vehicle registration.)</i>    |          |
| <b>9.3.3</b> | Insurance                                                                                                           |          |
| <b>9.4</b>   | <b>Other transport</b>                                                                                              |          |
| <b>9.4.1</b> | Travel agencies                                                                                                     |          |
| <b>9.4.2</b> | Hired vehicles                                                                                                      |          |
| <b>9.4.3</b> | Private vehicles in official use                                                                                    |          |
| <b>9.4.4</b> | Train, sea and air transport                                                                                        |          |
| <b>9.5</b>   | Appointment of local transport officers                                                                             |          |
| <b>9.6</b>   | <b>Journeys</b>                                                                                                     |          |
|              | <i>(Reports on journeys should be filed on the relative subject file.)</i>                                          |          |
| <b>9.6.1</b> | Approval of journeys and itineraries                                                                                |          |
| <b>9.6.2</b> | Reservations and accommodation arrangements                                                                         |          |
| <b>9.7</b>   | <b>Department Transport Committee</b>                                                                               |          |
| <b>9.7.1</b> | Not separately provided for                                                                                         |          |
| <b>9.7.2</b> | <b>Individual committee meetings</b>                                                                                |          |
|              | <i>(1. Open a separate case file per meeting using the prefix 9.7.2 followed by a/and the name of the meeting.)</i> |          |
| <b>9.8</b>   | <b>Audit queries</b>                                                                                                |          |
| <b>9.8.1</b> | Not separately provided for                                                                                         |          |

| NUMBER | SUBJECT                                                                                                                                      | DISPOSAL |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 9.8.2  | <b>Auditor-General</b>                                                                                                                       |          |
|        | <i>(1. Open a separate case file per category of transport per year using the prefix 9.8.2 followed by a/and the category of transport.)</i> |          |
| 9.8.3  | <b>Departmental</b>                                                                                                                          |          |
| 9.9    | <b>Enquiries/queries</b>                                                                                                                     |          |
| 9.9.1  | <b>Misuse</b>                                                                                                                                |          |
|        | <i>(1. Open a separate case file per individual using the prefix 9.9.1 followed by a/and the name of the individual.)</i>                    |          |
| 9.9.2  | <b>Traffic offences</b>                                                                                                                      |          |
|        | <i>(1. Open a separate case file per individual using the prefix 9.9.2 followed by a/and the name of the individual.)</i>                    |          |
| 9.9.3  | <b>Irregular use</b>                                                                                                                         |          |
|        | <i>(1. Open a separate case file per individual using the prefix 9.9.3 followed by a/and the name of the individual.)</i>                    |          |



## 10. LEGAL SERVICES

| NUMBER   | SUBJECT                                                                                                                      | DISPOSAL |
|----------|------------------------------------------------------------------------------------------------------------------------------|----------|
| 10.P     | Policy                                                                                                                       |          |
| 10.1     | Drafting and amendment of legislation                                                                                        |          |
| 10.1.1   | Not separately provided for                                                                                                  |          |
| 10.1.2   | <b>Individual legislation</b>                                                                                                |          |
|          | <i>(1. Open a separate case file per legislation using the prefix 10.1.2 followed by a/and the name of the legislation.)</i> |          |
| 10.2     | <b>Drafting of legal documentation</b>                                                                                       |          |
| 10.2.1   | <b>Contracts</b>                                                                                                             |          |
| 10.2.1.1 | Not separately provided for                                                                                                  |          |
| 10.2.1.2 | <b>Individual contracts</b>                                                                                                  |          |
|          | <i>(1. Open a separate case file per contract using the prefix 10.2.1.2 followed by a/and the name of the contract.)</i>     |          |
| 10.2.2   | <b>Agreements</b>                                                                                                            |          |
| 10.2.2.1 | Not separately provided for                                                                                                  |          |
| 10.2.2.2 | <b>Individual agreements</b>                                                                                                 |          |
|          | <i>(1. Open a separate case file per agreement using the prefix 10.2.2.2 followed by a/and the name of the agreement.)</i>   |          |
| 10.2.3   | <b>International agreements</b>                                                                                              |          |
| 10.2.3.1 | Not separately provided for                                                                                                  |          |
| 10.2.3.2 | <b>Individual international agreements</b>                                                                                   |          |
|          | <i>(1. Open a separate case file per agreement using the prefix 10.2.3.2 followed by a/and the name of the agreement.)</i>   |          |
| 10.2.4   | <b>Affidavits</b>                                                                                                            |          |
| 10.2.4.1 | Not separately provided for                                                                                                  |          |
| 10.2.4.2 | <b>Individual affidavits</b>                                                                                                 |          |
|          | <i>(1. Open a separate case file per affidavit using the prefix 10.2.4.2 followed by a/and the name of the affidavit.)</i>   |          |

| NUMBER          | SUBJECT                                                                                                                                                      | DISPOSAL |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>10.3</b>     | <b>Provision of legal advice</b>                                                                                                                             |          |
| <b>10.3.1</b>   | Not separately provided for                                                                                                                                  |          |
| <b>10.3.2</b>   | <b>Advice on individual matters</b>                                                                                                                          |          |
|                 | <i>(1. (Open a separate case file for each category of advice on individual matters using the prefix 10.3.2 followed by a/and the name of the category.)</i> |          |
| <b>10.4</b>     | <b>Civil claims</b>                                                                                                                                          |          |
| <b>10.4.1</b>   | Not separately provided for                                                                                                                                  |          |
| <b>10.4.2</b>   | <b>Individual civil claims</b>                                                                                                                               |          |
|                 | <i>(1. Open a separate case file per claim using the prefix 10.4.2 followed by a/and the name of the claim.)</i>                                             |          |
| <b>10.5</b>     | <b>Criminal prosecutions</b>                                                                                                                                 |          |
| <b>10.5.1</b>   | Not separately provided for                                                                                                                                  |          |
| <b>10.5.2</b>   | <b>Individual prosecutions</b>                                                                                                                               |          |
|                 | <i>(1. Open a separate case file per prosecution using the prefix 10.5.2 followed by a/and the name of the case.)</i>                                        |          |
| <b>10.6</b>     | <b>Debt management recovery</b>                                                                                                                              |          |
| <b>10.7</b>     | <b>Labour matters</b>                                                                                                                                        |          |
| <b>10.7.1</b>   | Not separately provided for                                                                                                                                  |          |
| <b>10.7.2</b>   | Disciplinary hearings                                                                                                                                        |          |
| <b>10.7.2.1</b> | Not separately provided for                                                                                                                                  |          |
| <b>10.7.2.2</b> | <b>Individual disciplinary hearings</b>                                                                                                                      |          |
|                 | <i>(1. Open a separate case file for each disciplinary hearing using the prefix 10.7.2.2 followed by a/and the name of the hearing.)</i>                     |          |
| <b>10.8</b>     | <b>Training</b>                                                                                                                                              |          |
| <b>10.8.1</b>   | Not separately provided for                                                                                                                                  |          |
| <b>10.8.2</b>   | <b>Individual training courses</b>                                                                                                                           |          |

| NUMBER | SUBJECT | DISPOSAL |
|--------|---------|----------|
|--------|---------|----------|

*(1. Open a separate case file per course using the prefix 10.8.2 followed by a/and the name of the course.)*

|      |                          |  |
|------|--------------------------|--|
| 10.9 | Departmental delegations |  |
|------|--------------------------|--|

## 11. COMPOSITION, FUNCTIONS AND MEETINGS OF BODIES

(This series is for support function related bodies only, for bodies relating to line functions see the specific line function series)

| NUMBER | SUBJECT | DISPOSAL |
|--------|---------|----------|
|--------|---------|----------|

|      |        |  |
|------|--------|--|
| 11.P | Policy |  |
|------|--------|--|

|      |                 |  |
|------|-----------------|--|
| 11.1 | <b>Councils</b> |  |
|------|-----------------|--|

|        |                             |  |
|--------|-----------------------------|--|
| 11.1.1 | Not separately provided for |  |
|--------|-----------------------------|--|

|        |                            |  |
|--------|----------------------------|--|
| 11.1.2 | <b>Individual councils</b> |  |
|--------|----------------------------|--|

*(1. Open a separate case file for each council using the prefix 11.1.2 followed by a/and the name of the council.*

*2. For "Appointment of members" file follow the name of the council with a/and the term "Members".*

*3. For "Arrangement of meeting" file follow the name of the council with a/and the term "Arrangements".*

*4. For "Agendas and minutes" file follow the name of the council with a/and the term "Minutes.")*

|      |                    |  |
|------|--------------------|--|
| 11.2 | <b>Conferences</b> |  |
|------|--------------------|--|

|        |                             |  |
|--------|-----------------------------|--|
| 11.2.1 | Not separately provided for |  |
|--------|-----------------------------|--|

|        |                               |  |
|--------|-------------------------------|--|
| 11.2.2 | <b>Individual conferences</b> |  |
|--------|-------------------------------|--|

*(1. Open a separate case file for each conference using the prefix 11.2.2 followed by a/and the name of the conference.*

*2. For "Arrangements" file follow the name of the conference with a/and the term "Arrangements".*

*3. For "Agendas and minutes" file follow the name of the conference with a/and the term "Minutes.")*

|      |                   |  |
|------|-------------------|--|
| 11.3 | <b>Congresses</b> |  |
|------|-------------------|--|

|        |                             |  |
|--------|-----------------------------|--|
| 11.3.1 | Not separately provided for |  |
|--------|-----------------------------|--|

|        |                              |  |
|--------|------------------------------|--|
| 11.3.2 | <b>Individual congresses</b> |  |
|--------|------------------------------|--|

*(1 Open a separate case file for each congress using the prefix 11.2.2 followed by a/and the name of the congress*

*2. For "Arrangements" file follow the name of the congress with a/and the term "Arrangements".*

*3. For "Agendas and minutes" file follow the name of the congress with a/and the term "Minutes.")*

| NUMBER | SUBJECT                     | DISPOSAL |
|--------|-----------------------------|----------|
| 11.4   | Meetings                    |          |
| 11.4.1 | Not separately provided for |          |
| 11.4.2 | Individual meetings         |          |

*(1. Open a separate case file for each meeting using the prefix 11.2.2 followed by a/and the name of the meeting.*

*2. For "Arrangements" file follow the name of the meeting with a/and the term "Arrangements".*

*3. For "Agendas and minutes" file follow the name of the meeting with a/and the term "Minutes.")*

## 12. REPORTS, RETURNS AND INFORMATION

| NUMBER | SUBJECT                                                                                                                                                                                                                                                                                                                                       | DISPOSAL |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 12.P   | Policy                                                                                                                                                                                                                                                                                                                                        |          |
| 12.1   | <b>Reports and returns</b>                                                                                                                                                                                                                                                                                                                    |          |
|        | <p><i>(1. This subseries should only be used for annual, quarterly, monthly and other reports and returns that cannot be placed under any other main series</i></p> <p><i>2. Other reports and returns pertaining to subjects for which separate main series have been provided should be dealt with under the relevant main series.)</i></p> |          |
| 12.1.1 | Not separately provided for                                                                                                                                                                                                                                                                                                                   |          |
| 12.1.2 | <b>Individual reports and returns</b>                                                                                                                                                                                                                                                                                                         |          |
|        | <p><i>(1. Open a separate case file for each report or category of report using the prefix 12.1.2 followed by a/and the name of the report or category of report.)</i></p>                                                                                                                                                                    |          |
| 12.2   | <b>Information</b>                                                                                                                                                                                                                                                                                                                            |          |
|        | <p><i>(Only information on subjects that have no other main series should be dealt with here)</i></p>                                                                                                                                                                                                                                         |          |
| 12.2.R | Routine enquiries                                                                                                                                                                                                                                                                                                                             |          |
| 12.2.1 | Questions in Parliament                                                                                                                                                                                                                                                                                                                       |          |
| 12.2.2 | Contributions to State President's Opening Speech                                                                                                                                                                                                                                                                                             |          |

## 13 BUSINESS ANALYSIS

| NUMBER   | SUBJECT                                                                                                                                     | DISPOSAL |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 13.P     | <b>Policy</b>                                                                                                                               |          |
| 13.P.1   | Procedures                                                                                                                                  |          |
| 13.1     | <b>Organisational planning</b>                                                                                                              |          |
| 13.1.1   | <b>Strategic planning</b>                                                                                                                   |          |
| 13.1.1.1 | Not separately provided for                                                                                                                 |          |
| 13.1.1.2 | <b>Individual functional areas</b>                                                                                                          |          |
|          | <i>(1. Open a separate case file for each functional area using the prefix 13.1.1.2 followed by a/and the name of the functional area.)</i> |          |
| 13.1.2   | <b>Workplans</b>                                                                                                                            |          |
| 13.1.2.1 | Not separately provided for                                                                                                                 |          |
| 13.1.2.2 | <b>Individual functional areas</b>                                                                                                          |          |
|          | <i>(1. Open a separate case file for each functional area using the prefix 13.1.2.2 followed by a/and the name of the functional area.)</i> |          |
| 13.2     | <b>Organisation and post establishment</b>                                                                                                  |          |
| 13.2.1   | Requests and enquiries                                                                                                                      |          |
| 13.2.2   | <b>Individual functional areas</b>                                                                                                          |          |
|          | <i>(1. Open a separate case file for each functional area using the prefix 13.2.2 followed by a/and the name of the functional area.)</i>   |          |
| 13.3     | <b>Job evaluation</b>                                                                                                                       |          |
| 13.3.1   | Policy development                                                                                                                          |          |
| 13.3.2   | <b>Requests and enquiries</b>                                                                                                               |          |
| 13.3.2.1 | Requests not separately provided for                                                                                                        |          |
| 13.3.2.2 | Ministerial                                                                                                                                 |          |
| 13.3.2.3 | DPSA                                                                                                                                        |          |
| 13.3.3   | <b>Post grading</b>                                                                                                                         |          |
| 13.3.3.1 | Not separately provided for                                                                                                                 |          |
| 13.3.3.2 | <b>Individual functional areas</b>                                                                                                          |          |

| NUMBER        | SUBJECT                                                                                                                                     | DISPOSAL |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------|
|               | <i>(1. Open a separate case file for each functional area using the prefix 13.3.3.2 followed by a/and the name of the functional area.)</i> |          |
| <b>13.3.4</b> | Compilation of post database                                                                                                                |          |
| <b>13.3.5</b> | Job evaluation - Quality Assurance Committee                                                                                                |          |
| <b>13.3.6</b> | Job evaluation system training                                                                                                              |          |
| <b>13.3.7</b> | Job evaluation tender                                                                                                                       |          |
| <b>13.4</b>   | <b>Organisational diagnostics/climate studies</b>                                                                                           |          |
| <b>13.4.1</b> | Requests and enquiries                                                                                                                      |          |
| <b>13.4.2</b> | <b>Individual functional areas</b>                                                                                                          |          |
|               | <i>(1. Open a separate case file for each functional area using the prefix 13.4.2 followed by a/and the name of the functional area.)</i>   |          |
| <b>13.5</b>   | <b>Procedures and method investigations</b>                                                                                                 |          |
| <b>13.5.1</b> | Requests and enquiries                                                                                                                      |          |
| <b>13.5.2</b> | <b>Individual functional areas</b>                                                                                                          |          |
|               | <i>(1. Open a separate case file for each functional area using the prefix 13.5.2 followed by a/and the name of the functional area.)</i>   |          |
| <b>13.6</b>   | <b>Compilation of functional databases</b>                                                                                                  |          |
| <b>13.6.1</b> | Not separately provided for                                                                                                                 |          |
| <b>13.6.2</b> | <b>Individual functional areas</b>                                                                                                          |          |
|               | <i>(1. Open a separate case file for each functional area, using the prefix 13.6.2 followed by a/and the name of the functional area.)</i>  |          |



## 14. COMMUNICATION

| NUMBER        | SUBJECT                                                                                                                                         | DISPOSAL |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>14.P</b>   | <b>Policy</b>                                                                                                                                   |          |
| <b>14.P.1</b> | Not separately provided for                                                                                                                     |          |
| <b>14.P.2</b> | <b>Individual policies</b>                                                                                                                      |          |
|               | <i>(1. Open a separate case file for each policy using the prefix 14.P.2 followed by a/and the name of the policy.)</i>                         |          |
| <b>14.1</b>   | <b>Preparation of publications</b>                                                                                                              |          |
| <b>14.1.1</b> | Not separately provided for                                                                                                                     |          |
| <b>14.1.2</b> | <b>Individual publications</b>                                                                                                                  |          |
|               | <i>(1. Open a separate case file for each category of publication using the prefix 14.1.2 followed by a/and the name of the publication.)</i>   |          |
| <b>14.2</b>   | <b>Distribution of Departmental publications</b>                                                                                                |          |
| <b>14.2.1</b> | Distribution lists                                                                                                                              |          |
| <b>14.3</b>   | <b>Publications of other bodies</b>                                                                                                             |          |
| <b>14.3.1</b> | Contributions                                                                                                                                   |          |
| <b>14.3.2</b> | Reviews                                                                                                                                         |          |
| <b>14.4</b>   | <b>Exhibitions</b>                                                                                                                              |          |
| <b>14.4.1</b> | Not separately provided for                                                                                                                     |          |
| <b>14.4.2</b> | <b>Individual exhibitions</b>                                                                                                                   |          |
|               | <i>(1. Open a separate case file for each exhibition using the prefix 14.4.2 followed by a/and the name of the exhibition.)</i>                 |          |
| <b>14.5</b>   | <b>Radio and TV programmes</b>                                                                                                                  |          |
| <b>14.5.1</b> | Not separately provided for                                                                                                                     |          |
| <b>14.5.2</b> | <b>Individual radio and TV programmes</b>                                                                                                       |          |
|               | <i>(1. Open a separate case file for each radio/TV programme using the prefix 14.5.2 followed by a/and the name of the radio/TV programme.)</i> |          |

| NUMBER          | SUBJECT                                                                                                                                                    | DISPOSAL |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>14.6</b>     | <b>Media enquires/liaison/interviews (excluding events)</b>                                                                                                |          |
| <b>14.6.1</b>   | Monitoring                                                                                                                                                 |          |
| <b>14.6.2</b>   | Analysis                                                                                                                                                   |          |
| <b>14.6.2.1</b> | Reports                                                                                                                                                    |          |
| <b>14.6.3</b>   | <b>Arrangement of interviews</b>                                                                                                                           |          |
| <b>14.6.3.1</b> | Not separately provided for                                                                                                                                |          |
| <b>14.6.3.2</b> | <b>Individual interviews</b>                                                                                                                               |          |
|                 | <i>(1. Open a separate case file for each directorate using the prefix 14.6.3.2 followed by a/and the name of the directorate.)</i>                        |          |
| <b>14.6.4</b>   | <b>Public enquiries</b>                                                                                                                                    |          |
| <b>14.6.4.1</b> | Not separately provided for                                                                                                                                |          |
| <b>14.6.4.2</b> | <b>Individual directorates and branches</b>                                                                                                                |          |
|                 | <i>(1. Open a separate case file for each directorate/branch using the prefix 14.6.4.2 followed by a/and the name of the directorate/branch.)</i>          |          |
| <b>14.7</b>     | <b>Preparation of speeches</b>                                                                                                                             |          |
| <b>14.7.2</b>   | <b>Individual speeches</b>                                                                                                                                 |          |
| <b>14.7.2.1</b> | Not separately provided for                                                                                                                                |          |
| <b>14.7.2.2</b> | Minister                                                                                                                                                   |          |
| <b>14.7.2.3</b> | Deputy Minister                                                                                                                                            |          |
| <b>14.7.2.4</b> | Directorates                                                                                                                                               |          |
| <b>14.8</b>     | <b>Preparation of press releases and statements</b>                                                                                                        |          |
| <b>14.8.1</b>   | Not separately provided for                                                                                                                                |          |
| <b>14.8.2</b>   | <b>Individual press releases and statements</b>                                                                                                            |          |
|                 | <i>(1. Open a separate case file for press release or statement using the prefix 14.8.2 followed by a/and the name of the press release or statement.)</i> |          |
| <b>14.9</b>     | <b>Campaigns</b>                                                                                                                                           |          |
| <b>14.9.1</b>   | Not separately provided for                                                                                                                                |          |

| NUMBER           | SUBJECT                                                                                                                                        | DISPOSAL |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>14.9.2</b>    | <b>Internal campaigns</b>                                                                                                                      |          |
|                  | <i>(1. Open a separate case file for each internal campaign using the prefix 14.9.2 followed by a/and the name of the campaign.)</i>           |          |
| <b>14.9.3</b>    | <b>External campaigns</b>                                                                                                                      |          |
| <b>14.9.4</b>    |                                                                                                                                                |          |
|                  | <i>(1. Open a separate case file for each external campaign using the prefix 14.9.3 followed by a/and the name of the campaign.)</i>           |          |
| <b>14.10</b>     | <b>Provision of library services</b>                                                                                                           |          |
| <b>14.10.1</b>   | Not separately provided for                                                                                                                    |          |
| <b>14.10.2</b>   | <b>Acquisitions</b>                                                                                                                            |          |
| <b>14.10.2.1</b> | Not separately provided for                                                                                                                    |          |
| <b>14.10.2.2</b> | Monographs                                                                                                                                     |          |
| <b>14.10.2.3</b> | Serials                                                                                                                                        |          |
| <b>14.10.2.4</b> | Interlibrary loans                                                                                                                             |          |
| <b>14.10.2.5</b> | Gifts and exchanges                                                                                                                            |          |
| <b>14.10.3</b>   | Queries                                                                                                                                        |          |
| <b>14.10.4</b>   | <b>Service providers</b>                                                                                                                       |          |
| <b>14.10.4.1</b> | Not separately provided for                                                                                                                    |          |
| <b>14.10.4.2</b> | <b>Individual service providers</b>                                                                                                            |          |
|                  | <i>(1. Open a separate case file for each service provider using the prefix 14.10.4.2 followed by a/and the name of the service provider.)</i> |          |
| <b>14.12</b>     | <b>Liaison</b>                                                                                                                                 |          |
|                  | <i>(Only for matters that cannot be dealt with on a specific subject file)</i>                                                                 |          |
| <b>14.12.1</b>   | <b>Not separately provided for</b>                                                                                                             |          |
| <b>14.12.2</b>   | <b>Individual liaisons</b>                                                                                                                     |          |

**NUMBER****SUBJECT****DISPOSAL**

*(1. Open a separate case file for each individual entity using the prefix 14.12.2 followed by a/and the name of the entity.)*

## 15. ECONOMIC AND POLICY ANALYSIS

| NUMBER          | SUBJECT                                                                                                                                                                           | DISPOSAL |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>15.1</b>     | <b>Policies, procedures and methodologies</b>                                                                                                                                     |          |
| <b>15.1.1</b>   | <b>Internal policies, procedures and methodologies</b>                                                                                                                            |          |
| <b>15.1.1.1</b> | Policies                                                                                                                                                                          |          |
| <b>15.1.1.2</b> | Procedures                                                                                                                                                                        |          |
| <b>15.1.1.3</b> | Methodologies                                                                                                                                                                     |          |
| <b>15.1.2</b>   | <b>Agricultural policies</b>                                                                                                                                                      |          |
| <b>15.1.2.1</b> | Not separately provided for                                                                                                                                                       |          |
| <b>15.1.2.2</b> | <b>Individual policies</b>                                                                                                                                                        |          |
|                 | <i>(1. Open a separate case file for each policy using the prefix 15.1.2.2 followed by a/and the name of the policy.)</i>                                                         |          |
| <b>15.1.3</b>   | <b>External policies</b>                                                                                                                                                          |          |
| <b>15.1.3.1</b> | Not separately provided for                                                                                                                                                       |          |
| <b>15.1.3.2</b> | <b>Individual policies</b>                                                                                                                                                        |          |
|                 | <i>(1. Open a separate case file for each policy using the prefix 15.1.3.2 followed by a/and the name of the policy.)</i>                                                         |          |
| <b>15.2</b>     | <b>Tool and methodological development</b>                                                                                                                                        |          |
| <b>15.2.1</b>   | Not separately provided for                                                                                                                                                       |          |
| <b>15.2.2</b>   | <b>Individual tools and methodologies</b>                                                                                                                                         |          |
|                 | <i>(1. Open a separate case file per tool/methodology using the prefix 15.2.2 followed by a/and the name of the tool/methodology.)</i>                                            |          |
| <b>15.3</b>     | <b>Sector performance</b>                                                                                                                                                         |          |
| <b>15.3.1</b>   | <b>Sector and regional analysis</b>                                                                                                                                               |          |
|                 | <i>(1. Open a separate case file for each category of sector and regional analysis using the prefix 15.1.3.2 followed by a/and the name of the sector and regional analysis.)</i> |          |
| <b>15.3.2</b>   | <b>Analysis not specified</b>                                                                                                                                                     |          |
|                 | <i>(1. Open a separate case file for each category of analysis using the prefix 15.3.2 followed by a/and the name of the analysis.)</i>                                           |          |

| NUMBER          | SUBJECT                                                                                                                                                                                 | DISPOSAL |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>15.3.3</b>   | <b>Horticultural subsector analysis</b>                                                                                                                                                 |          |
|                 | <i>(1. Open a separate case file for each category of horticultural subsector analysis using the prefix 15.3.3 followed by a/and the name of the horticultural subsector analysis.)</i> |          |
| <b>15.3.4</b>   | <b>Animal subsector analysis</b>                                                                                                                                                        |          |
|                 | <i>(1. Open a separate case file for each category of animal subsector analysis using the prefix 15.3.4 followed by a/and the name of the animal subsector analysis.)</i>               |          |
| <b>15.3.5</b>   | <b>Crop subsector analysis</b>                                                                                                                                                          |          |
|                 | <i>(1. Open a separate case file for each category of crop subsector analysis using the prefix 15.3.5 followed by a/and the name of the crop subsector analysis.)</i>                   |          |
| <b>15.3.6</b>   | <b>Information provision</b>                                                                                                                                                            |          |
| <b>15.4</b>     | <b>Production and resource economics</b>                                                                                                                                                |          |
| <b>15.4.1</b>   | <b>Agricultural resources and inputs</b>                                                                                                                                                |          |
| <b>15.4.1.1</b> | Water                                                                                                                                                                                   |          |
| <b>15.4.1.2</b> | Land                                                                                                                                                                                    |          |
| <b>15.4.1.4</b> | Labour                                                                                                                                                                                  |          |
| <b>15.4.1.5</b> | Management                                                                                                                                                                              |          |
| <b>15.4.1.6</b> | Machinery/equipment                                                                                                                                                                     |          |
| <b>15.4.1.7</b> | Finance                                                                                                                                                                                 |          |
| <b>15.4.1.8</b> | <b>Intermediate inputs</b>                                                                                                                                                              |          |
|                 | <i>(1. Open a separate case file for each category of intermediate inputs using the prefix 15.4.1.8 followed by a/and the name of the intermediate input.)</i>                          |          |
| <b>15.4.2</b>   | <b>Production performance</b>                                                                                                                                                           |          |
| <b>15.4.2.1</b> | Not separately provided for                                                                                                                                                             |          |
| <b>15.4.2.2</b> | <b>Farm results</b>                                                                                                                                                                     |          |

| NUMBER   | SUBJECT                                                                                                                                                             | DISPOSAL |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|          | <i>(1. Open a separate case file per geographical region using the prefix 15.4.2.2 followed by a/and the name of the geographical region.)</i>                      |          |
| 15.4.2.3 | <b>Enterprise results</b>                                                                                                                                           |          |
|          | <i>(1. Open a separate case file per private sector using the prefix 15.4.2.3 followed by a/and the name of the enterprise.)</i>                                    |          |
| 15.4.3   | <b>Production systems analysis</b>                                                                                                                                  |          |
| 15.4.3.1 | Not separately provided for                                                                                                                                         |          |
| 15.4.3.2 | <b>Individual systems</b>                                                                                                                                           |          |
|          | <i>(1. Open a separate case file per system using the prefix 15.4.3.2 followed by a/and the name of the system.)</i>                                                |          |
| 15.5     | <b>Environmental analysis</b>                                                                                                                                       |          |
| 15.5.1   | Not separately provided for                                                                                                                                         |          |
| 15.5.2   | <b>Individual environmental analysis</b>                                                                                                                            |          |
|          | <i>(1. Open a separate case file for each category of environmental analysis using the prefix 15.5.2 followed by a/and the name of the environmental analysis.)</i> |          |
| 15.6     | <b>Liaison</b>                                                                                                                                                      |          |
|          | <i>(Only for matters that cannot be dealt with on a specific subject file.)</i>                                                                                     |          |
| 15.6.1   | Not separately provided for                                                                                                                                         |          |
| 15.6.2   | <b>National liaison</b>                                                                                                                                             |          |
| 15.6.2.1 | <b>Governmental liaison</b>                                                                                                                                         |          |
|          | <i>(1. Open a separate case per government entity using the prefix 16.6.2.1 followed by a/and the name of the government entity.)</i>                               |          |
| 15.6.2.2 | <b>Private sector liaison</b>                                                                                                                                       |          |
|          | <i>(1. Open a separate case file per private sector using the prefix 15.6.2.2 followed by a/and the name of the private sector.)</i>                                |          |
| 15.6.3   | <b>International liaison</b>                                                                                                                                        |          |

| NUMBER | SUBJECT | DISPOSAL |
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|--------|---------|----------|

|                 |                             |  |
|-----------------|-----------------------------|--|
| <b>15.6.3.1</b> | <b>Governmental liaison</b> |  |
|-----------------|-----------------------------|--|

*(1. Open a separate case file per government entity using the prefix 15.6.3.1 followed by a/and the name of the government entity.)*

|                 |                               |  |
|-----------------|-------------------------------|--|
| <b>15.6.3.2</b> | <b>Private sector liaison</b> |  |
|-----------------|-------------------------------|--|

*(1. Open a separate case file per private sector using the prefix 15.6.3.2 followed by a/and the name of the private sector.)*



## 16. FARMER SETTLEMENT

| NUMBER          | SUBJECT                                                                                                                                       | DISPOSAL |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>16.P</b>     | Policy                                                                                                                                        |          |
| <b>16.1</b>     | <b>Policy development/guidelines</b>                                                                                                          |          |
| <b>16.1.1</b>   | Not separately provided for                                                                                                                   |          |
| <b>16.1.2</b>   | <b>Individual policies/guidelines</b>                                                                                                         |          |
|                 | <i>(1. Open a separate case file for each category of publication using the prefix 16.1.2 followed by a/and the name of the publication.)</i> |          |
| <b>16.2</b>     | <b>Administration of State farms</b>                                                                                                          |          |
| <b>16.2.1</b>   | <b>Leases</b>                                                                                                                                 |          |
| <b>16.2.1.1</b> | Not separately provided for                                                                                                                   |          |
| <b>16.2.1.2</b> | <b>Individual farms</b>                                                                                                                       |          |
|                 | <i>(1. Open a separate case file for each farm using the prefix 16.2.1.2 followed by a/and the name of the farm.)</i>                         |          |
| <b>16.2.2</b>   | <b>Caretaking</b>                                                                                                                             |          |
| <b>16.2.2.1</b> | Not separately provided for                                                                                                                   |          |
| <b>16.2.2.2</b> | <b>Individual farms</b>                                                                                                                       |          |
|                 | <i>(1. Open a separate case file for each farm using the prefix 16.2.2.2 followed by a/and the name of the farm.)</i>                         |          |
| <b>16.2.3</b>   | <b>Rentals</b>                                                                                                                                |          |
| <b>16.2.3.1</b> | Not separately provided for                                                                                                                   |          |
| <b>16.2.3.2</b> | <b>Individual farms</b>                                                                                                                       |          |
|                 | <i>(1. Open a separate case file for each farm using the prefix 16.2.3.2 followed by a/and the name of the farm.)</i>                         |          |
| <b>16.3</b>     | <b>Development of effective farming methods</b>                                                                                               |          |
| <b>16.3.1</b>   | Not separately provided for                                                                                                                   |          |
| <b>16.3.2</b>   | <b>Individual farming methods</b>                                                                                                             |          |

| NUMBER | SUBJECT | DISPOSAL |
|--------|---------|----------|
|--------|---------|----------|

*(1. Open a separate case file per farming method using the prefix 16.3.2 followed by a/and the name of the farming method.)*

|             |                                          |  |
|-------------|------------------------------------------|--|
| <b>16.4</b> | <b>Development of farming programmes</b> |  |
|-------------|------------------------------------------|--|

|               |                                        |  |
|---------------|----------------------------------------|--|
| <b>16.4.1</b> | <b>Establishment of pilot projects</b> |  |
|---------------|----------------------------------------|--|

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|-----------------|-----------------------------|--|
| <b>16.4.1.1</b> | Not separately provided for |  |
|-----------------|-----------------------------|--|

|                 |                            |  |
|-----------------|----------------------------|--|
| <b>16.4.1.2</b> | <b>Individual projects</b> |  |
|-----------------|----------------------------|--|

*(1. Open a separate case file per project using the prefix 16.4.1.2 followed by a/and the name of the project.)*

|               |                                 |  |
|---------------|---------------------------------|--|
| <b>16.4.2</b> | <b>Monitoring of programmes</b> |  |
|---------------|---------------------------------|--|

|                 |                             |  |
|-----------------|-----------------------------|--|
| <b>16.4.2.1</b> | Not separately provided for |  |
|-----------------|-----------------------------|--|

|                 |                              |  |
|-----------------|------------------------------|--|
| <b>16.4.2.2</b> | <b>Individual programmes</b> |  |
|-----------------|------------------------------|--|

*(1. Open a separate case file per programme using the prefix 16.4.2.2 followed by a/and the name of the programme.)*

|               |                                        |  |
|---------------|----------------------------------------|--|
| <b>16.4.3</b> | <b>Promotion of market penetration</b> |  |
|---------------|----------------------------------------|--|

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|-----------------|-----------------------------|--|
| <b>16.4.3.1</b> | Not separately provided for |  |
|-----------------|-----------------------------|--|

|                 |                              |  |
|-----------------|------------------------------|--|
| <b>16.4.3.2</b> | <b>Individual programmes</b> |  |
|-----------------|------------------------------|--|

*(1. Open a separate case file per programme using the prefix 16.4.3.2 followed by a/and the name of the programme.)*

|               |                                      |  |
|---------------|--------------------------------------|--|
| <b>16.4.4</b> | <b>Impact analysis of programmes</b> |  |
|---------------|--------------------------------------|--|

|                 |                             |  |
|-----------------|-----------------------------|--|
| <b>16.4.4.1</b> | Not separately provided for |  |
|-----------------|-----------------------------|--|

|                 |                              |  |
|-----------------|------------------------------|--|
| <b>16.4.4.2</b> | <b>Individual programmes</b> |  |
|-----------------|------------------------------|--|

*(1. Open a separate case file per programme using the prefix 16.4.4.2 followed by a/and the name of the programme.)*

|               |                                 |  |
|---------------|---------------------------------|--|
| <b>16.4.5</b> | <b>Evaluation of programmes</b> |  |
|---------------|---------------------------------|--|

|                 |                             |  |
|-----------------|-----------------------------|--|
| <b>16.4.5.1</b> | Not separately provided for |  |
|-----------------|-----------------------------|--|

|                 |                              |  |
|-----------------|------------------------------|--|
| <b>16.4.5.2</b> | <b>Individual programmes</b> |  |
|-----------------|------------------------------|--|

*(1. Open a separate case file per programme using the prefix 16.4.5.2 followed by a/and the name of the programme.)*

| NUMBER        | SUBJECT                                                                                                                                                 | DISPOSAL |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>16.6</b>   | <b>Redistribution of state land</b>                                                                                                                     |          |
| <b>16.6.1</b> | Not separately provided for                                                                                                                             |          |
| <b>6.6.2</b>  | <b>Individual sales negotiations</b>                                                                                                                    |          |
|               | <i>(1. Open a separate case file for each category of sale negotiation using the prefix 16.6.2 followed by a/and the name of the sale negotiation.)</i> |          |
| <b>16.7</b>   | <b>Redistribution of private land</b>                                                                                                                   |          |
| <b>16.7.1</b> | Not separately provided for                                                                                                                             |          |
| <b>16.7.2</b> | <b>Individual sales negotiations</b>                                                                                                                    |          |
|               | <i>(1. Open a separate case file for each category of sale negotiation using the prefix 16.7.2 followed by a/and the name of the sale negotiation.)</i> |          |
| <b>16.8</b>   | <b>Monitoring and evaluation</b>                                                                                                                        |          |
| <b>16.8.1</b> | Not separately provided for                                                                                                                             |          |
| <b>16.8.2</b> | <b>Individual programmes</b>                                                                                                                            |          |
|               | <i>(1. Open a separate case file per programme using the prefix 16.8.2 followed by a/and the name of the programme.)</i>                                |          |

## 17. BUSINESS AND INSTITUTIONAL DEVELOPMENT

| NUMBER   | SUBJECT                                                                                                                           | DISPOSAL |
|----------|-----------------------------------------------------------------------------------------------------------------------------------|----------|
| 17.P     | Policy                                                                                                                            |          |
| 17.P.1   | Not separately provided for                                                                                                       |          |
| 17.P.2   | <b>Individual policies</b>                                                                                                        |          |
|          | <i>(1. Open a separate case file for each policy using the prefix 17.P.2 followed by a/and the name of the policy.)</i>           |          |
| 17.1     | <b>Food security</b>                                                                                                              |          |
| 17.1.1   | <b>Policy development</b>                                                                                                         |          |
| 17.1.1.1 | Not separately provided for                                                                                                       |          |
| 17.1.1.2 | <b>Individual policies</b>                                                                                                        |          |
|          | <i>(1. Open a separate case file for each policy using the prefix 17.1.1.2 followed by a/and the name of the policy.)</i>         |          |
| 17.1.2   | <b>Programme development and implementation</b>                                                                                   |          |
| 17.1.2.1 | Not separately provided for                                                                                                       |          |
| 17.1.2.2 | <b>Individual programmes</b>                                                                                                      |          |
|          | <i>(1. Open a separate case file for each programme using the prefix 17.1.2.2 followed by a/and the name of the programme.)</i>   |          |
| 17.1.3   | <b>Monitoring and evaluation</b>                                                                                                  |          |
| 17.1.3.1 | Not separately provided for                                                                                                       |          |
| 17.1.3.2 | <b>Individual evaluations</b>                                                                                                     |          |
|          | <i>(1. Open a separate case file for each evaluation using the prefix 17.1.3.2 followed by a/and the name of the evaluation.)</i> |          |
| 17.1.4   | Information system management                                                                                                     |          |
| 17.2     | <b>Risk management</b>                                                                                                            |          |
| 17.2.1   | <b>Policy development</b>                                                                                                         |          |
| 17.2.1.1 | Not separately provided for                                                                                                       |          |
| 17.2.1.2 | <b>Individual policies</b>                                                                                                        |          |

| NUMBER          | SUBJECT                                                                                                                                                         | DISPOSAL |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                 | <i>(1. Open a separate case file for each policy using the prefix 17.2.1.2 followed by a/and the name of the policy.)</i>                                       |          |
| <b>17.2.2</b>   | <b>Programme development and implementation</b>                                                                                                                 |          |
| <b>17.2.2.1</b> | Not separately provided for                                                                                                                                     |          |
| <b>17.2.2.2</b> | <b>Individual programmes</b>                                                                                                                                    |          |
|                 | <i>(1. Open a separate case file for each programme using the prefix 17.2.2.2 followed by a/and the name of the programme.)</i>                                 |          |
| <b>17.2.3</b>   | <b>Monitoring and evaluation</b>                                                                                                                                |          |
| <b>17.2.3.1</b> | Not separately provided for                                                                                                                                     |          |
| <b>17.2.3.2</b> | <b>Individual risks</b>                                                                                                                                         |          |
|                 | <i>(1. Open a separate case file for each category of risk using the prefix 17.2.3.2 followed by a/and the name of the risk.)</i>                               |          |
| <b>17.3</b>     | Business promotion                                                                                                                                              |          |
| <b>17.4</b>     | <b>Investment promotion</b>                                                                                                                                     |          |
| <b>17.4.1</b>   | <b>Policy development</b>                                                                                                                                       |          |
| <b>17.4.1.1</b> | Not separately provided for                                                                                                                                     |          |
| <b>17.4.1.2</b> | <b>Individual policies</b>                                                                                                                                      |          |
|                 | <i>(1. Open a separate case file for each policy using the prefix 17.4.1.2 followed by a/and the name of the policy.)</i>                                       |          |
| <b>17.4.2</b>   | <b>Environmental monitoring</b>                                                                                                                                 |          |
| <b>17.4.2.1</b> | Not separately provided for                                                                                                                                     |          |
| <b>17.4.2.2</b> | <b>Individual monitoring</b>                                                                                                                                    |          |
|                 | <i>(1. Open a separate case file for each environmental factor monitored using the prefix 17.4.2.2 followed by a/and the name of the environmental factor.)</i> |          |
| <b>17.4.3</b>   | <b>Legislative monitoring</b>                                                                                                                                   |          |
| <b>17.4.3.1</b> | Not separately provided for                                                                                                                                     |          |

| NUMBER   | SUBJECT                                                                                                                                         | DISPOSAL |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 17.4.3.2 | <b>Individual legislation</b>                                                                                                                   |          |
|          | <i>(1. Open a separate case file for each category of legislation using the prefix 17.4.3.2 followed by a/and the name of the legislation.)</i> |          |
| 17.4.4   | <b>Registration of cooperatives</b>                                                                                                             |          |
| 17.4.4.1 | Not separately provided for                                                                                                                     |          |
| 17.4.4.2 | <b>Individual cooperatives</b>                                                                                                                  |          |
|          | <i>(1. Open a separate case file for each cooperative using the prefix 17.4.4.2 followed by a/and the name of the cooperative.)</i>             |          |
| 17.4.4.3 | Cooperatives development                                                                                                                        |          |
| 17.4.4.4 | Cooperatives statistics                                                                                                                         |          |
| 17.5     | <b>Liaison</b>                                                                                                                                  |          |
|          | <i>(Only for matters that cannot be dealt with on a specific subject file)</i>                                                                  |          |
| 17.5.1   | Not separately provided for                                                                                                                     |          |
| 17.5.2   | <b>Individual liaison</b>                                                                                                                       |          |
|          | <i>(1. Open a separate case file for each individual entity using the prefix 17.5.2 followed by a/and the name of the entity.)</i>              |          |

## 18 INTERNATIONAL RELATIONS

| NUMBER            | SUBJECT                                                                                                                                                | DISPOSAL |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>18.P</b>       | Policy                                                                                                                                                 |          |
| <b>18.1</b>       | <b>Foreign visits and visitors</b>                                                                                                                     |          |
| <b>18.1.1</b>     | <b>Visits by DoA officials</b>                                                                                                                         |          |
| <b>18.1.1.1</b>   | Passports                                                                                                                                              |          |
| <b>18.1.1.2</b>   | Visas                                                                                                                                                  |          |
| <b>18.1.1.3</b>   | <b>Applications and enquiries</b>                                                                                                                      |          |
|                   | <i>(1. Open a separate case file per financial year using the prefix 18.1.1.3 followed by a/and the financial year.)</i>                               |          |
| <b>18.1.1.4</b>   | <b>Approved individual visits</b>                                                                                                                      |          |
|                   | <i>(1. Open a separate case file per visit or group leader using the prefix 18.1.1.4 followed by a/and the name of the individual or group leader)</i> |          |
| <b>18.1.2</b>     | <b>Foreign visits by other than DoA</b>                                                                                                                |          |
| <b>18.1.2.1</b>   | Passports                                                                                                                                              |          |
| <b>18.1.2.2</b>   | Visas                                                                                                                                                  |          |
| <b>18.1.2.3</b>   | <b>Organisational support</b>                                                                                                                          |          |
| <b>18.1.2.3.1</b> | Not separately provided for                                                                                                                            |          |
| <b>18.1.2.3.2</b> | <b>Individual organisations</b>                                                                                                                        |          |
|                   | <i>(1. Open a separate case file per organisation using the prefix 18.1.2.3.2 followed by a/and the name of the organisation.)</i>                     |          |
| <b>18.1.3</b>     | <b>Visitors from abroad to South Africa</b>                                                                                                            |          |
| <b>18.1.3.1</b>   | Not separately provided for                                                                                                                            |          |
| <b>18.1.3.2</b>   | <b>Individual countries</b>                                                                                                                            |          |
|                   | <i>(1. Open a separate case file per country using the prefix 18.1.3.2 followed by a/and the name of the country.)</i>                                 |          |
| <b>18.2</b>       | <b>Internal communication</b><br><i>(Matters regarding International relations only)</i>                                                               |          |

| NUMBER            | SUBJECT                                                                                                                              | DISPOSAL |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>18.2.1</b>     | <b>National departments</b>                                                                                                          |          |
|                   | <i>(1. Open a separate case file per statutory body using the prefix 18.2.3.2 followed by a/and the name of the statutory body.)</i> |          |
| <b>18.2.2</b>     | <b>Provincial legislator and departments</b>                                                                                         |          |
| <b>18.2.2.1</b>   | <b>Mpumalanga</b>                                                                                                                    |          |
| <b>18.2.2.1.1</b> | Office of the Premier                                                                                                                |          |
| <b>18.2.2.1.2</b> | Agriculture                                                                                                                          |          |
| <b>18.2.2.2</b>   | <b>Eastern Cape</b>                                                                                                                  |          |
| <b>18.2.2.2.1</b> | Office of the Premier                                                                                                                |          |
| <b>18.2.2.2.2</b> | Agriculture                                                                                                                          |          |
| <b>18.2.2.3</b>   | <b>Northern Province</b>                                                                                                             |          |
| <b>18.2.2.3.1</b> | Office of the Premier                                                                                                                |          |
| <b>18.2.2.3.2</b> | Agriculture                                                                                                                          |          |
| <b>18.2.2.4</b>   | <b>Gauteng</b>                                                                                                                       |          |
| <b>18.2.2.4.1</b> | Office of the Premier                                                                                                                |          |
| <b>18.2.2.4.2</b> | Agriculture                                                                                                                          |          |
| <b>18.2.2.5</b>   | <b>Free State</b>                                                                                                                    |          |
| <b>18.2.2.5.1</b> | Office of the Premier                                                                                                                |          |
| <b>18.2.2.5.2</b> | Agriculture                                                                                                                          |          |
| <b>18.2.2.6</b>   | <b>Northern Cape</b>                                                                                                                 |          |
| <b>18.2.2.6.1</b> | Office of the Premier                                                                                                                |          |
| <b>18.2.2.6.2</b> | Agriculture                                                                                                                          |          |
| <b>18.2.2.7</b>   | <b>KwaZulu-Natal</b>                                                                                                                 |          |
| <b>18.2.2.7.1</b> | Office of the Premier                                                                                                                |          |
| <b>18.2.2.7.2</b> | Agriculture                                                                                                                          |          |
| <b>18.2.2.8</b>   | <b>Western Cape</b>                                                                                                                  |          |
| <b>18.2.2.8.1</b> | Office of the Premier                                                                                                                |          |
| <b>18.2.2.8.2</b> | Agriculture                                                                                                                          |          |
| <b>18.2.2.9</b>   | <b>North West</b>                                                                                                                    |          |
| <b>18.2.2.9.1</b> | Office of the Premier                                                                                                                |          |
| <b>18.2.2.9.2</b> | Agriculture                                                                                                                          |          |



| NUMBER          | SUBJECT                                                                                                                                | DISPOSAL |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>18.2.3</b>   | <b>Statutory bodies</b>                                                                                                                |          |
| <b>18.2.3.1</b> | Not separately provided for                                                                                                            |          |
| <b>18.2.3.2</b> | <b>Individual bodies</b>                                                                                                               |          |
|                 | <i>(1. Open a separate case file per statutory body using the prefix 18.2.3.2 followed by a/and the name of the statutory body.)</i>   |          |
| <b>18.2.4</b>   | <b>NGOs, community-based organisations and private organisations</b>                                                                   |          |
| <b>18.2.4.1</b> | Not separately provided for                                                                                                            |          |
| <b>18.2.4.2</b> | <b>Individual organisations</b>                                                                                                        |          |
|                 | <i>(1. Open a separate case file per organisation using the prefix 18.2.4.2 followed by a/and the name of the organisation.)</i>       |          |
| <b>18.2.5</b>   | <b>Agricultural attachés</b>                                                                                                           |          |
| <b>18.2.5.1</b> | Not separately provided for                                                                                                            |          |
| <b>18.2.5.2</b> | <b>Individual attachés</b>                                                                                                             |          |
|                 | <i>(1. Open a separate case file per attaché using the prefix 18.2.5.2 followed by a/and the name of the attaché.)</i>                 |          |
| <b>18.2.6</b>   | South African Secret Service                                                                                                           |          |
| <b>18.3</b>     | <b>Committee secretariat services</b>                                                                                                  |          |
| <b>18.3.1</b>   | Not separately provided for                                                                                                            |          |
| <b>18.3.2</b>   | <b>Individual committees</b>                                                                                                           |          |
|                 | <i>(1. Open a separate case file per committee using the prefix 18.3.2 followed by a/and the name of the committee.)</i>               |          |
| <b>18.4</b>     | <b>Reports and returns</b>                                                                                                             |          |
| <b>18.4.1</b>   | Not separately provided for                                                                                                            |          |
| <b>18.4.2</b>   | <b>Individual reports and returns</b>                                                                                                  |          |
|                 | <i>(1. Open a separate case file per report or return using the prefix 18.4.2 followed by a/and the name of the report or return.)</i> |          |

| NUMBER            | SUBJECT                                                                                                                                                                          | DISPOSAL |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>18.5</b>       | <b>Multilateral agreements and accessions to international organisations</b>                                                                                                     |          |
| <b>18.5.1</b>     | Not separately provided for                                                                                                                                                      |          |
| <b>18.5.2</b>     | <b>Individual organisations</b>                                                                                                                                                  |          |
|                   | <i>(1. Open a separate case file for each organisation using the prefix 18.5.2 followed by a/and the name of the organisation.)</i>                                              |          |
| <b>18.6</b>       | <b>Multilateral liaison with international organisations</b><br><i>(To include advertising, enquiries and administration)</i>                                                    |          |
| <b>18.6.1</b>     | Not separately provided for                                                                                                                                                      |          |
| <b>18.6.2</b>     | <b>SADC—Southern African Development Community</b>                                                                                                                               |          |
| <b>18.6.2.1</b>   | Not separately provided for                                                                                                                                                      |          |
| <b>18.6.2.2</b>   | <b>Individual country sectors</b>                                                                                                                                                |          |
|                   | <i>(1. Open a separate case file per country sector and subsector where necessary using the prefix 18.6.2.2 followed by a/and the name of the country sector and subsector.)</i> |          |
| <b>18.6.3</b>     | <b>FAO—Food and Agriculture Organisation</b>                                                                                                                                     |          |
| <b>18.6.3.1</b>   | Questionnaires                                                                                                                                                                   |          |
| <b>18.6.3.2</b>   | Vacancies advertised by FAO                                                                                                                                                      |          |
| <b>18.6.3.3</b>   | World Food Summit                                                                                                                                                                |          |
| <b>18.6.3.4</b>   | World Food Programme                                                                                                                                                             |          |
| <b>18.6.3.5</b>   | Technical Cooperation among developing countries                                                                                                                                 |          |
| <b>18.6.3.6</b>   | <b>Technical cooperation programme (TCP)</b>                                                                                                                                     |          |
| <b>18.6.3.6.1</b> | Not separately provided for                                                                                                                                                      |          |
| <b>18.6.3.6.2</b> | <b>Projects</b>                                                                                                                                                                  |          |
|                   | <i>(1. Open a separate case file per project using the prefix 18.6.3.6.2 followed by a/and the name of the project.)</i>                                                         |          |
| <b>18.6.3.7</b>   | Regional conferences                                                                                                                                                             |          |
| <b>18.6.3.8</b>   | Workshops                                                                                                                                                                        |          |
| <b>18.6.3.9</b>   | Publications                                                                                                                                                                     |          |
| <b>18.6.3.10</b>  | Interdepartmental Liaison Committee meetings (FAO)                                                                                                                               |          |

| NUMBER      | SUBJECT                                                                                                                       | DISPOSAL |
|-------------|-------------------------------------------------------------------------------------------------------------------------------|----------|
| 18.6.3.11   | Departmental Liaison Committee meetings (FAO)                                                                                 |          |
| 18.6.3.12   | FAO subregional representative                                                                                                |          |
| 18.6.3.13   | Invitations ( <i>all activities</i> )                                                                                         |          |
| 18.6.3.14   | <b>Statutory committees</b>                                                                                                   |          |
| 18.6.3.14.1 | Not separately provided for                                                                                                   |          |
| 18.6.3.14.2 | <b>Individual committees</b>                                                                                                  |          |
|             | <i>(1. Open a separate case file per committee using the prefix 18.6.3.14.2 followed by a/and the name of the committee.)</i> |          |
| 18.6.3.15   | FAO country office                                                                                                            |          |
| 18.6.3.16   | IPPC—International Plant Protection Convention                                                                                |          |
| 18.6.3.17   | World Food Day                                                                                                                |          |
| 18.6.3.18   | SA/FAO country programme                                                                                                      |          |
| 18.6.4      | <b>IFAD—International Fund for Agricultural Development</b>                                                                   |          |
| 18.6.4.1    | Not separately provided for                                                                                                   |          |
| 18.6.4.2    | <b>Individual issues</b>                                                                                                      |          |
|             | <i>(1. Open a separate case file per issue using the prefix 18.6.4.2 followed by a/and the name of the issue.)</i>            |          |
| 18.6.5      | <b>UN— United Nations</b>                                                                                                     |          |
| 18.6.5.1    | Not separately provided for                                                                                                   |          |
| 18.6.5.2    | <b>Individual issues</b>                                                                                                      |          |
|             | <i>(1. Open a separate case file per issue using the prefix 18.6.5.2 followed by a/and the name of the issue.)</i>            |          |
| 18.6.6      | <b>World Bank group</b>                                                                                                       |          |
| 18.6.6.1    | Not separately provided for                                                                                                   |          |
| 18.6.6.2    | <b>Individual issues</b>                                                                                                      |          |
|             | <i>(1. Open a separate case file per issue using the prefix 18.6.6.2 followed by a/and the name of the issue.)</i>            |          |

| NUMBER           | SUBJECT                                                                                                                      | DISPOSAL |
|------------------|------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>18.6.7</b>    | <b>UN conventions</b>                                                                                                        |          |
| <b>18.6.7.1</b>  | Not separately provided for                                                                                                  |          |
| <b>18.6.7.2</b>  | <b>Individual conventions</b>                                                                                                |          |
|                  | <i>(1. Open a separate case file per convention using the prefix 18.6.7.2 followed by a/and the name of the convention.)</i> |          |
| <b>18.6.8</b>    | <b>CABI—Commonwealth Agricultural Bureaux</b>                                                                                |          |
| <b>18.6.8.1</b>  | Not separately provided for                                                                                                  |          |
| <b>18.6.8.2</b>  | <b>Individual issues</b>                                                                                                     |          |
|                  | <i>(1. Open a separate case file per issue using the prefix 18.6.8.2 followed by a/and the name of the issue.)</i>           |          |
| <b>18.6.9</b>    | <b>IARIW—International Association for Research in Income and Wealth</b>                                                     |          |
| <b>18.6.9.1</b>  | Not separately provided for                                                                                                  |          |
| <b>18.6.9.2</b>  | <b>Individual issues</b>                                                                                                     |          |
|                  | <i>(1. Open a separate case file per issue using the prefix 18.6.9.2 followed by a/and the name of the issue.)</i>           |          |
| <b>18.6.10</b>   | <b>EU—European Union</b>                                                                                                     |          |
| <b>18.6.10.1</b> | Not separately provided for                                                                                                  |          |
| <b>18.6.10.2</b> | <b>Individual issues</b>                                                                                                     |          |
|                  | <i>(1. Open a separate case file per issue using the prefix 18.6.10.2 followed by a/and the name of the issue.)</i>          |          |
| <b>18.6.11</b>   | <b>CGIAR—Consultative Group on International Agricultural Research</b>                                                       |          |
| <b>18.6.11.1</b> | Not separately provided for                                                                                                  |          |
| <b>18.6.11.2</b> | <b>Individual issues</b>                                                                                                     |          |
|                  | <i>(1. Open a separate case file per issue using the prefix 18.6.11.2 followed by a/and the name of the issue.)</i>          |          |
| <b>18.6.12</b>   | <b>OAU</b>                                                                                                                   |          |
| <b>18.6.12.1</b> | Not separately provided for                                                                                                  |          |

| NUMBER    | SUBJECT                                                                                                             | DISPOSAL |
|-----------|---------------------------------------------------------------------------------------------------------------------|----------|
| 18.6.12.2 | <b>Individual issues</b>                                                                                            |          |
|           | <i>(1. Open a separate case file per issue using the prefix 18.6.12.2 followed by a/and the name of the issue.)</i> |          |
| 18.6.13   | <b>UPOV—International Union for Protection of New Varieties of Plants</b>                                           |          |
| 18.6.13.1 | Not separately provided for                                                                                         |          |
| 18.6.13.2 | <b>Individual issues</b>                                                                                            |          |
|           | <i>(1. Open a separate case file per issue using the prefix 18.6.13.2 followed by a/and the name of the issue.)</i> |          |
| 18.6.14   | <b>IOM—International Organisation for Migration</b>                                                                 |          |
| 18.6.14.1 | Not separately provided for                                                                                         |          |
| 18.6.14.2 | <b>Individual issues</b>                                                                                            |          |
|           | <i>(1. Open a separate case file per issue using the prefix 18.6.14.2 followed by a/and the name of the issue.)</i> |          |
| 18.6.15   | <b>OIV—Office International de la Vigne et du Vin</b>                                                               |          |
| 18.6.15.1 | Not separately provided for                                                                                         |          |
| 18.6.15.2 | <b>Individual issues</b>                                                                                            |          |
|           | <i>(1. Open a separate case file per issue using the prefix 18.6.15.2 followed by a/and the name of the issue.)</i> |          |
| 18.6.16   | <b>OIE—Office International des Epizooties</b>                                                                      |          |
| 18.6.16.1 | Not separately provided for                                                                                         |          |
| 18.6.16.2 | <b>Individual issues</b>                                                                                            |          |
|           | <i>(1. Open a separate case file per issue using the prefix 18.6.16.2 followed by a/and the name of the issue.)</i> |          |
| 18.6.17   | <b>ATP—Agreement on the Transportation of Perishable Products</b>                                                   |          |
| 18.6.17.1 | Not separately provided for                                                                                         |          |

| NUMBER    | SUBJECT                                                                                                             | DISPOSAL |
|-----------|---------------------------------------------------------------------------------------------------------------------|----------|
| 18.6.17.2 | <b>Individual issues</b>                                                                                            |          |
|           | <i>(1. Open a separate case file per issue using the prefix 18.6.17.2 followed by a/and the name of the issue.)</i> |          |
| 18.6.18   | <b>ICAC—International Cotton Advisory Committee</b>                                                                 |          |
| 18.6.18.1 | Not separately provided for                                                                                         |          |
| 18.6.18.2 | <b>Individual issues</b>                                                                                            |          |
|           | <i>(1. Open a separate case file per issue using the prefix 18.6.18.2 followed by a/and the name of the issue.)</i> |          |
| 18.6.19   | <b>ISTA—International Seed Testing Association</b>                                                                  |          |
| 18.6.19.1 | Not separately provided for                                                                                         |          |
| 18.6.19.2 | <b>Individual issues</b>                                                                                            |          |
|           | <i>(1. Open a separate case file per issue using the prefix 18.6.19.2 followed by a/and the name of the issue.)</i> |          |
| 18.6.20   | <b>IDF—International Dairy Federation</b>                                                                           |          |
| 18.6.20.1 | Not separately provided for                                                                                         |          |
| 18.6.20.2 | <b>Individual issues</b>                                                                                            |          |
|           | <i>(1. Open a separate case file per issue using the prefix 18.6.20.2 followed by a/and the name of the issue.)</i> |          |
| 18.6.21   | <b>IGC—International Grains Council</b>                                                                             |          |
| 18.6.21.1 | Not separately provided for                                                                                         |          |
| 18.6.21.2 | <b>Individual issues</b>                                                                                            |          |
|           | <i>(1. Open a separate case file per issue using the prefix 18.6.21.2 followed by a/and the name of the issue.)</i> |          |
| 18.6.22   | <b>ICIPE—Tropical Insect Science for Development</b>                                                                |          |
| 18.6.22.1 | Not separately provided for                                                                                         |          |
| 18.6.22.2 | <b>Individual issues</b>                                                                                            |          |
|           | <i>(1. Open a separate case file per issue using the prefix 18.6.22.2 followed by a/and the name of the issue.)</i> |          |

| NUMBER           | SUBJECT                                                                                                             | DISPOSAL |
|------------------|---------------------------------------------------------------------------------------------------------------------|----------|
| <b>18.6.23</b>   | <b>SARDC—Southern African Research and Documentation Council</b>                                                    |          |
| <b>18.6.23.1</b> | Not separately provided for                                                                                         |          |
| <b>18.6.23.2</b> | <b>Individual issues</b>                                                                                            |          |
|                  | <i>(1. Open a separate case file per issue using the prefix 18.6.23.2 followed by a/and the name of the issue.)</i> |          |
| <b>18.6.24</b>   | <b>NAM—Non-aligned Movement</b>                                                                                     |          |
| <b>18.6.24.1</b> | Not separately provided for                                                                                         |          |
| <b>18.6.24.2</b> | <b>Individual issues</b>                                                                                            |          |
|                  | <i>(1. Open a separate case file per issue using the prefix 18.6.24.2 followed by a/and the name of the issue.)</i> |          |
| <b>18.6.25</b>   | <b>SPAAR—Special Programme for African Agricultural Research</b>                                                    |          |
| <b>18.6.25.1</b> | Not separately provided for                                                                                         |          |
| <b>18.6.25.2</b> | <b>Individual issues</b>                                                                                            |          |
|                  | <i>(1. Open a separate case file per issue using the prefix 18.6.25.2 followed by a/and the name of the issue.)</i> |          |
| <b>18.6.26</b>   | <b>Commonwealth</b>                                                                                                 |          |
| <b>18.6.26.1</b> | Not separately provided for                                                                                         |          |
| <b>18.6.26.2</b> | <b>Individual issues</b>                                                                                            |          |
|                  | <i>(1. Open a separate case file per issue using the prefix 18.6.26.2 followed by a/and the name of the issue.)</i> |          |
| <b>18.6.27</b>   | <b>African Development Bank</b>                                                                                     |          |
| <b>18.6.27.1</b> | Not separately provided for                                                                                         |          |
| <b>18.6.27.2</b> | <b>Individual issues</b>                                                                                            |          |
|                  | <i>(1. Open a separate case file per issue using the prefix 18.6.27.2 followed by a/and the name of the issue.)</i> |          |
| <b>18.7</b>      | <b>International congresses and symposia</b>                                                                        |          |

| NUMBER  | SUBJECT                                                                                                                                                      | DISPOSAL |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 18.7.1  | Not separately provided for                                                                                                                                  |          |
| 18.7.2  | <b>Individual congresses and symposia</b>                                                                                                                    |          |
|         | <i>(1. Open a separate case file per congress or symposium using the prefix 18.7.2 followed by a/and the name of the congress or symposium.)</i>             |          |
| 18.8    | <b>Cairns Group</b>                                                                                                                                          |          |
| 18.8.1  | Not separately provided for                                                                                                                                  |          |
| 18.8.2  | <b>Individual issues</b>                                                                                                                                     |          |
|         | <i>(1. Open a separate case file per issue using the prefix 18.8.2 followed by a/and the name of the issue.)</i>                                             |          |
| 18.9    | <b>Bilateral agreements and accessions with foreign countries</b>                                                                                            |          |
| 18.9.1  | Not separately provided for                                                                                                                                  |          |
| 18.9.2  | <b>Individual countries</b>                                                                                                                                  |          |
|         | <i>(1. Open a separate case file per country using the prefix 18.9.2 followed by a/and the name of the country.)</i>                                         |          |
| 18.10   | <b>Bilateral communication with individual foreign countries</b>                                                                                             |          |
| 18.10.1 | Not separately provided for                                                                                                                                  |          |
| 18.10.2 | <b>Individual countries</b>                                                                                                                                  |          |
|         | <i>(1. Open a separate case file per country using the prefix 18.10.2 followed by a/and the name of the country.)</i>                                        |          |
| 18.11   | <b>Binational commissions</b>                                                                                                                                |          |
| 18.11.1 | Not separately provided for                                                                                                                                  |          |
| 18.11.2 | <b>Individual binational commissions</b>                                                                                                                     |          |
|         | <i>(1. Open a separate case file per country or subdivided per issue using the prefix 18.11.2 followed by a/and the name of the country or subdivision.)</i> |          |
| 18.12   | <b>Reports and returns</b>                                                                                                                                   |          |
| 18.12.1 | Not separately provided for                                                                                                                                  |          |



| NUMBER | SUBJECT | DISPOSAL |
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|         |                                       |  |
|---------|---------------------------------------|--|
| 18.12.2 | <b>Individual reports and returns</b> |  |
|---------|---------------------------------------|--|

*(1. Open a separate case file per report or return using the prefix 18.12.2 followed by a/and the name of the report or return.)*

|       |                           |  |
|-------|---------------------------|--|
| 18.13 | <b>Computer databases</b> |  |
|-------|---------------------------|--|

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|---------|---------------------------|--|
| 18.13.1 | Not separate provided for |  |
|---------|---------------------------|--|

|         |                             |  |
|---------|-----------------------------|--|
| 18.13.2 | <b>Individual databases</b> |  |
|---------|-----------------------------|--|

*(1. Open a separate case file per database using the prefix 18.13.2 followed by a/and the name of the database.)*

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|-------|------------------------------|--|
| 18.14 | <b>Profiles of countries</b> |  |
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|         |                             |  |
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| 18.14.1 | Not separately provided for |  |
|---------|-----------------------------|--|

|         |                             |  |
|---------|-----------------------------|--|
| 18.14.2 | <b>Individual countries</b> |  |
|---------|-----------------------------|--|

*(1. Open a separate case file per country using the prefix 18.14.2 followed by a/and the name of the country.)*

## 19. LAND RESOURCE MANAGEMENT

| NUMBER            | SUBJECT                                                                                                                                            | DISPOSAL |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>19.P</b>       | <b>Policy</b>                                                                                                                                      |          |
| <b>19.P.1</b>     | Not separately provided for                                                                                                                        |          |
| <b>19.P.2</b>     | <b>Individual Policies</b>                                                                                                                         |          |
|                   | <i>(1. Open a separate case file per policy using the prefix 19.P.2 followed by a/and the name of the policy.)</i>                                 |          |
| <b>19.PR</b>      | <b>Procedures</b>                                                                                                                                  |          |
| <b>19.PR.1</b>    | Not separately provided for                                                                                                                        |          |
| <b>19.PR.2</b>    | <b>Individual procedures</b>                                                                                                                       |          |
|                   | <i>(1. Open a separate case file per procedure using the prefix 19.PR.2 followed by a/and the name of the procedure.)</i>                          |          |
| <b>19.1</b>       | <b>Land use management</b>                                                                                                                         |          |
| <b>19.1.1</b>     | <b>Development of legislation and policy</b>                                                                                                       |          |
| <b>19.1.1.1</b>   | Not separately provided for                                                                                                                        |          |
| <b>19.1.1.2</b>   | <b>Individual legislation and policy</b>                                                                                                           |          |
|                   | <i>(1. Open a separate case file per legislation or policy using the prefix 19.1.1.2 followed by a/and the name of the legislation or policy.)</i> |          |
| <b>19.1.2</b>     | <b>Development of procedures</b>                                                                                                                   |          |
| <b>19.1.2.1</b>   | Not separately provided for                                                                                                                        |          |
| <b>19.1.2.2</b>   | <b>Individual procedures</b>                                                                                                                       |          |
|                   | <i>(1. Open a separate case file per procedure using the prefix 19.1.2.2 followed by a/and the name of the procedure.)</i>                         |          |
| <b>19.1.3</b>     | <b>Schemes</b>                                                                                                                                     |          |
| <b>19.1.3.1</b>   | <b>Weed control</b>                                                                                                                                |          |
| <b>19.1.3.1.1</b> | Not separately provided for                                                                                                                        |          |
| <b>19.1.3.1.2</b> | <b>Individual weed control schemes</b>                                                                                                             |          |

| NUMBER            | SUBJECT                                                                                                                                                    | DISPOSAL |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                   | <i>(1. Open a separate case file per weed control scheme using the prefix 19.1.3.1.2 followed by a/and the name of the weed control scheme.)</i>           |          |
| <b>19.1.3.2</b>   | <b>Soil conservation</b>                                                                                                                                   |          |
| <b>19.1.3.2.1</b> | Not separately provided for                                                                                                                                |          |
| <b>19.1.3.2.2</b> | <b>Individual soil conservation schemes</b>                                                                                                                |          |
|                   | <i>(1. Open a separate case file per soil conservation scheme using the prefix 19.1.3.2.2 followed by a/and the name of the soil conservation scheme.)</i> |          |
| <b>19.1.3.3</b>   | <b>Flood relief</b>                                                                                                                                        |          |
| <b>19.1.3.3.1</b> | Not separately provided for                                                                                                                                |          |
| <b>19.1.3.3.2</b> | <b>Individual flood relief schemes</b>                                                                                                                     |          |
|                   | <i>(1. Open a separate case file for each flood relief scheme using the prefix 19.1.3.3.2 followed by a/and the name of the flood relief scheme.)</i>      |          |
| <b>19.1.4</b>     | <b>Control measures</b>                                                                                                                                    |          |
| <b>19.1.4.1</b>   | <b>Veld management</b>                                                                                                                                     |          |
| <b>19.1.4.1.1</b> | Not separately provided for                                                                                                                                |          |
| <b>19.1.4.1.2</b> | <b>Individual veld management measures</b>                                                                                                                 |          |
|                   | <i>(1. Open a separate case file per veld management measures using the prefix 19.1.4.1.2 followed by a/and the name of the veld management measures.)</i> |          |
| <b>19.1.4.2</b>   | <b>Cultivated land</b>                                                                                                                                     |          |
| <b>19.1.4.2.1</b> | Not separately provided for                                                                                                                                |          |
| <b>19.1.4.2.2</b> | <b>Individual cultivated land measures</b>                                                                                                                 |          |
|                   | <i>(1. Open a separate case file per cultivated land measures using the prefix 19.1.4.2.2 followed by a/and the name of the cultivated land measures.)</i> |          |
| <b>19.1.4.3</b>   | <b>Wetland</b>                                                                                                                                             |          |
| <b>19.1.4.3.1</b> | Not separately provided for                                                                                                                                |          |
| <b>19.1.4.3.2</b> | <b>Individual wetland measures</b>                                                                                                                         |          |

| NUMBER            | SUBJECT                                                                                                                                                                                   | DISPOSAL |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                   | <i>(1. Open a separate case file per wetland measure using the prefix 19.1.4.3.2 followed by a/and the name of the wetland measures.)</i>                                                 |          |
| <b>19.1.4.4</b>   | <b>Weeds and invasive plant control</b>                                                                                                                                                   |          |
| <b>19.1.4.4.1</b> | Not separately provided for                                                                                                                                                               |          |
| <b>19.1.4.4.2</b> | <b>Individual weed and invasive plant control measures</b>                                                                                                                                |          |
|                   | <i>(1. Open a separate case file per weed and invasive plant control measure using the prefix 19.1.4.4.2 followed by a/and the name of the weed and invasive plant control measures.)</i> |          |
| <b>19.1.5</b>     | <b>Land use committees</b>                                                                                                                                                                |          |
| <b>19.1.5.1</b>   | Not separately provided for                                                                                                                                                               |          |
| <b>19.1.5.2</b>   | Appointment of members                                                                                                                                                                    |          |
| <b>19.1.6</b>     | <b>Weed control teams</b>                                                                                                                                                                 |          |
| <b>19.1.6.1</b>   | Not separately provided for                                                                                                                                                               |          |
| <b>19.1.6.2</b>   | <b>Individual teams</b>                                                                                                                                                                   |          |
|                   | <i>(1. Open a separate case file per team using the prefix 19.1.6.2 followed by a/and the name of the team.)</i>                                                                          |          |
| <b>19.1.7</b>     | Appointment of delegated weed inspectors                                                                                                                                                  |          |
| <b>19.1.8</b>     | <b>Queries/enquiries</b>                                                                                                                                                                  |          |
| <b>19.1.8.1</b>   | Not separately provided for                                                                                                                                                               |          |
| <b>19.1.8.2</b>   | <b>Individual queries/enquiries</b>                                                                                                                                                       |          |
|                   | <i>(1. Open a separate case file per query or enquiry using the prefix 19.1.8.2 followed by a/and the name of the query or enquiry.)</i>                                                  |          |
| <b>19.2</b>       | <b>Migratory pest control</b>                                                                                                                                                             |          |
| <b>19.2.1</b>     | <b>Development of legislation and policy</b>                                                                                                                                              |          |
| <b>19.2.1.1</b>   | Not separately provided for                                                                                                                                                               |          |
| <b>19.2.1.2</b>   | <b>Individual legislation and policy</b>                                                                                                                                                  |          |

| NUMBER          | SUBJECT                                                                                                                                            | DISPOSAL |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                 | <i>(1. Open a separate case file per legislation or policy using the prefix 19.2.1.2 followed by a/and the name of the legislation or policy.)</i> |          |
| <b>19.2.2</b>   | <b>Development of procedures</b>                                                                                                                   |          |
| <b>19.2.2.1</b> | Not separately provided for                                                                                                                        |          |
| <b>19.2.2.2</b> | <b>Individual procedures</b>                                                                                                                       |          |
|                 | <i>(1. Open a separate case file per procedure using the prefix 19.2.2.2 followed by a/and the name of the procedure.)</i>                         |          |
| <b>19.2.3</b>   | <b>Control actions</b>                                                                                                                             |          |
| <b>19.2.3.1</b> | Not separately provided for                                                                                                                        |          |
| <b>19.2.3.2</b> | <b>Individual pests</b>                                                                                                                            |          |
|                 | <i>(1. Open a separate case file per pest using the prefix 19.2.3.2 followed by a/and the name of the pest.)</i>                                   |          |
| <b>19.2.4</b>   | <b>Appointment of migratory pest officers</b>                                                                                                      |          |
| <b>19.2.4.1</b> | Not separately provided for                                                                                                                        |          |
| <b>19.2.4.2</b> | <b>Individual migratory pest areas</b>                                                                                                             |          |
|                 | <i>(1. Open a separate case file per migratory pest area using the prefix 19.2.4.2 followed by a/and the name of the migratory pest area.)</i>     |          |
| <b>19.2.5</b>   | <b>Queries/enquiries</b>                                                                                                                           |          |
| <b>19.2.5.1</b> | Not separately provided for                                                                                                                        |          |
| <b>19.2.5.2</b> | <b>Individual queries/enquiries</b>                                                                                                                |          |
|                 | <i>(1. Open a separate case file per query or enquiry using the prefix 19.2.5.2 followed by a/and the name of the query or enquiry.)</i>           |          |
| <b>19.3</b>     | <b>Subdivision of land (Act No. 70 of 70)</b>                                                                                                      |          |
| <b>19.3.1</b>   | <b>Development of legislation and policy</b>                                                                                                       |          |
| <b>19.3.1.1</b> | Not separately provided for                                                                                                                        |          |
| <b>19.3.1.2</b> | <b>Individual legislation and policy</b>                                                                                                           |          |
|                 | <i>(1. Open a separate case file per legislation or policy using the prefix 19.3.1.2 followed by a/and the name of the legislation or policy.)</i> |          |

| NUMBER          | SUBJECT                                                                                                                                            | DISPOSAL |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>19.3.2</b>   | <b>Development of procedures</b>                                                                                                                   |          |
| <b>19.3.2.1</b> | Not separately provided for                                                                                                                        |          |
| <b>19.3.2.2</b> | <b>Individual procedures</b>                                                                                                                       |          |
|                 | <i>(1. Open a separate case file per procedure using the prefix 19.3.2.2 followed by a/and the name of the procedure.)</i>                         |          |
| <b>19.3.3</b>   | <b>Individual subdivisions</b>                                                                                                                     |          |
|                 | <i>(1. Open a separate case file per subdivision using the prefix 19.3.3 followed by a/and the name of the subdivision.)</i>                       |          |
| <b>19.3.4</b>   | <b>Queries/enquiries</b>                                                                                                                           |          |
| <b>19.3.4.1</b> | Not separately provided for                                                                                                                        |          |
| <b>19.3.4.2</b> | <b>Individual enquiries/queries</b>                                                                                                                |          |
|                 | <i>(1. Open a separate case file per query or enquiry using the prefix 19.3.4.2 followed by a/and the name of the query or enquiry.)</i>           |          |
| <b>19.4</b>     | <b>Fencing</b>                                                                                                                                     |          |
| <b>19.4.1</b>   | <b>Development of legislation and policy</b>                                                                                                       |          |
| <b>19.4.1.1</b> | Not separately provided for                                                                                                                        |          |
| <b>19.4.1.2</b> | <b>Individual legislation and policy</b>                                                                                                           |          |
|                 | <i>(1. Open a separate case file per legislation or policy using the prefix 19.4.1.2 followed by a/and the name of the legislation or policy.)</i> |          |
| <b>19.4.2</b>   | <b>Development of procedures</b>                                                                                                                   |          |
| <b>19.4.2.1</b> | Not separately provided for                                                                                                                        |          |
| <b>19.4.2.2</b> | <b>Individual procedures</b>                                                                                                                       |          |
|                 | <i>(1. Open a separate case file per procedure using the prefix 19.4.2.2 followed by a/and the name of the procedure.)</i>                         |          |
| <b>19.4.3</b>   | <b>Queries/enquiries</b>                                                                                                                           |          |
| <b>19.4.3.1</b> | Not separately provided for                                                                                                                        |          |
| <b>19.4.3.2</b> | <b>Individual queries/enquiries</b>                                                                                                                |          |

| NUMBER            | SUBJECT                                                                                                                                             | DISPOSAL |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                   | <i>(1. Open a separate case file per query or enquiry using the prefix 19.4.3.2 followed by a/and the name of the query or enquiry.)</i>            |          |
| <b>19.5</b>       | <b>Conservation promotion</b>                                                                                                                       |          |
| <b>19.5.1</b>     | Not separately provided for                                                                                                                         |          |
| <b>19.5.2</b>     | <b>Landcare programmes</b>                                                                                                                          |          |
| <b>19.5.2.1</b>   | Set policy                                                                                                                                          |          |
| <b>19.5.2.2</b>   | <b>Project proposals</b>                                                                                                                            |          |
| <b>19.5.2.2.1</b> | Not separately provided for                                                                                                                         |          |
| <b>19.5.2.2.2</b> | <b>Evaluation of individual project proposals</b>                                                                                                   |          |
|                   | <i>(1. Open a separate case file per project proposal using the prefix 19.5.2.2.2 followed by a/and the name of the project proposal.)</i>          |          |
| <b>19.5.2.2.3</b> | <b>Approved project proposals</b>                                                                                                                   |          |
|                   | <i>(1. Open a separate case file per project proposal using the prefix 19.5.2.2.3 followed by a/and the name of the project proposal.)</i>          |          |
| <b>19.5.2.3</b>   | <b>Training programmes</b>                                                                                                                          |          |
| <b>19.5.2.3.1</b> | Not separately provided for                                                                                                                         |          |
| <b>19.5.2.3.2</b> | <b>Individual training programmes</b>                                                                                                               |          |
|                   | <i>(1. Open a separate case file for each training programme using the prefix 19.5.2.3.2 followed by a/and the name of the training programme.)</i> |          |
| <b>19.5.2.4</b>   | Agricultural sustainable use awareness programmes                                                                                                   |          |
| <b>19.5.2.5</b>   | Allocation of funds to provinces                                                                                                                    |          |
| <b>19.5.2.6</b>   | <b>National Treasury</b>                                                                                                                            |          |
| <b>19.5.2.6.1</b> | Treasury submissions                                                                                                                                |          |
| <b>19.5.2.6.2</b> | Treasury reports                                                                                                                                    |          |
| <b>19.5.2.7</b>   | <b>Meetings, working groups, workshops</b>                                                                                                          |          |

| NUMBER     | SUBJECT                                                                                                                                                           | DISPOSAL |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 19.5.2.7.1 | Not separately provided for                                                                                                                                       |          |
| 19.5.2.7.2 | <b>Individual meetings, etc</b>                                                                                                                                   |          |
|            | <i>(1. Open a separate case file per meeting using the prefix 19.5.2.7.2 followed by a/and the name of the meeting.)</i>                                          |          |
| 19.6       | <b>Conservation GIS</b>                                                                                                                                           |          |
| 19.6.1     | GIS information                                                                                                                                                   |          |
| 19.6.2     | <b>Systems development</b>                                                                                                                                        |          |
| 19.6.2.1   | Not separately provided for                                                                                                                                       |          |
| 19.6.2.2   | <b>Database model development</b>                                                                                                                                 |          |
|            | <i>(1. Open a separate case file for each database model development using the prefix 19.6.2.2 followed by a/and the name of the database model development.)</i> |          |
| 19.7       | <b>Conservation audit</b>                                                                                                                                         |          |
| 19.7.1     | Not separately provided for                                                                                                                                       |          |
| 19.7.2     | <b>Individual audits</b>                                                                                                                                          |          |
|            | <i>(1. Open a separate case file per audit using the prefix 19.7.2 followed by a/and the name of the audit.)</i>                                                  |          |
| 19.8       | <b>Research</b>                                                                                                                                                   |          |
| 19.8.1     | Not separately provided for                                                                                                                                       |          |
| 19.8.2     | <b>Individual research projects</b>                                                                                                                               |          |
|            | <i>(1. Open a separate case file per project using the prefix 19.8.2 followed by a/and the name of the project.)</i>                                              |          |
| 19.9       | <b>Helicopter services</b>                                                                                                                                        |          |
| 19.9.1     | Requests for use of service                                                                                                                                       |          |
| 19.9.2     | Maintenance and repair                                                                                                                                            |          |
| 19.10      | <b>Liaison</b>                                                                                                                                                    |          |
|            | <i>(Only for matters that cannot be dealt with on a specific subject file)</i>                                                                                    |          |



| NUMBER  | SUBJECT                                                                                                                                    | DISPOSAL |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 19.10.1 | Not separately provided for                                                                                                                |          |
| 19.10.2 | <b>In terms of other legislation</b>                                                                                                       |          |
|         | <i>(1. Open a separate case file per legislation the prefix 19.10.2 followed by a/and the name of the legislation.)</i>                    |          |
| 19.10.3 | <b>Liaison with other departments</b>                                                                                                      |          |
|         | <i>(1. Open a separate case file per department using the prefix 19.10.3 followed by a/and the name of the department.)</i>                |          |
| 19.10.4 | <b>Liaison with other institutions</b>                                                                                                     |          |
|         | <i>(1. Open a separate case file per institution using the prefix 19.10.4 followed by a/and the name of the institution.)</i>              |          |
| 19.10.5 | <b>International liaison</b>                                                                                                               |          |
|         | <i>(1. Open a separate case file per entity using the prefix 19.10.5 followed by a/and the name of the entity.)</i>                        |          |
| 19.11   | <b>Acquisitions</b>                                                                                                                        |          |
| 19.11.1 | Not separately provided for                                                                                                                |          |
| 19.11.2 | <b>Herbicides</b>                                                                                                                          |          |
|         | <i>(1. Open a separate case file per herbicide using the prefix 19.11.2 followed by a/and the name of the herbicide.)</i>                  |          |
| 19.11.3 | <b>Pesticides</b>                                                                                                                          |          |
|         | <i>(1. Open a separate case file per pesticide using the prefix 19.11.3 followed by a/and the name of the pesticide.)</i>                  |          |
| 19.11.4 | <b>Equipment</b>                                                                                                                           |          |
|         | <i>(1. Open a separate case file for each category of equipment using the prefix 19.11.4 followed by a/and the name of the equipment.)</i> |          |
| 19.12   | <b>Distribution</b>                                                                                                                        |          |
| 19.12.1 | Not separately provided for                                                                                                                |          |

| NUMBER  | SUBJECT    | DISPOSAL |
|---------|------------|----------|
| 19.12.2 | Herbicides |          |

*(1. Open a separate case file per herbicide using the prefix 19.12.2 followed by a/and the name of the herbicide.)*

|         |            |  |
|---------|------------|--|
| 19.12.3 | Pesticides |  |
|---------|------------|--|

*(1. Open a separate case file per pesticide using the prefix 19.12.3 followed by a/and the name of the pesticide.)*

|         |           |  |
|---------|-----------|--|
| 19.12.4 | Equipment |  |
|---------|-----------|--|

*(1. Open a separate case file for each category of equipment using the prefix 19.12.4 followed by a/and the name of the equipment.)*

## 20. AGRICULTURAL PRODUCTION INPUTS

| NUMBER          | SUBJECT                                                                                                                     | DISPOSAL |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------|----------|
| <b>20.P</b>     | <b>Policy</b>                                                                                                               |          |
| <b>20.P.1</b>   | Not separately provided for                                                                                                 |          |
| <b>20.P.2</b>   | <b>Individual policies</b>                                                                                                  |          |
|                 | <i>(1. Open a separate case file for each policy using the prefix 20.P.2 followed by a/and the name of the policy.)</i>     |          |
| <b>20.1</b>     | <b>Fertilisers</b>                                                                                                          |          |
| <b>20.1.1</b>   | <b>Registration of fertilisers</b>                                                                                          |          |
|                 | <i>(1. Open a separate case file for each company using the prefix 20.1.1 followed by a/and the name of the company.)</i>   |          |
| <b>20.1.2</b>   | <b>Enquiries, complaints and suggestions</b>                                                                                |          |
| <b>20.1.2.1</b> | <b>Fertiliser commodities</b>                                                                                               |          |
| <b>20.1.2.2</b> | Court cases between registration holders and other persons                                                                  |          |
| <b>20.1.2.3</b> | Problematic registrations                                                                                                   |          |
| <b>20.1.2.4</b> | Ministerial enquiries                                                                                                       |          |
| <b>20.1.2.5</b> | Parliamentary enquiries                                                                                                     |          |
| <b>20.1.2.6</b> | Notices to registration holders for renewal of registrations                                                                |          |
| <b>20.1.2.7</b> | Income and statistics                                                                                                       |          |
| <b>20.2</b>     | <b>Sterilisation facilities</b>                                                                                             |          |
| <b>20.2.1</b>   | <b>Registration of sterilisation facilities</b>                                                                             |          |
|                 | <i>(1. Open a separate case file for each facility using the prefix 20.2.1 followed by a/and the name of the facility.)</i> |          |
| <b>20.2.2</b>   | <b>Enquiries, complaints and suggestions</b>                                                                                |          |
| <b>20.2.2.1</b> | Sterilisation facility commodities                                                                                          |          |
| <b>20.2.2.2</b> | Court cases between registration holders and other persons                                                                  |          |
| <b>20.2.2.3</b> | Problematic registrations                                                                                                   |          |
| <b>20.2.2.4</b> | Ministerial enquiries                                                                                                       |          |
| <b>20.2.2.5</b> | Parliamentary enquiries                                                                                                     |          |
| <b>20.2.2.6</b> | Notices to registration holders for renewal of registrations                                                                |          |

| NUMBER   | SUBJECT                                                                                                                   | DISPOSAL |
|----------|---------------------------------------------------------------------------------------------------------------------------|----------|
| 20.2.2.7 | Income and statistics                                                                                                     |          |
| 20.3     | <b>Agricultural products</b>                                                                                              |          |
| 20.3.1   | <b>Registration of agricultural products</b>                                                                              |          |
|          | <i>(1. Open a separate case file for each company using the prefix 20.3.1 followed by a/and the name of the company.)</i> |          |
| 20.3.2   | <b>Enquiries, complaints and suggestions</b>                                                                              |          |
| 20.3.2.1 | Agricultural product commodities                                                                                          |          |
| 20.3.2.2 | Court cases between registration holders and other persons                                                                |          |
| 20.3.2.3 | <b>Problematic registrations</b>                                                                                          |          |
| 20.3.2.4 | Ministerial enquiries                                                                                                     |          |
| 20.3.2.5 | Parliamentary enquiries                                                                                                   |          |
| 20.3.2.6 | Notices to registration holders for renewal of registrations                                                              |          |
| 20.3.2.7 | Income and statistics                                                                                                     |          |
| 20.4     | <b>Livestock products</b>                                                                                                 |          |
| 20.4.1   | <b>Registration of livestock products</b>                                                                                 |          |
|          | <i>(1. Open a separate case file for each company using the prefix 20.4.1 followed by a/and the name of the company.)</i> |          |
| 20.4.2   | <b>Enquiries, complaints and suggestions</b>                                                                              |          |
| 20.4.2.1 | Livestock commodities                                                                                                     |          |
| 20.4.2.2 | Court cases between registration holders and other persons                                                                |          |
| 20.4.2.3 | Problematic registrations                                                                                                 |          |
| 20.4.2.4 | Ministerial enquiries                                                                                                     |          |
| 20.4.2.5 | Parliamentary enquiries                                                                                                   |          |
| 20.4.2.6 | International enquiries                                                                                                   |          |
| 20.4.2.7 | Notices to registration holders for renewal of registrations                                                              |          |
| 20.4.2.8 | Income and statistics                                                                                                     |          |
| 20.5     | <b>Pest control operators</b>                                                                                             |          |

| NUMBER          | SUBJECT                                                                                                                                     | DISPOSAL |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>20.5.1</b>   | <b>Enquiries</b>                                                                                                                            |          |
| <b>20.5.1.1</b> | Routine enquiries                                                                                                                           |          |
| <b>20.5.1.2</b> | Ministerial enquiries                                                                                                                       |          |
| <b>20.5.1.3</b> | Parliamentary enquiries                                                                                                                     |          |
| <b>20.5.2</b>   | <b>Applications for registration as pest control operators</b>                                                                              |          |
|                 | <i>(1. Open a separate case file for each company using the prefix 20.5.2 followed by a/and the name of the company.)</i>                   |          |
| <b>20.5.3</b>   | Notices to registration holders for renewal of registrations                                                                                |          |
| <b>20.5.4</b>   | Income and statistics                                                                                                                       |          |
| <b>20.6</b>     | <b>Registration control</b>                                                                                                                 |          |
| <b>20.6.1</b>   | <b>Control of registered producers</b>                                                                                                      |          |
|                 | <i>(1. Open a separate case file for each company that is inspected using the prefix 20.6.1 followed by a/and the name of the company.)</i> |          |
| <b>20.6.2</b>   | <b>Retail control</b>                                                                                                                       |          |
| <b>20.6.2.1</b> | Chemists                                                                                                                                    |          |
| <b>20.6.2.2</b> | Hardware stores                                                                                                                             |          |
| <b>20.6.2.3</b> | Supermarkets                                                                                                                                |          |
| <b>20.6.2.4</b> | Nurseries                                                                                                                                   |          |
| <b>20.6.3</b>   | Sample analysis methods                                                                                                                     |          |
| <b>20.6.4</b>   | Control of State warehouse sales re. confiscated goods                                                                                      |          |
| <b>20.6.5</b>   | Income and statistics                                                                                                                       |          |
| <b>20.7</b>     | <b>External</b>                                                                                                                             |          |
|                 | <i>(Only for matters that cannot be dealt with on a specific subject file)</i>                                                              |          |
| <b>20.7.1</b>   | Not separately provided for                                                                                                                 |          |
| <b>20.7.2</b>   | <b>Individual liaison</b>                                                                                                                   |          |
|                 | <i>(1. Open a separate case file for each organisation using the prefix 20.7.2 followed by a/and the name of the organisation.)</i>         |          |

## 21. PLANT HEALTH AND QUALITY

| NUMBER          | SUBJECT                                                                                                                                     | DISPOSAL |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>21.P</b>     | <b>Policy</b>                                                                                                                               |          |
| <b>21.P.1</b>   | Not separately provided for                                                                                                                 |          |
| <b>21.P.2</b>   | <b>Individual policies</b>                                                                                                                  |          |
|                 | <i>(1. Open a separate case file for each policy using the prefix 21.P.2 followed by a/and the name of the policy.)</i>                     |          |
| <b>21.1</b>     | <b>Draft legislation</b>                                                                                                                    |          |
| <b>21.1.1</b>   | Q/C of agricultural products                                                                                                                |          |
| <b>21.1.2</b>   | Plant health control                                                                                                                        |          |
| <b>21.1.3</b>   | <b>Sanitary control</b>                                                                                                                     |          |
| <b>21.1.3.1</b> | Imports                                                                                                                                     |          |
| <b>21.1.3.2</b> | Exports                                                                                                                                     |          |
| <b>21.1.3.3</b> | Local                                                                                                                                       |          |
| <b>21.2</b>     | <b>Determination of norms, standards and controls</b>                                                                                       |          |
| <b>21.2.1</b>   | Not separately provided for                                                                                                                 |          |
| <b>21.2.2</b>   | <b>Import</b>                                                                                                                               |          |
|                 | <i>(1. Open a separate case file per country and product using the prefix 21.1.1 followed by a/and the name of the country or product.)</i> |          |
| <b>21.2.3</b>   | <b>Export</b>                                                                                                                               |          |
|                 | <i>(1. Open a separate case file per country and product using the prefix 21.2.3 followed by a/and the name of the country or product.)</i> |          |
| <b>21.2.4</b>   | <b>National trade</b>                                                                                                                       |          |
|                 | <i>(1. Open a separate case file per country and product using the prefix 21.2.4 followed by a/and the name of the country or product.)</i> |          |
| <b>21.3</b>     | Quality                                                                                                                                     |          |
| <b>21.4</b>     | Sanitary                                                                                                                                    |          |

| NUMBER  | SUBJECT                                                                                                                                                               | DISPOSAL |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 21.4.1  | Food safety                                                                                                                                                           |          |
| 21.5    | <b>Phytosanitary</b>                                                                                                                                                  |          |
| 21.5.1  | Not separately provided for                                                                                                                                           |          |
| 21.5.2  | Diseases                                                                                                                                                              |          |
| 21.5.3  | Pests                                                                                                                                                                 |          |
| 21.6    | <b>Development of controls</b> (imports, export, local)                                                                                                               |          |
| 21.6.1  | Compliance                                                                                                                                                            |          |
| 21.6.2  | Policies                                                                                                                                                              |          |
| 21.6.3  | Registrations, etc                                                                                                                                                    |          |
| 21.7    | Authorisations                                                                                                                                                        |          |
| 21.8    | <b>Inspections/analysis/diagnosis</b>                                                                                                                                 |          |
| 21.8.1  | Not separately provided for                                                                                                                                           |          |
| 21.8.2  | <b>Individual inspections/analysis/diagnosis</b>                                                                                                                      |          |
|         | <i>(1. Open a separate case file for each inspection/analysis/diagnosis using the prefix 21.8.2 followed by a/and the name of the inspection/analysis/diagnosis.)</i> |          |
| 21.9    | <b>Assessments</b>                                                                                                                                                    |          |
| 21.9.1  | Not separately provided for                                                                                                                                           |          |
| 21.9.2  | <b>Individual assessments</b>                                                                                                                                         |          |
|         | <i>(1. Open a separate case file for each assessment using the prefix 21.9.2 followed by a/and the name of the assessment.)</i>                                       |          |
| 21.10   | <b>Risk analysis</b>                                                                                                                                                  |          |
| 21.10.1 | Not separately provided for                                                                                                                                           |          |
| 21.10.2 | <b>Individual risk analysis</b>                                                                                                                                       |          |
|         | <i>(1. Open a separate case file per risk analysis using the prefix 21.10.2 followed by a/and the name of the risk analysis.)</i>                                     |          |
| 21.11   | <b>Export</b>                                                                                                                                                         |          |
| 21.11.1 | Not separately provided for                                                                                                                                           |          |

| NUMBER    | SUBJECT                                                                                                                                                       | DISPOSAL |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 21.11.2   | <b>Individual exports</b>                                                                                                                                     |          |
|           | <i>(1. Open a separate case file per country, product or client using the prefix 21.11.2 followed by a/and the name of the country, product or client.)</i>   |          |
| 21.11.3   | <b>Interceptions</b>                                                                                                                                          |          |
| 21.11.3.1 | Not separately provided for                                                                                                                                   |          |
| 21.11.3.2 | <b>Individual interceptions</b>                                                                                                                               |          |
|           | <i>(1. Open a separate case file per interception using the prefix 21.11.3.2 followed by a/and the name of the interceptor.)</i>                              |          |
| 21.12     | <b>Import</b>                                                                                                                                                 |          |
| 21.12.1   | Not separately provided for                                                                                                                                   |          |
| 21.12.2   | <b>Individual imports</b>                                                                                                                                     |          |
|           | <i>(1. Open a separate case file per country, product or client using the prefix 21.12.2 followed by a/and the name of the country, product or client.)</i>   |          |
| 21.12.3   | <b>Quarantine</b>                                                                                                                                             |          |
| 21.12.3.1 | Not separately provided for                                                                                                                                   |          |
| 21.12.3.2 | <b>Individual quarantines</b>                                                                                                                                 |          |
|           | <i>(1. Open a separate case file per country, product or client using the prefix 21.12.3.2 followed by a/and the name of the country, product or client.)</i> |          |
| 21.12.4   | <b>Interceptions</b>                                                                                                                                          |          |
| 21.12.4.1 | Not separately provided for                                                                                                                                   |          |
| 21.12.4.2 | <b>Individual interceptions</b>                                                                                                                               |          |
|           | <i>(1. Open a separate case file per interception using the prefix 21.12.4.2 followed by a/and the name of the interceptor.)</i>                              |          |
| 21.13     | <b>National trade</b>                                                                                                                                         |          |
| 21.13.1   | Not separately provided for                                                                                                                                   |          |
| 21.13.2   | <b>Individual national trade</b>                                                                                                                              |          |



| NUMBER           | SUBJECT                                                                                                                                   | DISPOSAL |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                  | <i>(1. Open a separate case file per product or client using the prefix 21.13.2 followed by a/and the name of the product or client.)</i> |          |
| <b>21.13.3</b>   | <b>Plant Certification Scheme</b>                                                                                                         |          |
| <b>21.13.3.1</b> | Not separately provided for                                                                                                               |          |
| <b>21.13.3.2</b> | <b>Individual pests</b>                                                                                                                   |          |
|                  | <i>(1. Open a separate case file per pest using the prefix 21.13.3.2 followed by a/and the name of the pest.)</i>                         |          |
| <b>21.13.4</b>   | <b>Early warning systems</b>                                                                                                              |          |
| <b>21.13.4.1</b> | Not separately provided for                                                                                                               |          |
| <b>21.13.4.2</b> | <b>Individual pests</b>                                                                                                                   |          |
|                  | <i>(1. Open a separate case file per pest using the prefix 21.13.4.2 followed by a/and the name of the pest.)</i>                         |          |
| <b>21.13.5</b>   | <b>Eradication programme</b>                                                                                                              |          |
| <b>21.13.5.1</b> | Not separately provided for                                                                                                               |          |
| <b>21.13.5.2</b> | <b>Individual pests</b>                                                                                                                   |          |
|                  | <i>(1. Open a separate case file per pest using the prefix 21.13. 5.2 followed by a/and the name of the pest.)</i>                        |          |
| <b>21.14</b>     | <b>Liaison</b><br><i>(Only for matters that cannot be dealt with on a specific subject file)</i>                                          |          |
| <b>21.14.1</b>   | <b>Local</b>                                                                                                                              |          |
| <b>21.14.1.1</b> | Not separately provided for                                                                                                               |          |
| <b>21.14.1.2</b> | <b>Individual local liaison</b>                                                                                                           |          |
|                  | <i>(1. Open a separate case file for each local entity using the prefix 21.14.1.2 followed by a/and the name of the local entity.)</i>    |          |
| <b>21.14.2</b>   | <b>Government</b>                                                                                                                         |          |
| <b>21.14.2.1</b> | Not separately provided for                                                                                                               |          |
| <b>21.14.2.2</b> | <b>Individual government liaison</b>                                                                                                      |          |

| NUMBER | SUBJECT | DISPOSAL |
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*(1. Open a separate case file for each government entity using the prefix 21.14.2.2 followed by a/and the name of the government entity.)*

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| <b>21.14.3</b> | <b>International</b> |  |
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| <b>21.14.3.1</b> | Not separately provided for |  |
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| <b>21.14.3.2</b> | <b>Individual international liaison</b> |  |
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*(1. Open a separate case file for each international entity using the prefix 21.14.3.2 followed by a/and the name of the international entity.)*

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| <b>21.15</b> | <b>Committees</b> |  |
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| <b>21.15.1</b> | Not separately provided for |  |
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| <b>21.15.2</b> | <b>Individual committees</b> |  |
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*(1. Open a separate case file for each committee using the prefix 21.14.2 followed by a/and the name of the committee.)*

## 22. TRADE ADMINISTRATION

| NUMBER     | SUBJECT                                                                                                                           | DISPOSAL |
|------------|-----------------------------------------------------------------------------------------------------------------------------------|----------|
| 22.P       | Policy                                                                                                                            |          |
| 22.1       | <b>Quotas, applications, submissions and permits</b>                                                                              |          |
| 22.1.1     | Not separately provided for                                                                                                       |          |
| 22.1.2     | <b>WTO—market access</b>                                                                                                          |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2 followed by a/and the name of the applicant.)</i>     |          |
| 22.1.2.1   | Approval of quota administration:<br>Government Gazette Notice                                                                    |          |
| 22.1.2.2   | <b>Meat</b>                                                                                                                       |          |
| 22.1.2.2.1 | Enquiries                                                                                                                         |          |
| 22.1.2.2.2 | <b>Bovine</b>                                                                                                                     |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.2.2 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.2.3 | <b>Mutton</b>                                                                                                                     |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.2.3 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.3   | <b>Dairy</b>                                                                                                                      |          |
| 22.1.2.3.1 | Enquiries                                                                                                                         |          |
| 22.1.2.3.2 | <b>Milk</b>                                                                                                                       |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.3.2 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.3.3 | <b>Buttermilk</b>                                                                                                                 |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.3.3 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.3.4 | <b>Whey</b>                                                                                                                       |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.3.4 followed by a/and the name of the applicant.)</i> |          |

| NUMBER     | SUBJECT                                                                                                                           | DISPOSAL |
|------------|-----------------------------------------------------------------------------------------------------------------------------------|----------|
| 22.1.2.3.5 | Butter                                                                                                                            |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.3.5 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.3.6 | Cheese                                                                                                                            |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.3.6 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.4   | Birds' eggs                                                                                                                       |          |
| 22.1.2.4.1 | Enquiries                                                                                                                         |          |
| 22.1.2.4.2 | Individual applicants                                                                                                             |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.4.2 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.5   | Vegetables                                                                                                                        |          |
| 22.1.2.5.1 | Enquiries                                                                                                                         |          |
| 22.1.2.5.2 | Leguminous                                                                                                                        |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.5.2 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.5.3 | Dried vegetables                                                                                                                  |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.5.3 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.5.4 | Dried beans                                                                                                                       |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.5.4 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.5.5 | Dried chickpeas                                                                                                                   |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.5.5 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.6   | Grains                                                                                                                            |          |

| NUMBER     | SUBJECT                                                                                                                           | DISPOSAL |
|------------|-----------------------------------------------------------------------------------------------------------------------------------|----------|
| 22.1.2.6.1 | Enquiries                                                                                                                         |          |
| 22.1.2.6.2 | <b>Maize</b>                                                                                                                      |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.6.2 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.6.3 | <b>Wheat</b>                                                                                                                      |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.6.3 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.7   | <b>Buckwheat, millet and canary seed</b>                                                                                          |          |
| 22.1.2.7.1 | Enquiries                                                                                                                         |          |
| 22.1.2.7.2 | <b>Buckwheat</b>                                                                                                                  |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.7.2 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.7.3 | <b>Millet</b>                                                                                                                     |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.7.3 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.7.4 | <b>Canary seed</b>                                                                                                                |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.7.4 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.8   | <b>Food preparations</b>                                                                                                          |          |
| 22.1.2.8.1 | Enquiries                                                                                                                         |          |
| 22.1.2.8.2 | <b>Preparations for infant use</b>                                                                                                |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.8.2 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.8.3 | <b>Ice-cream mixtures</b>                                                                                                         |          |
|            | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.8.3 followed by a/and the name of the applicant.)</i> |          |
| 22.1.2.8.4 | <b>Pudding mixtures</b>                                                                                                           |          |

| NUMBER             | SUBJECT                                                                                                                            | DISPOSAL |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------|----------|
|                    | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.8.4 followed by a/and the name of the applicant.)</i>  |          |
| <b>22.1.2.9</b>    | <b>Wines of fresh grapes</b>                                                                                                       |          |
| <b>22.1.2.9.1</b>  | Enquiries                                                                                                                          |          |
| <b>22.1.2.9.2</b>  | <b>Quotas, applications</b>                                                                                                        |          |
|                    | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.9.2 followed by a/and the name of the applicant.)</i>  |          |
| <b>22.1.2.10</b>   | <b>Unmanufactured tobacco</b>                                                                                                      |          |
| <b>22.1.2.10.1</b> | Enquiries                                                                                                                          |          |
| <b>22.1.2.10.2</b> | <b>Quotas, applications</b>                                                                                                        |          |
|                    | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.10.2 followed by a/and the name of the applicant.)</i> |          |
| <b>22.1.2.11</b>   | <b>Cotton</b>                                                                                                                      |          |
| <b>22.1.2.11.1</b> | Enquiries                                                                                                                          |          |
| <b>22.1.2.11.2</b> | <b>Cotton—not carded or combed</b>                                                                                                 |          |
|                    | <i>(1. Open a separate case file for each applicant using the prefix 22.1.2.11.2 followed by a/and the name of the applicant.)</i> |          |
| <b>22.1.3</b>      | <b>Zimbabwe</b><br>(Similar applicable file subdivisions as for WTO—per product)                                                   |          |
| <b>22.1.3.1</b>    | <b>Meat</b>                                                                                                                        |          |
| <b>22.1.3.1.1</b>  | Enquiries                                                                                                                          |          |
| <b>22.1.3.1.2</b>  | <b>Bovine</b>                                                                                                                      |          |
|                    | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.1.2 followed by a/and the name of the applicant.)</i>  |          |
| <b>22.1.3.1.3</b>  | <b>Mutton</b>                                                                                                                      |          |
|                    | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.1.3 followed by a/and the name of the applicant.)</i>  |          |

| NUMBER            | SUBJECT                                                                                                                           | DISPOSAL |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>22.1.3.2</b>   | <b>Dairy</b>                                                                                                                      |          |
| <b>22.1.3.2.1</b> | Enquiries                                                                                                                         |          |
| <b>22.1.3.2.2</b> | <b>Milk</b>                                                                                                                       |          |
|                   | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.2.2 followed by a/and the name of the applicant.)</i> |          |
| <b>22.1.3.2.3</b> | <b>Buttermilk</b>                                                                                                                 |          |
|                   | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.2.3 followed by a/and the name of the applicant.)</i> |          |
| <b>22.1.3.2.4</b> | <b>Whey</b>                                                                                                                       |          |
|                   | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.2.4 followed by a/and the name of the applicant.)</i> |          |
| <b>22.1.3.2.5</b> | <b>Butter</b>                                                                                                                     |          |
|                   | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.2.5 followed by a/and the name of the applicant.)</i> |          |
| <b>22.1.3.2.6</b> | <b>Cheese</b>                                                                                                                     |          |
|                   | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.2.6 followed by a/and the name of the applicant.)</i> |          |
| <b>22.1.3.3</b>   | <b>Birds' eggs</b>                                                                                                                |          |
| <b>22.1.3.3.1</b> | Enquiries                                                                                                                         |          |
| <b>22.1.3.3.2</b> | <b>Quotas, applications</b>                                                                                                       |          |
|                   | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.3.2 followed by a/and the name of the applicant.)</i> |          |
| <b>22.1.3.4</b>   | <b>Vegetables</b>                                                                                                                 |          |
| <b>22.1.3.4.1</b> | Enquiries                                                                                                                         |          |
| <b>22.1.3.4.2</b> | <b>Leguminous—quotas, applications</b>                                                                                            |          |
|                   | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.4.2 followed by a/and the name of the applicant.)</i> |          |

| NUMBER      | SUBJECT                                                                                                                           | DISPOSAL |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------|----------|
| 22.1.3.4.3  | <b>Dried vegetables</b>                                                                                                           |          |
|             | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.4.3 followed by a/and the name of the applicant.)</i> |          |
| 22.1.3.4.4  | <b>Dried beans</b>                                                                                                                |          |
|             | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.4.4 followed by a/and the name of the applicant.)</i> |          |
| 22.1.3.4.5  | <b>Dried chickpeas</b>                                                                                                            |          |
|             | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.4.5 followed by a/and the name of the applicant.)</i> |          |
| 22.1.3.5    | <b>Grains</b>                                                                                                                     |          |
| 22.1.3.5.1  | Enquiries                                                                                                                         |          |
| 22.1.3.5.2  | <b>Maize</b>                                                                                                                      |          |
|             | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.5.2 followed by a/and the name of the applicant.)</i> |          |
| 22.1.3.5.3  | <b>Wheat</b>                                                                                                                      |          |
|             | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.5.3 followed by a/and the name of the applicant.)</i> |          |
| 22.1.3.6    | <b>Buckwheat, millet and canary seed</b>                                                                                          |          |
| 22.1.23.6.1 | Enquiries                                                                                                                         |          |
| 22.1.3.6.2  | <b>Buckwheat</b>                                                                                                                  |          |
|             | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.6.2 followed by a/and the name of the applicant.)</i> |          |
| 22.1.3.6.3  | <b>Millet</b>                                                                                                                     |          |
|             | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.6.3 followed by a/and the name of the applicant.)</i> |          |



| NUMBER      | SUBJECT                                                                                                                           | DISPOSAL |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------|----------|
| 22.1.3.6.4  | <b>Canary seed</b>                                                                                                                |          |
|             | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.6.4 followed by a/and the name of the applicant.)</i> |          |
| 22.1.3.7    | <b>Food preparations</b>                                                                                                          |          |
| 22.1.3.7.1  | Enquiries                                                                                                                         |          |
| 22.1.3.7.2  | <b>Preparations for infant use</b>                                                                                                |          |
|             | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.7.2 followed by a/and the name of the applicant.)</i> |          |
| 22.1.3.7.3  | <b>Ice-cream mixtures</b>                                                                                                         |          |
|             | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.7.3 followed by a/and the name of the applicant.)</i> |          |
| 22.1.3.7.4  | <b>Pudding mixtures</b>                                                                                                           |          |
|             | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.7.4 followed by a/and the name of the applicant.)</i> |          |
| 22.1.3.8    | <b>Wines of fresh grapes</b>                                                                                                      |          |
| 22.1.3.8.1  | Enquiries                                                                                                                         |          |
| 22.1.3.8.2  | <b>Quotas, applications</b>                                                                                                       |          |
|             | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.8.2 followed by a/and the name of the applicant.)</i> |          |
| 22.1.3.9    | <b>Unmanufactured tobacco</b>                                                                                                     |          |
| 22.1.3.9.1  | Enquiries                                                                                                                         |          |
| 22.1.3.9.2  | <b>Quotas, applications</b>                                                                                                       |          |
|             | <i>(1. Open a separate case file for each applicant using the prefix 22.1.3.9.2 followed by a/and the name of the applicant.)</i> |          |
| 22.1.3.10   | <b>Cotton</b>                                                                                                                     |          |
| 22.1.3.10.1 | Enquiries                                                                                                                         |          |
| 22.1.3.10.2 | <b>Cotton—not carded or combed</b>                                                                                                |          |

| NUMBER | SUBJECT | DISPOSAL |
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*(1. Open a separate case file for each applicant using the prefix 22.1.3.10.2 followed by a/and the name of the applicant.)*

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| 22.1.4 | <b>Taiwan</b> |  |
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| 22.1.4.1 | Enquiries |  |
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| 22.1.4.2 | <b>Citrus</b> |  |
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*(1. Open a separate case file for each applicant using the prefix 22.1.4.2 followed by a/and the name of the applicant.)*

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| 22.1.4.3 | <b>Apples</b> |  |
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*(1. Open a separate case file for each applicant using the prefix 22.1.4.3 followed by a/and the name of the applicant.)*

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| 22.1.5 | <b>Rebate permits for honey</b> |  |
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| 22.1.5.1 | Enquiries |  |
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| 22.1.5.2 | <b>Quotas, applications</b> |  |
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*(1. Open a separate case file for each applicant using the prefix 22.1.5.2 followed by a/and the name of the applicant.)*

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| 22.1.6 | <b>Rebate permits for cotton</b> |  |
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| 22.1.6.1 | Enquiries |  |
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| 22.1.6.2 | <b>Quotas, applications</b> |  |
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*(1. Open a separate case file for each applicant using the prefix 22.1.6.2 followed by a/and the name of the applicant.)*

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| 22.2 | <b>Marketing</b> |  |
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| 22.2.1 | Not separately provided for |  |
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| 22.2.2 | <b>Market access for emerging farmers</b> |  |
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| 22.2.2.1 | Enquiries |  |
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| 22.2.2.2 | <b>BATAT marketing drive</b> |  |
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*(1. Open a separate case file for each drive using the prefix 22.2.2.2 followed by a/and the name of the drive.)*

| NUMBER   | SUBJECT                                                                                                                                               | DISPOSAL |
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| 22.2.2.3 | <b>Market information</b>                                                                                                                             |          |
|          | <i>(1. Open a separate case file for each market using the prefix 22.2.2.3 followed by a/and the name of the market.)</i>                             |          |
| 22.2.4   | <b>Value adding</b>                                                                                                                                   |          |
|          | <i>(1. Open a separate case file for each market using the prefix 22.2.2.4 followed by a/and the name of the market.)</i>                             |          |
| 22.2.3   | <b>Market research</b>                                                                                                                                |          |
| 22.2.3.1 | Enquiries                                                                                                                                             |          |
| 22.2.3.2 | <b>Individual market research</b>                                                                                                                     |          |
|          | <i>(1. Open a separate case file for each market using the prefix 22.2.3.2 followed by a/and the name of the market.)</i>                             |          |
| 22.2.4   | <b>Capacity building</b>                                                                                                                              |          |
| 22.2.4.1 | Enquiries                                                                                                                                             |          |
| 22.2.4.2 | <b>Individual capacity building</b>                                                                                                                   |          |
|          | <i>(1. Open a separate case file for each capacity building using the prefix 22.2.4.2 followed by a/and the name of the capacity building.)</i>       |          |
| 22.2.5   | <b>Investment and agricultural SMME promotion</b>                                                                                                     |          |
| 22.2.5.1 | Enquiries                                                                                                                                             |          |
| 22.2.5.2 | <b>Individual investments and promotions</b>                                                                                                          |          |
|          | <i>(1. Open a separate case file for each investment/promotion using the prefix 22.2.5.2 followed by a/and the name of the investment/promotion.)</i> |          |
| 22.3     | <b>Liaison</b><br><i>(Only for matters that cannot be dealt with on a specific subject file)</i>                                                      |          |
| 22.3.1   | <b>Not separately provided for</b>                                                                                                                    |          |
| 22.3.2   | <b>Horticulture</b>                                                                                                                                   |          |
| 22.3.2.1 | Enquiries                                                                                                                                             |          |
| 22.3.2.2 | <b>Individual liaisons</b>                                                                                                                            |          |

| NUMBER | SUBJECT | DISPOSAL |
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*(1. Open a separate case file for each organisation using the prefix 22.3.2.2 followed by a/and the name of the organisation.)*

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| <b>22.3.3</b> | <b>Livestock</b> |  |
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| <b>22.3.3.1</b> | Enquiries |  |
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| <b>22.3.3.2</b> | <b>Individual liaisons</b> |  |
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*(1. Open a separate case file for each organisation using the prefix 22.3.3.2 followed by a/and the name of the organisation.)*

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| <b>22.3.4</b> | <b>Grains</b> |  |
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| <b>22.3.4.1</b> | Enquiries |  |
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| <b>22.3.4.2</b> | <b>Individual liaisons</b> |  |
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*(1. Open a separate case file for each organisation using the prefix 22.3.4.2 followed by a/and the name of the organisation.)*

## 23. GENETIC RESOURCES

| NUMBER        | SUBJECT                                                                                                               | DISPOSAL |
|---------------|-----------------------------------------------------------------------------------------------------------------------|----------|
| <b>23.P</b>   | <b>Policy</b>                                                                                                         |          |
|               | <i>(1. Open a separate case file for each policy using the prefix 23.P followed by a/and the name of the policy.)</i> |          |
| <b>23.1</b>   | <b>Plant genetic auditing</b>                                                                                         |          |
| <b>23.1.1</b> | North                                                                                                                 |          |
| <b>23.1.2</b> | South                                                                                                                 |          |
| <b>23.2</b>   | <b>Genetic modification</b>                                                                                           |          |
| <b>23.2.1</b> | Genetic control                                                                                                       |          |
| <b>23.2.2</b> | National Gene Bank                                                                                                    |          |
| <b>23.2.3</b> | Plant genetic promotions                                                                                              |          |
| <b>23.2.4</b> | Seed quality control                                                                                                  |          |
| <b>23.2.5</b> | Variety control                                                                                                       |          |
| <b>23.2.6</b> | Animal genetic resources                                                                                              |          |
| <b>23.3</b>   | Animal improvements                                                                                                   |          |
| <b>23.4</b>   | Animal identification                                                                                                 |          |
| <b>23.5</b>   | <b>National Gene Bank</b>                                                                                             |          |
| <b>23.5.R</b> | Routine enquiries                                                                                                     |          |
| <b>23.5.1</b> | Questionnaires                                                                                                        |          |
| <b>23.5.2</b> | Introductions                                                                                                         |          |
| <b>23.5.3</b> | <b>Characterisations</b>                                                                                              |          |
|               | <i>(1. Open a separate case file for each genus using the prefix 23.5.3 followed by a/and the name of the genus.)</i> |          |
| <b>23.5.4</b> | <b>Evaluation</b>                                                                                                     |          |
|               | <i>(1. Open a separate case file for each genus using the prefix 23.5.4 followed by a/and the name of the genus.)</i> |          |
| <b>23.5.5</b> | Access control                                                                                                        |          |
| <b>23.5.6</b> | Multiplication                                                                                                        |          |

| NUMBER          | SUBJECT                                                                                                                                                                                                   | DISPOSAL |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>23.6</b>     | <b>Animal genetic resources management</b>                                                                                                                                                                |          |
| <b>23.6.R</b>   | Routine enquiries                                                                                                                                                                                         |          |
| <b>23.6.1</b>   | Coordination                                                                                                                                                                                              |          |
| <b>23.6.2</b>   | Liaison<br><i>(Only for matters that cannot be dealt with on a specific subject file)</i>                                                                                                                 |          |
| <b>23.6.3</b>   | Introductions                                                                                                                                                                                             |          |
| <b>23.6.4</b>   | Characterisation                                                                                                                                                                                          |          |
| <b>23.6.5</b>   | Evaluation                                                                                                                                                                                                |          |
| <b>23.6.6</b>   | Documenting                                                                                                                                                                                               |          |
| <b>23.6.7</b>   | Access control                                                                                                                                                                                            |          |
| <b>23.7</b>     | <b>Genetic modification and biosafety</b>                                                                                                                                                                 |          |
| <b>23.7.R</b>   | Routine enquiries                                                                                                                                                                                         |          |
| <b>23.7.1</b>   | <b>Registration of institutions/Facilities</b><br><br><i>(1. Open a separate case file for each institution/facility using the prefix 23.7.1 followed by a/and the name of the institution/facility.)</i> |          |
| <b>23.7.2</b>   | <b>Reviews of applications for the release of GMOs</b><br><br><i>(1. Open a separate case file for each applicant using the prefix 23.7.2 followed by a/and the name of the applicant.)</i>               |          |
| <b>23.7.3</b>   | List of reviewers                                                                                                                                                                                         |          |
| <b>23.7.4</b>   | Confidentiality agreements                                                                                                                                                                                |          |
| <b>23.7.5</b>   | <b>Releases</b>                                                                                                                                                                                           |          |
| <b>23.7.5.1</b> | <b>Applications</b><br><br><i>(1. Open a separate case file for each applicant using the prefix 23.7.5.1 followed by a/and the name of the applicant.)</i>                                                |          |
| <b>23.7.5.2</b> | <b>Permits</b><br><br><i>(1. Open a separate case file for each applicant using the prefix 23.7.5.2 followed by a/and the name of the applicant.)</i>                                                     |          |

| NUMBER            | SUBJECT                                                                                                                                                                          | DISPOSAL |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>23.7.5.3</b>   | <b>Data on conditional general releases</b>                                                                                                                                      |          |
|                   | <i>(1. Open a separate case file for each event using the prefix 23.7.5.3 followed by a/and the name of the event.)</i>                                                          |          |
| <b>23.7.6</b>     | <b>Public awareness</b>                                                                                                                                                          |          |
| <b>23.7.6.1</b>   | International                                                                                                                                                                    |          |
| <b>23.7.6.2</b>   | National                                                                                                                                                                         |          |
| <b>23.8</b>       | Genetic resource promotion                                                                                                                                                       |          |
| <b>23.8.</b>      | Routine enquiries                                                                                                                                                                |          |
| <b>23.8.1</b>     | Indigenous knowledge systems                                                                                                                                                     |          |
| <b>23.8.2</b>     | Awareness campaign                                                                                                                                                               |          |
| <b>23.8.3</b>     | On-farm conservation                                                                                                                                                             |          |
| <b>23.8.4</b>     | Farmer's privilege                                                                                                                                                               |          |
| <b>23.8.5</b>     | <b>Reconnaissance survey</b>                                                                                                                                                     |          |
| <b>23.8.5.R</b>   | Routine enquiries                                                                                                                                                                |          |
| <b>23.8.5.1</b>   | <b>Surveys</b>                                                                                                                                                                   |          |
|                   | <i>(1. Open a separate case file for each province using the prefix 23.8.5.1 followed by a/and the name of the province.)</i>                                                    |          |
| <b>23.9</b>       | <b>Genetic resource auditing</b>                                                                                                                                                 |          |
| <b>23.9.R</b>     | Routine enquiries                                                                                                                                                                |          |
| <b>23.9.1</b>     | <b>Registration</b>                                                                                                                                                              |          |
| <b>23.9.1.R</b>   | Routine enquiries                                                                                                                                                                |          |
| <b>23.9.1.1</b>   | <b>Particulars pertaining to registered premises</b>                                                                                                                             |          |
|                   | <i>(1. Open a separate case file for each premises registered in terms of the Plant Improvement Act using the prefix 23.9.1.1 followed by a/and the name of the memorandum.)</i> |          |
| <b>23.9.2</b>     | <b>Auditing</b>                                                                                                                                                                  |          |
| <b>23.9.2.1</b>   | <b>Uncertified plants and propagation material</b>                                                                                                                               |          |
| <b>23.9.2.1.R</b> | Routine enquiries                                                                                                                                                                |          |
| <b>23.9.2.1.1</b> | Media advertisements                                                                                                                                                             |          |
| <b>23.9.2.1.2</b> | <b>Particulars pertaining to unregistered premises</b>                                                                                                                           |          |

| NUMBER              | SUBJECT                                                                                                                                                                                               | DISPOSAL |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                     | <i>(1. Open a separate case file for each unregistered premises using the prefix 23.9.2.1.2 followed by a/and the name of the business.)</i>                                                          |          |
| <b>23.9.2.1.3</b>   | <b>Particulars pertaining to auditing of registered premises</b>                                                                                                                                      |          |
|                     | <i>(1. Open a separate case file for each premises registered in terms of the Plant Improvement Act using the prefix 23.9.2.1.3 followed by a/and the registration number of the premises.)</i>       |          |
| <b>23.9.2.2</b>     | <b>Certified plants and propagating material</b>                                                                                                                                                      |          |
| <b>23.9.2.2.1</b>   | <b>South African Seed Certification Scheme</b>                                                                                                                                                        |          |
| <b>23.9.2.2.1.R</b> | Routine enquiries                                                                                                                                                                                     |          |
| <b>23.2.2.1.1</b>   | <b>Particulars pertaining to businesses</b>                                                                                                                                                           |          |
|                     | <i>(1. Open a separate case file for each business registered under the South African Seed Certification Scheme using the prefix 23.2.2.1.1 followed by a/and the name of the business.)</i>          |          |
| <b>23.9.2.2.2</b>   | <b>South African Seed Potato Certification Scheme</b>                                                                                                                                                 |          |
| <b>23.9.2.2.2.R</b> | Routine enquiries                                                                                                                                                                                     |          |
| <b>23.9.2.2.2.1</b> | <b>Particulars pertaining to businesses</b>                                                                                                                                                           |          |
|                     | <i>(1. Open a separate case file for each business registered under the South African Seed Potato Certification Scheme using the prefix 23.9.2.2.2.1 followed by a/and the name of the business.)</i> |          |
| <b>23.9.2.2.3</b>   | <b>South African Wine Grapes Certification Scheme</b>                                                                                                                                                 |          |
| <b>23.9.2.2.3.R</b> | Routine enquiries                                                                                                                                                                                     |          |
| <b>23.9.2.2.3.1</b> | <b>Particulars pertaining to businesses</b>                                                                                                                                                           |          |
|                     | <i>(1. Open a separate case file for each business registered under the South African Wine Grapes Certification Scheme using the prefix 23.9.2.2.3.1 followed by a/and the name of the business.)</i> |          |
| <b>23.9.2.2.4</b>   | <b>Deciduous Fruit Plant Certification Scheme</b>                                                                                                                                                     |          |
| <b>23.9.2.2.4.R</b> | Routine enquiries                                                                                                                                                                                     |          |
| <b>23.9.2.2.4.1</b> | <b>Particulars pertaining to businesses</b>                                                                                                                                                           |          |



| NUMBER              | SUBJECT                                                                                                                                                                                                                         | DISPOSAL |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                     | <i>(1. Open a separate case file for each business registered under the Deciduous Fruit Certification Scheme using the prefix 23.9.2.2.4.1 followed by a/and the name of the business.)</i>                                     |          |
| <b>23.9.3</b>       | <b>Monitoring genetically modified organisms</b>                                                                                                                                                                                |          |
| <b>23.9.3.R</b>     | Routine enquiries                                                                                                                                                                                                               |          |
| <b>23.9.3.1</b>     | <b>Particulars pertaining to facilities</b>                                                                                                                                                                                     |          |
|                     | <i>(1. Open a separate case file for each facility registered under the Genetically Modified Organisms Act, using the prefix 23.9.3.1 followed by a/and the name of the facility.</i>                                           |          |
| <b>23.9.4</b>       | <b>Export certificates</b>                                                                                                                                                                                                      |          |
| <b>23.9.4.R</b>     | Routine enquiries                                                                                                                                                                                                               |          |
| <b>23.9.4.1</b>     | <b>Particulars pertaining to exporters</b>                                                                                                                                                                                      |          |
| <b>23.9.2.2.3.1</b> | <b>Particulars pertaining to businesses</b>                                                                                                                                                                                     |          |
|                     | <i>(1. Open a separate case file for each business exporting plants or propagating material in terms of section 27 of the Plant Improvement Act, using the prefix 23.9.2.2.3.1 followed by a/and the name of the business.)</i> |          |
| <b>23.9.5</b>       | <b>OECD certificates</b>                                                                                                                                                                                                        |          |
| <b>23.9.5.R</b>     | Routine enquiries                                                                                                                                                                                                               |          |
| <b>23.9.5.1</b>     | <b>Particulars pertaining to businesses</b>                                                                                                                                                                                     |          |
|                     | <i>(1. Open a separate case file for each business to which an OECD certificate has been issued, using the prefix 23.9.5.1 followed by a/and the name of the business.)</i>                                                     |          |
| <b>23.9.6</b>       | <b>OIC certificates</b>                                                                                                                                                                                                         |          |
| <b>23.9.6.R</b>     | Routine enquiries                                                                                                                                                                                                               |          |
| <b>23.9.6.1</b>     | <b>Particulars pertaining to businesses</b>                                                                                                                                                                                     |          |
|                     | <i>(1. Open a separate case file for each business to which an OIC certificate has been issued, using the prefix 23.9.6.1 followed by a/and the name of the business.)</i>                                                      |          |
| <b>23.9.7</b>       | Quality Assurance Programme enquiries                                                                                                                                                                                           |          |

| NUMBER               | SUBJECT                                                                                                                            | DISPOSAL |
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| <b>23.10</b>         | <b>Seed control</b>                                                                                                                |          |
| <b>23.10.R</b>       | Routine enquiries                                                                                                                  |          |
| <b>23.10.1</b>       | <b>Requirements for seed and seed samples</b>                                                                                      |          |
| <b>23.10.1.1</b>     | Provisions relating to seed and seed samples                                                                                       |          |
| <b>23.10.1.2</b>     | Seed kinds not provided for in the ISTA rules                                                                                      |          |
| <b>23.10.1.3</b>     | Authorisations in terms of the Plant Improvement Act                                                                               |          |
| <b>23.10.2</b>       | <b>Seed analysis</b>                                                                                                               |          |
| <b>23.10.2.R</b>     | Routine enquiries                                                                                                                  |          |
| <b>23.10.2.1</b>     | <b>National reports</b>                                                                                                            |          |
| <b>23.10.2.1.1</b>   | <b>Samples of seed lots in the trade</b>                                                                                           |          |
| <b>23.10.2.1.1.1</b> | Seed lots that comply with requirements                                                                                            |          |
| <b>23.10.2.1.1.2</b> | Seed lots that do not comply with requirements                                                                                     |          |
| <b>23.10.2.1.2</b>   | <b>Samples of imported seed</b>                                                                                                    |          |
| <b>23.10.2.1.2.1</b> | Seed lots that comply with requirements                                                                                            |          |
| <b>23.10.2.1.2.2</b> | Seed lots that do not comply with requirements                                                                                     |          |
| <b>23.10.2.1.3</b>   | <b>Samples for National Gene Bank</b>                                                                                              |          |
| <b>23.10.2.1.4</b>   | Applications                                                                                                                       |          |
| <b>23.10.2.1.5</b>   | Reports issued                                                                                                                     |          |
| <b>23.10.2.1.4</b>   | <b>Samples for variety control</b>                                                                                                 |          |
| <b>23.10.2.1.4.1</b> | Applications                                                                                                                       |          |
| <b>23.10.2.1.4.2</b> | Reports issued                                                                                                                     |          |
| <b>23.10.2.1.5</b>   | <b>Private samples</b>                                                                                                             |          |
| <b>23.10.2.1.5.1</b> | <b>Applications</b>                                                                                                                |          |
|                      | <i>(1. Open a separate case file for each report, using the prefix 23.10.2.1.5.1 followed by a/and the name of the applicant.)</i> |          |
| <b>23.10.2.1.5.2</b> | <b>Reports issued</b>                                                                                                              |          |
| <b>23.10.2.2</b>     | <b>International certificates</b>                                                                                                  |          |

| NUMBER             | SUBJECT                                                                                                                               | DISPOSAL |
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| <b>23.10.2.2.1</b> | <b>Applications</b>                                                                                                                   |          |
|                    | <i>(1. Open a separate case file for each application, using the prefix 23.10.2.2.1 followed by a/and the name of the applicant.)</i> |          |
| <b>23.10.2.2.2</b> | Certificates issued                                                                                                                   |          |
| <b>23.10.3</b>     | <b>Seed investigations</b>                                                                                                            |          |
| <b>23.10.3.R</b>   | Routine enquiries                                                                                                                     |          |
| <b>23.10.3.1</b>   | Complaints and disputes                                                                                                               |          |
| <b>23.10.3.2</b>   | Development of seed testing techniques                                                                                                |          |
| <b>23.10.3.3</b>   | Investigation of seeds                                                                                                                |          |
| <b>23.10.4</b>     | <b>Seed collections</b>                                                                                                               |          |
| <b>23.10.4.R</b>   | Routine enquiries                                                                                                                     |          |
| <b>23.10.4.1</b>   | Identification of seed for official purposes                                                                                          |          |
| <b>23.10.4.2</b>   | Identification of seed for private purposes                                                                                           |          |
| <b>23.10.4.3</b>   | Maintenance of National Seed Collection                                                                                               |          |
| <b>23.10.4.4</b>   | Seed collections                                                                                                                      |          |
| <b>23.10.5</b>     | <b>Seed testing laboratories</b>                                                                                                      |          |
| <b>23.10.5.R</b>   | Routine enquiries                                                                                                                     |          |
| <b>23.10.5.1</b>   | Annual examinations                                                                                                                   |          |
| <b>23.10.5.2</b>   | Annual workshops                                                                                                                      |          |
| <b>23.10.5.3</b>   | Referee tests                                                                                                                         |          |
| <b>23.10.5.4</b>   | Registration inspections                                                                                                              |          |
| <b>23.10.5.5</b>   | Surveys                                                                                                                               |          |
| <b>23.10.5.6</b>   | <b>Control/Check tests</b>                                                                                                            |          |
| <b>23.10.5.7</b>   | <b>Registered seed testing laboratories</b>                                                                                           |          |
|                    | <i>(1. Open a separate case file for each laboratory, using the prefix 23.10.5.7 followed by a/and the name of the laboratory.)</i>   |          |
| <b>23.10.6</b>     | Quality assurance programme enquiries                                                                                                 |          |
| <b>23.11</b>       | <b>Variety control</b>                                                                                                                |          |

| NUMBER      | SUBJECT                                                                                                                                                                                   | DISPOSAL |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 23.11.R     | Routine enquiries                                                                                                                                                                         |          |
| 23.11.1     | <b>Matters relating to plant breeders' rights and variety listing</b>                                                                                                                     |          |
| 23.11.1.1   | <b>Plant Variety Journal</b>                                                                                                                                                              |          |
| 23.11.1.2   | <b>Reference collection</b>                                                                                                                                                               |          |
|             | <i>(1. Open a separate case file for each genus, using the prefix 23.11.1.2 followed by a/and the name of the genus.)</i>                                                                 |          |
| 23.11.1.3   | <b>Applicant and local agents</b>                                                                                                                                                         |          |
|             | <i>(1. Open a separate case file for each applicant and local agent, using the prefix 23.11.1.3 followed by a/and the name of the applicant and local agent.)</i>                         |          |
| 23.11.1.4   | <b>Test reports for distinguishability, uniformity and stability</b>                                                                                                                      |          |
|             | <i>(1. Open a separate case file for each genus, using the prefix 23.11.1.4 followed by a/and the name of the genus.)</i>                                                                 |          |
| 23.11.1.5   | <b>Test reports for genetic authenticity</b>                                                                                                                                              |          |
| 23.11.1.5.1 | <b>Tests for trade control</b>                                                                                                                                                            |          |
|             | <i>(1. Open a separate case file for each genus, using the prefix 23.11.1.5.1 followed by a/and the name of the genus.)</i>                                                               |          |
| 23.11.1.5.2 | <b>Tests for post control</b>                                                                                                                                                             |          |
|             | <i>(1. Open a separate case file for each genus, using the prefix 23.11.1.5.2 followed by a/and the name of the genus.)</i>                                                               |          |
| 23.11.1.5.3 | <b>Tests performed on specific request</b>                                                                                                                                                |          |
|             | <i>(1. Open a separate case file for each genus, using the prefix 23.11.1.5.3 followed by a/and the name of the genus.)</i>                                                               |          |
| 23.11.1.6   | <b>Authorisation for the importation, multiplication and distribution of varieties to which plant breeders rights have not been granted or that do not yet appear in the variety list</b> |          |

| NUMBER           | SUBJECT                                                                                                                                                                                                                                                                                                                                                                  | DISPOSAL |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                  | <i>(1. Open a separate case file for each company or applicant to which authorisation has been granted, using the prefix 23.11.1.5 followed by a/and the name of the company or applicant.)</i>                                                                                                                                                                          |          |
| <b>23.11.1.7</b> | <b>International requests for SA test results</b>                                                                                                                                                                                                                                                                                                                        |          |
|                  | <i>(1. Open a separate case file for each country, using the prefix 23.11.1.6 followed by a/and the name of the country.)</i>                                                                                                                                                                                                                                            |          |
| <b>23.11.2</b>   | <b>Plant Breeders' Rights</b>                                                                                                                                                                                                                                                                                                                                            |          |
| <b>23.11.2.R</b> | Routine enquiries                                                                                                                                                                                                                                                                                                                                                        |          |
| <b>23.11.2.1</b> | <b>Applications for Plant Breeders' Rights</b>                                                                                                                                                                                                                                                                                                                           |          |
|                  | <i>(1. Open a separate case file for each variety, using the prefix 23.11.2.1 followed by a/and the application number.)</i>                                                                                                                                                                                                                                             |          |
| <b>23.11.2.2</b> | <b>Approval of varieties for the granting of Plant Breeders' Rights</b>                                                                                                                                                                                                                                                                                                  |          |
|                  | <i>(1. Change the application number of the variety concerned to the appropriate ZA approval number, e.g. change 'PT 1423' to 'ZA 992049'.</i><br><i>(2. Open a separate case file for each variety that has been approved for the granting of plant breeders' rights, using the prefix 23.11.2.2 followed by a/and the name of the appropriate ZA approval number.)</i> |          |
| <b>23.11.3</b>   | <b>Variety listing</b>                                                                                                                                                                                                                                                                                                                                                   |          |
| <b>23.11.3.R</b> | Routine enquiries                                                                                                                                                                                                                                                                                                                                                        |          |
| <b>23.11.3.1</b> | <b>Application for variety listing</b>                                                                                                                                                                                                                                                                                                                                   |          |
|                  | <i>(1. Open a separate case file for each variety, using the prefix 23.11.3.1 followed by a/and the application number.)</i>                                                                                                                                                                                                                                             |          |
| <b>23.11.3.2</b> | <b>Approval of varieties for inclusion in the Variety List</b>                                                                                                                                                                                                                                                                                                           |          |

| NUMBER | SUBJECT | DISPOSAL |
|--------|---------|----------|
|--------|---------|----------|

*(1. Change the application number of the variety concerned to the appropriate approval number and the category concerned, using the following abbreviations for the categories:*

*(i) A for Agricultural Crops;*

*(ii) B for Vegetable Crops;*

*(iii) C for Fruit Crops,*

*2. Open a separate case file for each variety that has been approved for inclusion in the Variety List, using the prefix 23.11.3.2 followed by a/and the appropriate approval number.)*

**23.11.4**

**International Protea Register**

**23.11.4.R**

Routine enquiries

**23.11.4.1**

**Applications for inclusion in the Register**

*(1. Open a separate case file for each variety, using the prefix 23.11.4.1 followed by a/and the application number and the genus concerned, using the following abbreviations for the genera:*

*(i) P for Protea;*

*(ii) Ls for Leucospermum;*

*(iii) Ld for Leucadendron;*

*(iv) S for Serruria.)*

**23.11.4.2**

**Approval of varieties for inclusion in the Register**

*(1. Open a separate case file for each variety that has been approved for inclusion in the register, using the prefix 23.11.4.2 followed by a/and the name of the genus.)*

**23.11.4.3**

International Protea Register

**23.12**

**Animal improvement**

**23.12.R**

Routine enquiries

**23.12.1**

**Reproduction**

**23.12.1.R**

Routine enquiries

**23.12.1.1**

**Reproduction centres**

*(1. Open a separate case file for each reproduction centre, using the prefix 23.12.1.1 followed by a/and the name of the centre.)*

| NUMBER    | SUBJECT                                                                                                                                                                                       | DISPOSAL |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 3.12.1.2  | <b>Reproduction operators</b>                                                                                                                                                                 |          |
|           | <i>(1. Open a separate case file for each operator, using the prefix 23.12.1.2 followed by a/and the name of the operator.)</i>                                                               |          |
| 23.12.1.3 | <b>Donor animals</b>                                                                                                                                                                          |          |
|           | <i>(1. Open a separate case file for each animal, using the prefix 23.12.1.3 followed by a/and the Artificial Insemination no. of the animal.)</i>                                            |          |
| 23.12.2   | <b>Breeders' societies and associations</b>                                                                                                                                                   |          |
| 23.12.2.R | Routine enquiries                                                                                                                                                                             |          |
| 23.12.2.1 | <b>Individual Breeders' societies and associations</b>                                                                                                                                        |          |
|           | <i>(1. The files contain the constitutions, amendments to constitutions and administrative procedures of breeders' societies and associations.)</i>                                           |          |
|           | <i>(2. Open a separate case file for each society/association using the prefix 23.12.2.1 followed by a/and the name of the society/association.)</i>                                          |          |
| 23.12.3   | <b>Import and export</b>                                                                                                                                                                      |          |
| 23.12.3.R | Routine enquiries                                                                                                                                                                             |          |
| 23.12.3.1 | <b>Individual importers and exporters</b>                                                                                                                                                     |          |
|           | <i>(1. The files contain the applications and permits for the import and export of genetic material of specific breeds.)</i>                                                                  |          |
|           | <i>(2. Open a separate case file for each society/association importing or exporting genetic material, using the prefix 23.12.3.1 followed by a/and the name of the society/association.)</i> |          |
| 23.13     | <b>Animal identification</b>                                                                                                                                                                  |          |
| 23.13.R   | Routine enquiries                                                                                                                                                                             |          |
| 23.13.1   | <b>Registration of brands</b>                                                                                                                                                                 |          |
|           | <i>(1. Completed application forms are filed numerically according to the registration number and stored in box-files)</i>                                                                    |          |
| 23.13.2   | Publication of information                                                                                                                                                                    |          |
| 23.13.3   | <b>Stock thefts</b>                                                                                                                                                                           |          |

| NUMBER    | SUBJECT      | DISPOSAL |
|-----------|--------------|----------|
| 23.13.3.1 | Nationally   |          |
| 23.13.3.2 | Provincially |          |

*(1. Open a separate case file for each province, using the prefix 23.13.3.2 followed by a/and the name of the province.)*



## 24. VETERINARY SERVICES

| NUMBER        | SUBJECT                                                                                                                                       | DISPOSAL |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>24.P</b>   | <b>Policy</b>                                                                                                                                 |          |
| <b>24.P.1</b> | Not separately provided for                                                                                                                   |          |
| <b>24.P.2</b> | <b>Individual policies</b>                                                                                                                    |          |
|               | <i>(1. Open a separate case file per policy using the prefix 24.P.2 followed by a/and the name of the policy.)</i>                            |          |
| <b>24.S</b>   | <b>Standards</b>                                                                                                                              |          |
| <b>24.S.1</b> | Not separately provided for                                                                                                                   |          |
| <b>24.S.2</b> | <b>Individual standards</b>                                                                                                                   |          |
|               | <i>(1. Open a separate case file per standard using the prefix 24.S.2 followed by a/and the name of the standard.)</i>                        |          |
| <b>24.1</b>   | <b>Legislation</b><br><i>(To include regulations)</i>                                                                                         |          |
| <b>24.1.1</b> | Not separately provided for                                                                                                                   |          |
| <b>24.1.2</b> | <b>Development of individual categories of legislation</b>                                                                                    |          |
|               | <i>(1. Open a separate case file for each category of legislation using the prefix 24.1.2 followed by a/and the name of the legislation.)</i> |          |
| <b>24.1.3</b> | <b>Prosecutions under legislation</b>                                                                                                         |          |
|               | <i>(1. Open a separate case file per prosecution using the prefix 24.1.3 followed by a/and the name of the prosecution.)</i>                  |          |
| <b>24.1.4</b> | <b>Authorisations</b>                                                                                                                         |          |
|               | <i>(1. Open a separate case file for each authorisation using the prefix 24.1.4 followed by a/and the name of the authorisation.)</i>         |          |
| <b>24.2</b>   | <b>Development of policy, norms, standards and guidelines</b>                                                                                 |          |
| <b>24.2.1</b> | Not separately provided for                                                                                                                   |          |
| <b>24.2.2</b> | <b>Individual policies, norms, standards or guidelines</b>                                                                                    |          |

| NUMBER          | SUBJECT                                                                                                                                                                           | DISPOSAL |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                 | <i>(1. Open a separate case file for each policy, norm, standard or guideline using the prefix 24.2.2 followed by a/and the name of the policy, norm, standard or guideline.)</i> |          |
| <b>24.3</b>     | <b>Auditing</b>                                                                                                                                                                   |          |
| <b>24.3.1</b>   | Not separately provided for                                                                                                                                                       |          |
| <b>24.3.2</b>   | <b>Auditing of policy implementation</b>                                                                                                                                          |          |
|                 | <i>(1. Open a separate case file for each policy using the prefix 24.3.2 followed by a /, the name of the policy and the name of the province.)</i>                               |          |
| <b>24.4</b>     | <b>External liaison</b><br><i>(Only for matters that cannot be dealt with on a specific subject file)</i>                                                                         |          |
| <b>24.4.1</b>   | Not separately provided for                                                                                                                                                       |          |
| <b>24.4.2</b>   | <b>International organisations</b>                                                                                                                                                |          |
|                 | <i>(1. Open a separate case file for each international organisation using the prefix 24.4.2 followed by a/and the name of the international organisation.)</i>                   |          |
| <b>24.4.3</b>   | <b>National organisations</b>                                                                                                                                                     |          |
|                 | <i>(1. Open a separate case file for each national organisation using the prefix 24.4.3 followed by a/and the name of the national organisation.)</i>                             |          |
| <b>24.4.4</b>   | <b>Provincial organisation</b>                                                                                                                                                    |          |
|                 | <i>(1. Open a separate case file for each provincial organisation using the prefix 24.4.4 followed by a/and the name of the provincial organisation.)</i>                         |          |
| <b>24.5</b>     | <b>Animal disease control</b>                                                                                                                                                     |          |
| <b>24.5.1</b>   | Not separately provided for                                                                                                                                                       |          |
| <b>24.5.2</b>   | <b>Planning</b>                                                                                                                                                                   |          |
| <b>24.5.2.1</b> | Contingency plans                                                                                                                                                                 |          |
| <b>24.5.2.2</b> | Emergency plans                                                                                                                                                                   |          |
| <b>24.5.3</b>   | <b>Border control</b>                                                                                                                                                             |          |
| <b>24.5.3.1</b> | Not separately provided for                                                                                                                                                       |          |
| <b>24.5.3.2</b> | <b>Individual borders</b>                                                                                                                                                         |          |

| NUMBER          | SUBJECT                                                                                                                                                                                                      | DISPOSAL |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                 | <i>(1. Open a separate case file for each border using the prefix 24.5.3.2 followed by a/and the name of the border.)</i>                                                                                    |          |
| <b>24.5.4</b>   | <b>Controlled diseases</b>                                                                                                                                                                                   |          |
| <b>24.5.4.1</b> | Not separately provided for                                                                                                                                                                                  |          |
| <b>24.5.4.2</b> | <b>Individual controlled diseases</b>                                                                                                                                                                        |          |
|                 | <i>(1. Open a separate case file for each controlled disease where necessary using the prefix 24.5.4.2 followed by a/and the name of the controlled disease. Also open separate case files for results.)</i> |          |
| <b>24.5.5</b>   | <b>Other animal diseases, parasites or poisoning</b>                                                                                                                                                         |          |
| <b>24.5.5.1</b> | Not separately provided for                                                                                                                                                                                  |          |
| <b>24.5.5.2</b> | <b>Individual other diseases, parasites or poisoning</b>                                                                                                                                                     |          |
|                 | <i>(1. Open a separate case file for each disease, parasite or poisoning where necessary using the prefix 24.5.5.2 followed by a/and the name of the disease, parasite or poisoning).</i>                    |          |
| <b>24.5.6</b>   | <b>Eradication schemes</b>                                                                                                                                                                                   |          |
| <b>24.5.6.1</b> | Not separately provided for                                                                                                                                                                                  |          |
| <b>24.5.6.2</b> | <b>Individual eradication schemes</b>                                                                                                                                                                        |          |
|                 | <i>(1. Open a separate case file for each eradication scheme using the prefix 24.5.6.2 followed by a/and the name of the eradication scheme.)</i>                                                            |          |
| <b>24.5.7</b>   | <b>Research service</b>                                                                                                                                                                                      |          |
| <b>24.5.7.1</b> | Not separately provided for                                                                                                                                                                                  |          |
| <b>24.5.7.2</b> | <b>Individual categories of research</b>                                                                                                                                                                     |          |
|                 | <i>(1. Open a separate case file for each research institution and research project using the prefix 24.5.7.2 followed by a/and the name of the research institution and research project.)</i>              |          |
| <b>24.5.8</b>   | <b>Advisory service</b>                                                                                                                                                                                      |          |
| <b>24.5.8.1</b> | Public                                                                                                                                                                                                       |          |
| <b>24.5.8.2</b> | <b>Provincial</b>                                                                                                                                                                                            |          |

| NUMBER          | SUBJECT                                                                                                                                                                 | DISPOSAL |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>24.5.9</b>   | <b>Movement control</b>                                                                                                                                                 |          |
| <b>24.5.9.1</b> | Not separately provided for                                                                                                                                             |          |
| <b>24.5.9.2</b> | <b>Individual movement control</b>                                                                                                                                      |          |
|                 | <i>(1. Open a separate case file using the prefix 24.5.9.2 followed by a/and the name of the file.)</i>                                                                 |          |
| <b>24.6</b>     | <b>Laboratory services</b>                                                                                                                                              |          |
| <b>24.6.1</b>   | Not separately provided for                                                                                                                                             |          |
| <b>24.6.2</b>   | Setting of laboratory standards for the provinces                                                                                                                       |          |
| <b>24.6.3</b>   | <b>Auditing of laboratory standards</b>                                                                                                                                 |          |
| <b>24.6.3.1</b> | <b>Diagnostic laboratories</b>                                                                                                                                          |          |
|                 | <i>(1. Open a separate case file for each diagnostic laboratory using the prefix 24.6.3.1 followed by a/and the name of the diagnostic laboratory.)</i>                 |          |
| <b>24.6.3.2</b> | <b>Hygiene control laboratories</b>                                                                                                                                     |          |
|                 | <i>(1. Open a separate case file for each hygiene control laboratory using the prefix 24.6.3.2 followed by a/and the name of the hygiene control laboratory.)</i>       |          |
| <b>24.6.3.3</b> | <b>Residue monitoring laboratories</b>                                                                                                                                  |          |
|                 | <i>(1. Open a separate case file for each residue monitoring laboratory using the prefix 24.6.3.3 followed by a/and the name of the residue monitoring laboratory.)</i> |          |
| <b>24.7</b>     | <b>Quarantine and registered facilities</b>                                                                                                                             |          |
| <b>24.7.1</b>   | Not separately provided for                                                                                                                                             |          |
| <b>24.7.2</b>   | <b>State owned facilities</b>                                                                                                                                           |          |
|                 | <i>(1. Open a separate case file for each state owned facility using the prefix 24.7.2 followed by a/and the name of the state owned facility.)</i>                     |          |
| <b>24.7.3</b>   | <b>Privately owned facilities</b>                                                                                                                                       |          |
|                 | <i>(1. Open a separate case file for each privately owned facility using the prefix 24.7.3 followed by a/and the name of the privately owned facility.)</i>             |          |

| NUMBER          | SUBJECT                                                                                                                                                                      | DISPOSAL |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>24.8</b>     | <b>Imports</b>                                                                                                                                                               |          |
| <b>24.8.1</b>   | Import protocols                                                                                                                                                             |          |
| <b>24.8.2</b>   | <b>Individual imports</b>                                                                                                                                                    |          |
|                 | <i>(1. Open separate files for each import using the prefix 24.8.2 followed by a/then the product, a/the region or country, an/and the establishment name if necessary.)</i> |          |
| <b>24.8.3</b>   | <b>Evaluation of veterinary services and animal control systems</b>                                                                                                          |          |
|                 | <i>(1. Open a separate case file for each service or system using the prefix 24.8.3 followed by a/and the name of the service or system.)</i>                                |          |
| <b>24.8.4</b>   | <b>Risk analysis</b>                                                                                                                                                         |          |
| <b>24.8.4.1</b> | Not separately provided for                                                                                                                                                  |          |
| <b>24.8.4.2</b> | <b>Individual diseases</b>                                                                                                                                                   |          |
|                 | <i>(1. Open a separate case file for each disease using the prefix 24.8.5.2 followed by a/and the name of the disease.)</i>                                                  |          |
| <b>24.9</b>     | <b>Exports</b>                                                                                                                                                               |          |
| <b>24.9.1</b>   | Export protocols                                                                                                                                                             |          |
| <b>24.9.2</b>   | <b>Individual exports</b>                                                                                                                                                    |          |
|                 | <i>(1. Open separate files for each export using the prefix 24.9.2 followed by a/then the product, a/the region or country, a/and the establishment name if necessary.)</i>  |          |
| <b>24.9.3</b>   | <b>Certificates and permits</b>                                                                                                                                              |          |
|                 | <i>(1. Open separate files for each certificate or permit using the prefix 24.9.3 followed by a/and the name of the certificate or permit.)</i>                              |          |
| <b>24.9.4</b>   | <b>Risk analysis</b>                                                                                                                                                         |          |
| <b>24.9.4.1</b> | Not separately provided for                                                                                                                                                  |          |
| <b>24.9.4.2</b> | <b>Individual products</b>                                                                                                                                                   |          |
|                 | <i>(1. Open separate files for each product using the prefix 24.9.4.2 followed by a/and the name of the product.)</i>                                                        |          |
| <b>24.10</b>    | <b>Ports of entry and inspection sites</b>                                                                                                                                   |          |

| NUMBER    | SUBJECT                                                                                                                        | DISPOSAL |
|-----------|--------------------------------------------------------------------------------------------------------------------------------|----------|
| 24.10.1   | Not separately provided for                                                                                                    |          |
| 24.10.2   | <b>Individual ports and sites</b>                                                                                              |          |
|           | <i>(1. Open separate files for each port or site using the prefix 24.10.2 followed by a/and the name of the port or site.)</i> |          |
| 24.10     | <b>Veterinary epidemiology</b>                                                                                                 |          |
| 24.10.1   | Not separately provided for                                                                                                    |          |
| 24.10.2   | <b>Data management</b>                                                                                                         |          |
| 24.10.2.1 | Not separately provided for                                                                                                    |          |
| 24.10.2.2 | <b>Individual reports</b>                                                                                                      |          |
|           | <i>(1. Open separate files for each report using the prefix 24.10.2.2 followed by a/and the name of the report.)</i>           |          |
| 24.10.3   | <b>Early warning systems</b>                                                                                                   |          |
| 24.10.3.1 | Not separately provided for                                                                                                    |          |
| 24.10.3.2 | <b>Individual systems</b>                                                                                                      |          |
|           | <i>(1. Open separate files for each system using the prefix 24.10.3.2 followed by a/and the name of the system.)</i>           |          |
| 24.11     | <b>Hygiene control</b>                                                                                                         |          |
| 24.11.1   | Not separately provided for                                                                                                    |          |
| 24.11.2   | <b>Planning</b>                                                                                                                |          |
| 24.11.2.1 | Contingency                                                                                                                    |          |
| 24.11.2.2 | Emergency                                                                                                                      |          |
| 24.11.3   | <b>Establishments</b><br><i>(To include abattoirs)</i>                                                                         |          |
| 24.11.3.1 | Not separately provided for                                                                                                    |          |
| 24.11.3.2 | <b>Individual establishments</b>                                                                                               |          |
|           | <i>(1. Open separate files per establishment using the prefix 24.11.3.2 followed by a/and the name of the establishment.)</i>  |          |
| 24.11.3   | Advisory service                                                                                                               |          |
| 24.12.4   | Preparation and provision of information                                                                                       |          |

| NUMBER    | SUBJECT                                                                                                                                        | DISPOSAL |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 24.11.7   | <b>Secretariat services</b>                                                                                                                    |          |
|           | <i>(1. Open separate files for each meeting or committee using the prefix 24.11.7 followed by a/and the name of the meeting or committee.)</i> |          |
| 24.12     | <b>Training</b>                                                                                                                                |          |
| 24.12.1   | Not separately provided for                                                                                                                    |          |
| 24.12.2   | <b>Develop courses</b>                                                                                                                         |          |
| 24.12.2.1 | Not separately provided for                                                                                                                    |          |
| 24.12.2.2 | <b>Individual courses</b>                                                                                                                      |          |
|           | <i>(1. Open separate files for each course using the prefix 24.12.2.2 followed by a/and the name of the course.)</i>                           |          |
| 24.12.3   | <b>Monitor norms and standards on a national level</b>                                                                                         |          |
| 24.12.3.1 | Not separately provided for                                                                                                                    |          |
| 24.12.3.2 | <b>Individual norms and standards</b>                                                                                                          |          |
|           | <i>(1. Open separate files for each norm or standard using the prefix 24.12.3.2 followed by a/and the name of the norm or standard.)</i>       |          |
| 24.12.4   | <b>Liaison with educational institutions</b><br><i>(Only for matters that cannot be dealt with on a specific subject file)</i>                 |          |
| 24.12.4.1 | Not separately provided for                                                                                                                    |          |
| 24.12.4.2 | <b>Individual institutions</b>                                                                                                                 |          |
|           | <i>(1. Open separate files for each institution using the prefix 24.12.4.2 followed by a/and the name of the institution.)</i>                 |          |
| 24.12.5   | <b>Capacity building in the provinces</b>                                                                                                      |          |
| 24.12.5.1 | <b>Not separately provided for</b>                                                                                                             |          |
| 24.12.5.2 | Abattoirs                                                                                                                                      |          |
| 24.12.5.3 | Audit courses for provinces                                                                                                                    |          |
| 24.12.5.4 | Moderate internship for provinces                                                                                                              |          |
| 24.12.6   | <b>Present courses</b>                                                                                                                         |          |
| 24.12.6.1 | Not separately provided for                                                                                                                    |          |
| 24.12.6.2 | Marking of assignments                                                                                                                         |          |

| NUMBER    | SUBJECT                                                                                                              | DISPOSAL |
|-----------|----------------------------------------------------------------------------------------------------------------------|----------|
| 24.12.6.3 | Setting of exams                                                                                                     |          |
| 24.12.6.4 | Moderation on national level                                                                                         |          |
| 24.12.7   | <b>Arrangement of courses</b>                                                                                        |          |
| 24.12.7.1 | Not separately provided for                                                                                          |          |
| 24.12.7.2 | <b>Individual courses</b>                                                                                            |          |
|           | <i>(1. Open separate files for each course using the prefix 24.12.7.2 followed by a/and the name of the course.)</i> |          |
| 24.12.8   | <b>Funding of courses</b>                                                                                            |          |
| 24.12.8.1 | Not separately provided for                                                                                          |          |
| 24.12.8.2 | <b>Individual courses</b>                                                                                            |          |
|           | <i>(1. Open separate files for each course using the prefix 24.12.8.2 followed by a/and the name of the course.)</i> |          |
| 24.12.9   | <b>Attendance of courses</b>                                                                                         |          |
| 24.12.9.1 | Not separately provided for                                                                                          |          |
| 24.12.9.2 | <b>Individual courses</b>                                                                                            |          |
|           | <i>(1. Open separate files for each course using the prefix 24.12.9.2 followed by a/and the name of the course.)</i> |          |
| 24.12.10  | Development of public awareness information                                                                          |          |



## 25. WATER USE MANAGEMENT

| NUMBER | SUBJECT                                                                                                                                                                               | DISPOSAL |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 25.P   | Policy                                                                                                                                                                                |          |
| 25.1   | <b>Develop policy, norms and standards</b>                                                                                                                                            |          |
| 25.1.1 | Not separately provided for                                                                                                                                                           |          |
| 25.1.2 | <b>Individual policy, norms and standards development</b>                                                                                                                             |          |
|        | <i>(1. Open a separate case file for each policy, norm and standard development using the prefix 25.1.2 followed by a/and the name of the policy, norm and standard development.)</i> |          |
| 25.2   | <b>Provide provincial advisory service</b>                                                                                                                                            |          |
| 25.2.1 | Not separately provided for                                                                                                                                                           |          |
| 25.2.2 | <b>Individual advice</b>                                                                                                                                                              |          |
|        | <i>(1. Open a separate case file for each category of advisory service using the prefix 25.2.2 followed by a/and the name of the advisory service.)</i>                               |          |
| 25.3   | <b>Provide training</b>                                                                                                                                                               |          |
| 25.3.1 | <b>Provinces</b>                                                                                                                                                                      |          |
| 25.3.2 | Internal                                                                                                                                                                              |          |
| 25.3.3 | Boreholes                                                                                                                                                                             |          |
| 25.4   | <b>Liaison</b><br><i>(Only for matters that cannot be dealt with on a specific subject file)</i>                                                                                      |          |
| 25.4.1 | Not separately provided for                                                                                                                                                           |          |
| 25.4.2 | <b>Individual organisations</b>                                                                                                                                                       |          |
|        | <i>(1. Open a separate case file for each organisation using the prefix 25.4.2 followed by a/and the name of the organisation.)</i>                                                   |          |
| 25.5   | <b>Disaster and risk management services</b>                                                                                                                                          |          |
| 25.5.1 | Not separately provided for                                                                                                                                                           |          |
| 25.5.2 | <b>Individual investigations</b>                                                                                                                                                      |          |
|        | <i>(1. Open a separate case file for each investigation using the prefix 25.5.2 followed by a/and the name of the investigation.)</i>                                                 |          |

| NUMBER          | SUBJECT                                                                                                                                                       | DISPOSAL |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>25.6</b>     | <b>Undertake research</b>                                                                                                                                     |          |
| <b>25.6.1</b>   | Not separately provided for                                                                                                                                   |          |
| <b>25.6.2</b>   | <b>Individual research</b>                                                                                                                                    |          |
|                 | <i>(1. Open a separate case file for each category of research undertaken using the prefix 25.6.2 followed by a/and the name of the research undertaken.)</i> |          |
| <b>25.7</b>     | <b>Maintain conservation areas</b>                                                                                                                            |          |
| <b>25.7.1</b>   | Not separately provided for                                                                                                                                   |          |
| <b>25.7.2</b>   | <b>Spitzkop</b>                                                                                                                                               |          |
| <b>25.7.2.1</b> | <b>Maintenance and repair of existing soil conservation structures</b>                                                                                        |          |
| <b>25.7.2.2</b> | Evaluation and redesign of existing structures                                                                                                                |          |
| <b>25.7.2.3</b> | Evaluation of basal cover                                                                                                                                     |          |
| <b>25.7.2.4</b> | <b>Evaluation and research of conservation methods</b>                                                                                                        |          |
| <b>25.7.2.5</b> | Visitors                                                                                                                                                      |          |
| <b>25.7.2.6</b> | Training center/facility for conservation                                                                                                                     |          |
| <b>25.7.2.7</b> | GIS models                                                                                                                                                    |          |
| <b>25.8</b>     | <b>Investigate/evaluate existing works</b>                                                                                                                    |          |
| <b>25.8.1</b>   | Not separately provided for                                                                                                                                   |          |
| <b>25.8.2</b>   | <b>Individual investigations/evaluations</b>                                                                                                                  |          |
|                 | <i>(1. Open a separate case file for each investigation/ evaluation using the prefix 25.8.2 followed by a/and the name of the investigation/ evaluation.)</i> |          |
| <b>25.9</b>     | <b>Establish and maintain key soil conservation works</b>                                                                                                     |          |
| <b>25.9.1</b>   | Not separately provided for                                                                                                                                   |          |
| <b>25.9.2</b>   | <b>Individual projects</b>                                                                                                                                    |          |
|                 | <i>(1. Open a separate case file per project using the prefix 25.9.2 followed by a/and the name of the project .)</i>                                         |          |
| <b>25.10</b>    | <b>Provide drilling service</b>                                                                                                                               |          |
|                 | <i>(1. Open a separate case file per drilling service using the prefix 25.10 followed by a/and the name of the drilling service.)</i>                         |          |

| NUMBER    | SUBJECT                           | DISPOSAL |
|-----------|-----------------------------------|----------|
| 25.10.1   | Approve applications              |          |
| 25.10.2   | Administer accounts               |          |
| 25.10.3   | Provide physical drilling service |          |
| 25.10.4   | <b>Inspections</b>                |          |
| 25.10.4.1 | Suitable water points             |          |
| 25.10.4.2 | Drilling procedures               |          |
| 25.10.4.3 | Safety                            |          |
| 25.10.4.4 | Reports                           |          |
| 25.10.5   | Test boreholes                    |          |
| 25.10.5.1 | Borehole completion report        |          |
| 25.10.6   | Drill boreholes                   |          |
| 25.10.7   | Repair damaged boreholes          |          |
| 25.11     | <b>Manage workshop</b>            |          |
| 25.11.1   | Manufacture specialised equipment |          |
| 25.11.2   | Drilling machines                 |          |
| 25.11.3   | Repair drilling machines          |          |

## 26. STATISTICAL INFORMATION

| NUMBER     | SUBJECT                                                                                                                                              | DISPOSAL |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 26.P       | Policy                                                                                                                                               |          |
| 26.P.1     | Not separately provided for                                                                                                                          |          |
| 26.P.2     | <b>Individual policies</b>                                                                                                                           |          |
|            | <i>(1. Open a separate case file for each policy using the prefix 26.P.2 followed by a/and the name of the policy.)</i>                              |          |
| 26.1       | <b>Gathering of agricultural economic information and statistics</b>                                                                                 |          |
| 26.1.1     | Global information                                                                                                                                   |          |
| 26.1.1.1   | Production prices                                                                                                                                    |          |
| 26.1.1.2   | Marketing                                                                                                                                            |          |
| 26.1.1.3   | Retail consumer prices                                                                                                                               |          |
| 26.1.1.4   | <b>Import and export</b>                                                                                                                             |          |
| 26.1.1.4.1 | Reports from Transnet and Spoornet                                                                                                                   |          |
| 26.1.1.4.2 | Reports from Customs and Excise                                                                                                                      |          |
| 26.1.1.4.3 | Import of tractors                                                                                                                                   |          |
| 26.1.1.5   | Consumer prices of agricultural products—international                                                                                               |          |
| 26.1.1.6   | <b>National accounts</b>                                                                                                                             |          |
| 26.1.1.6.1 | Excise reports                                                                                                                                       |          |
| 26.1.1.6.2 | Regional calculations                                                                                                                                |          |
| 26.1.1.6.3 | Black states                                                                                                                                         |          |
| 26.1.1.7   | Financing and financial position of farmers                                                                                                          |          |
| 26.1.1.8   | <b>Cost adjustments</b>                                                                                                                              |          |
| 26.1.1.8.1 | Not separately provided for                                                                                                                          |          |
| 26.1.1.8.2 | <b>Individual products</b>                                                                                                                           |          |
|            | <i>(1. Open a separate case file for each product using the prefix 26.1.1.8.2 followed by a/and the name of the product. e.g. 26.1.1.8.2/Maize.)</i> |          |
| 26.1.1.9   | <b>Farming requisites and services</b>                                                                                                               |          |
| 26.1.1.9.1 | Prices of machinery and services                                                                                                                     |          |
| 26.1.1.9.2 | Fertilisers                                                                                                                                          |          |
| 26.1.1.9.3 | Fuel                                                                                                                                                 |          |

| NUMBER      | SUBJECT                                                                                                                                             | DISPOSAL |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 26.1.1.9.4  | Farm feeds                                                                                                                                          |          |
| 26.1.1.9.5  | Packing material                                                                                                                                    |          |
| 26.1.1.9.6  | Dips and sprays                                                                                                                                     |          |
| 26.1.1.9.7  | Materials for fixed improvements                                                                                                                    |          |
| 26.1.1.9.8  | Service tariffs                                                                                                                                     |          |
| 26.1.1.9.9  | Crop insurance                                                                                                                                      |          |
| 26.1.1.9.10 | Investing in machinery and implements in agriculture                                                                                                |          |
| 26.1.1.10   | <b>Crop and stock estimates</b>                                                                                                                     |          |
| 26.1.1.10.1 | Routine enquiries received from cooperators                                                                                                         |          |
| 26.1.1.10.2 | Crop and stock estimates—Namibia                                                                                                                    |          |
| 26.1.1.10.3 | Crop and stock estimates—National States                                                                                                            |          |
| 26.1.1.10.4 | Crop and stock estimates <i>via</i> remote sensing                                                                                                  |          |
| 26.1.1.10.5 | Crop Estimates Committee: minutes and newsletters                                                                                                   |          |
| 26.1.1.11   | Population and land use                                                                                                                             |          |
| 26.1.1.12   | Agricultural statistics and information – Namibia                                                                                                   |          |
| 26.1.2      | <b>Agricultural products</b>                                                                                                                        |          |
| 26.1.2.1    | <b>Plant products</b>                                                                                                                               |          |
| 26.1.2.1.1  | Not separately provided for                                                                                                                         |          |
| 26.1.2.1.2  | <b>Individual products</b>                                                                                                                          |          |
|             | <i>(1. Open a separate case file for each product using the prefix 26.1.2.1.2 followed by a/and the name of the product, e.g. 26.1.2.1.2/Rice.)</i> |          |
| 26.1.2.2    | <b>Horticultural products</b>                                                                                                                       |          |
| 26.1.2.2.1  | Not separately provided for                                                                                                                         |          |
| 26.1.2.2.2  | <b>Individual products</b>                                                                                                                          |          |
|             | <i>(1. Open a separate case file for each policy using the prefix 26.1.2.2.2 followed by a/and the name of the product, e.g. Wine)</i>              |          |
| 26.1.2.3    | <b>Animals and animal products</b>                                                                                                                  |          |
| 26.1.2.3.1  | Not separately provided for                                                                                                                         |          |
| 26.1.2.3.2  | Individual products                                                                                                                                 |          |

| NUMBER            | SUBJECT                                                                                                                                                 | DISPOSAL |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                   | <i>(1. Open a separate case file for each product using the prefix 26.1.2.3.2 followed by a/and the name of the product, e.g. 26.1.2.3.2/Wool)</i>      |          |
| <b>26.1.2.4</b>   | <b>Other</b>                                                                                                                                            |          |
| <b>26.1.2.4.1</b> | Not separately provided for                                                                                                                             |          |
| <b>26.1.2.4.2</b> | <b>Individual products</b>                                                                                                                              |          |
|                   | <i>(1. Open a separate case file for each product using the prefix 26.1.2.4.2 followed by a/and the name of the products, e.g. 26.1.2.4.2/Fishery)</i>  |          |
| <b>26.1.3</b>     | <b>Market statistics and information</b>                                                                                                                |          |
| <b>26.1.3.1</b>   | <b>Information received from ATP and market authorities</b>                                                                                             |          |
| <b>26.1.3.1.1</b> | Not separately provided for                                                                                                                             |          |
| <b>26.1.3.1.2</b> | <b>Individual regions/markets</b>                                                                                                                       |          |
|                   | <i>(1. Open a separate case file for each region/market using the prefix 26.1.3.1.2 followed by a/and the name of the region/market, e.g. Gauteng.)</i> |          |
| <b>26.1.3.2</b>   | Non-SA products                                                                                                                                         |          |
| <b>26.1.3.3</b>   | Information on fresh produce markets in SA                                                                                                              |          |
| <b>26.1.4</b>     | Regional development and institutional framework                                                                                                        |          |
| <b>26.2</b>       | <b>Rendering of economic information and statistics</b>                                                                                                 |          |
| <b>26.2.1</b>     | Global information                                                                                                                                      |          |
| <b>26.2.1.1</b>   | Production prices                                                                                                                                       |          |
| <b>26.2.1.2</b>   | Marketing                                                                                                                                               |          |
| <b>26.2.1.3</b>   | Consumption                                                                                                                                             |          |
| <b>26.2.1.4</b>   | <b>Import and export</b>                                                                                                                                |          |
| <b>26.2.1.4.1</b> | Reports from Transnet and Spoornet                                                                                                                      |          |
| <b>26.2.1.4.2</b> | Reports from Customs and Excise                                                                                                                         |          |
| <b>26.2.1.4.3</b> | Import of tractors                                                                                                                                      |          |
| <b>26.2.1.5</b>   | Tariffs—selling of surplus farming products                                                                                                             |          |

| NUMBER             | SUBJECT                                                                                                                                               | DISPOSAL |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>26.2.1.6</b>    | <b>National accounts</b>                                                                                                                              |          |
| <b>26.2.1.6.1</b>  | Excise reports                                                                                                                                        |          |
| <b>26.2.1.6.2</b>  | Regional calculations                                                                                                                                 |          |
| <b>26.2.1.6.3</b>  | Black states                                                                                                                                          |          |
| <b>26.2.1.7</b>    | Financing and financial position of farmers                                                                                                           |          |
| <b>26.2.1.8</b>    | <b>Cost adjustments</b>                                                                                                                               |          |
| <b>26.2.1.8.1</b>  | Not separately provided for                                                                                                                           |          |
| <b>26.2.1.8.2</b>  | <b>Individual products</b>                                                                                                                            |          |
|                    | <i>(1. Open a separate case file for each product using the prefix 26.2.1.8.2 followed by a/and the name of the product, e.g. 26.2.1.8.2/Lucerne)</i> |          |
| <b>26.2.1.9</b>    | Farming requisites and services                                                                                                                       |          |
| <b>26.2.1.10</b>   | <b>Crop and stock estimates</b>                                                                                                                       |          |
| <b>26.2.1.10.1</b> | Routine enquiries received from cooperators                                                                                                           |          |
| <b>26.2.1.10.2</b> | Crop and stock estimates—Namibia                                                                                                                      |          |
| <b>26.2.1.10.3</b> | Crop and stock estimates—National States                                                                                                              |          |
| <b>26.2.1.11</b>   | Population and land use                                                                                                                               |          |
| <b>26.2.1.12</b>   | Agricultural statistics and information—Namibia                                                                                                       |          |
| <b>26.2.2</b>      | <b>Agricultural products</b>                                                                                                                          |          |
| <b>26.2.2.1</b>    | <b>Plant products</b>                                                                                                                                 |          |
| <b>26.2.2.1.1</b>  | Not separately provided for                                                                                                                           |          |
| <b>26.2.2.1.2</b>  | <b>Individual products</b>                                                                                                                            |          |
|                    | <i>(1. Open a separate case file for each product using the prefix 26.2.2.1.2 followed by a/and the name of the product, e.g. 26.2.2.1.2/Chicory)</i> |          |
| <b>26.2.2.2</b>    | <b>Horticultural products</b>                                                                                                                         |          |
| <b>26.2.2.2.1</b>  | Not separately provided for                                                                                                                           |          |
| <b>26.2.2.2.2</b>  | <b>Individual products</b>                                                                                                                            |          |
|                    | <i>(1. Open a separate case file for each product using the prefix 26.2.2.2.2 followed by a/and the name of the product, e.g. 26.2.2.2.2/Bananas)</i> |          |

| NUMBER            | SUBJECT                                                                                                                                                | DISPOSAL |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>26.2.2.3</b>   | <b>Animals and animal products</b>                                                                                                                     |          |
| <b>26.2.2.3.1</b> | Not separately provided for                                                                                                                            |          |
| <b>26.2.2.3.2</b> | <b>Individual products</b>                                                                                                                             |          |
|                   | <i>(1. Open a separate case file for each product using the prefix 26.2.2.3.2 followed by a/and the name of the product, e.g. 26.2.2.3.2/Meat)</i>     |          |
| <b>26.2.2.4</b>   | <b>Other</b>                                                                                                                                           |          |
| <b>26.2.2.4.1</b> | Not separately provided for                                                                                                                            |          |
| <b>26.2.2.4.2</b> | <b>Individual products</b>                                                                                                                             |          |
|                   | <i>(1. Open a separate case file for each product using the prefix 26.2.2.4.2 followed by a/and the name of the product, e.g. 26.2.2.4.2/Forestry)</i> |          |
| <b>26.2.3</b>     | Market statistics and information                                                                                                                      |          |
| <b>26.2.4</b>     | Regional development                                                                                                                                   |          |
| <b>26.2.5</b>     | <b>Liaison</b>                                                                                                                                         |          |
|                   | <i>(Only for matters that cannot be dealt with on a specific subject file)</i>                                                                         |          |
| <b>26.2.5.1</b>   | Not separately provided for                                                                                                                            |          |
| <b>26.2.5.2</b>   | Individual organisations                                                                                                                               |          |
|                   | <i>(1. Open a separate case file for each organisation using the prefix 26.2.5.2 followed by a/and the name of the policy.)</i>                        |          |



## 27. DIRECTOR-GENERAL

| NUMBER          | SUBJECT                                                                                                                                                                         | DISPOSAL |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>27.P</b>     | <b>Policy</b>                                                                                                                                                                   |          |
| <b>27.P.1</b>   | Not separately provided for                                                                                                                                                     |          |
| <b>27.P.2</b>   | <b>Individual directorates</b>                                                                                                                                                  |          |
|                 | <i>(1. Open a separate case file for each directorate using the prefix 27.P.2 followed by a/and the name of the directorate)</i>                                                |          |
| <b>27.1</b>     | <b>Submissions</b>                                                                                                                                                              |          |
| <b>27.1.1</b>   | Not separately provided for                                                                                                                                                     |          |
| <b>27.1.2</b>   | <b>Individual subjects</b>                                                                                                                                                      |          |
|                 | <i>(1. Open a separate case file for each subject using the prefix 27.1.2 followed by a/and the name of the subject.)</i>                                                       |          |
| <b>27.2</b>     | <b>Provision of advice to Minister</b>                                                                                                                                          |          |
| <b>27.2.1</b>   | Not separately provided for                                                                                                                                                     |          |
| <b>27.2.2</b>   | <b>Individual advice</b>                                                                                                                                                        |          |
|                 | <i>(1. Open a separate case file for each category of advice using the prefix 27.2.2 followed by a/and the name of advice.)</i>                                                 |          |
| <b>27.3</b>     | <b>Enquiries/acknowledgement of receipt</b>                                                                                                                                     |          |
| <b>27.3.1</b>   | Not separately provided for                                                                                                                                                     |          |
| <b>27.3.2</b>   | Individual enquiries/acknowledgement of receipt                                                                                                                                 |          |
|                 | <i>(1. Open a separate case file for each enquiry/acknowledgement of receipt using the prefix 27.3.2 followed by a/and the name of the enquiry/acknowledgement of receipt.)</i> |          |
| <b>27.4</b>     | <b>Liaison</b>                                                                                                                                                                  |          |
|                 | <i>(Only for matters that cannot be dealt with on a specific subject file.)</i>                                                                                                 |          |
| <b>27.4.1</b>   | <b>Intergovernmental relations/liaison</b>                                                                                                                                      |          |
| <b>27.4.1.2</b> | Not separately provided for                                                                                                                                                     |          |
| <b>27.4.1.3</b> | <b>Individual bodies/stakeholders</b>                                                                                                                                           |          |
|                 | <i>(1. Open a separate case file for each body/stakeholder using the prefix 27.4.1.3 followed by a/and the name of the body/stakeholder.)</i>                                   |          |

| NUMBER          | SUBJECT                                                                                                                                                 | DISPOSAL |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>27.4.2</b>   | <b>International agricultural relations/liaison</b>                                                                                                     |          |
| <b>27.4.2.1</b> | Not separately provided for                                                                                                                             |          |
| <b>27.4.2.2</b> | <b>Individual relations/liaison</b>                                                                                                                     |          |
|                 | <i>(1. Open a separate case file for each category of relations /entities using the prefix 27.4.2.2 followed by a/and the name of relation/entity.)</i> |          |
| <b>27.4.3</b>   | <b>Other liaison</b>                                                                                                                                    |          |
| <b>27.4.3.1</b> | Not separately provided for                                                                                                                             |          |
| <b>27.4.3.2</b> | <b>Individual liaison</b>                                                                                                                               |          |
|                 | <i>(1. Open a separate case file for each entity using the prefix 27.4.3.2 followed by a/and the name of the entity.)</i>                               |          |
| <b>27.5</b>     | <b>Committees, meetings and workshops</b>                                                                                                               |          |
| <b>27.5.1</b>   | <b>Minutes and agendas</b>                                                                                                                              |          |
|                 | <i>(1. Open a separate case file per committee/meeting using the prefix 27.5.1 followed by a/and the name of the committee/meeting.)</i>                |          |
| <b>27.6</b>     | <b>Speeches</b>                                                                                                                                         |          |
| <b>27.6.1</b>   | <b>Copies of</b>                                                                                                                                        |          |
| <b>27.6.1.1</b> | Minister of Agriculture                                                                                                                                 |          |
| <b>27.6.1.2</b> | President and Deputy President                                                                                                                          |          |
| <b>27.6.1.3</b> | Other Ministers                                                                                                                                         |          |
| <b>27.6.1.4</b> | Other departments, institutions and persons                                                                                                             |          |
| <b>27.7</b>     | <b>Cabinet memoranda</b>                                                                                                                                |          |
| <b>27.7.1</b>   | Not separately provided for                                                                                                                             |          |
| <b>27.7.2</b>   | <b>Memoranda per department</b>                                                                                                                         |          |
|                 | <i>(1. Open a separate case file for each memorandum using the prefix 27.7.2 followed by a/ and the name of the memorandum.)</i>                        |          |

## 6.1 REQUEST PROCEDURES

### 6.1A A requester must be given access to a record of a public body if the requester complies with the following:

all the procedural requirements in the Act relating to the request for access to that record;  
access to that record is not refused on any ground of refusal mentioned in the Act.

### 6.1B Nature of the request

A requester must use the form that has been printed in the *Government Gazette* [Govt Notice R187—15 February 2002].

The requester must also indicate if the requester prefers a copy of the record or if the requester wants to come in and inspect the record at the offices of the DoA. Alternatively if the record is not a document it can then be viewed in the requested form, where possible [sec 29(2)].

If a person asks for access in a particular form then the requester should get access in the manner that has been asked for. (unless doing so would interfere unreasonably with the running of the public body concerned, or damage the record, or infringe a copyright not owned by the State.) If for practical reasons access cannot be given in the required form but in an alternate manner, then the fee must be calculated according to the way that the requester first asked for it [sec 29(3) and (4)].

If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated [sec 18(2)(e)].

If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [sec 18(2)(f)].

If a requester is unable to read or write, or has a disability, then the request for the record can be made orally. The information officer must then fill in the form on behalf of such a requester and give him/her a copy [sec 18(3)].

### 6.1C There are two types of fees required to be paid in terms of the Act, namely the request fee and the access fee (see 22):

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

The request fee payable to public bodies is R35. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.

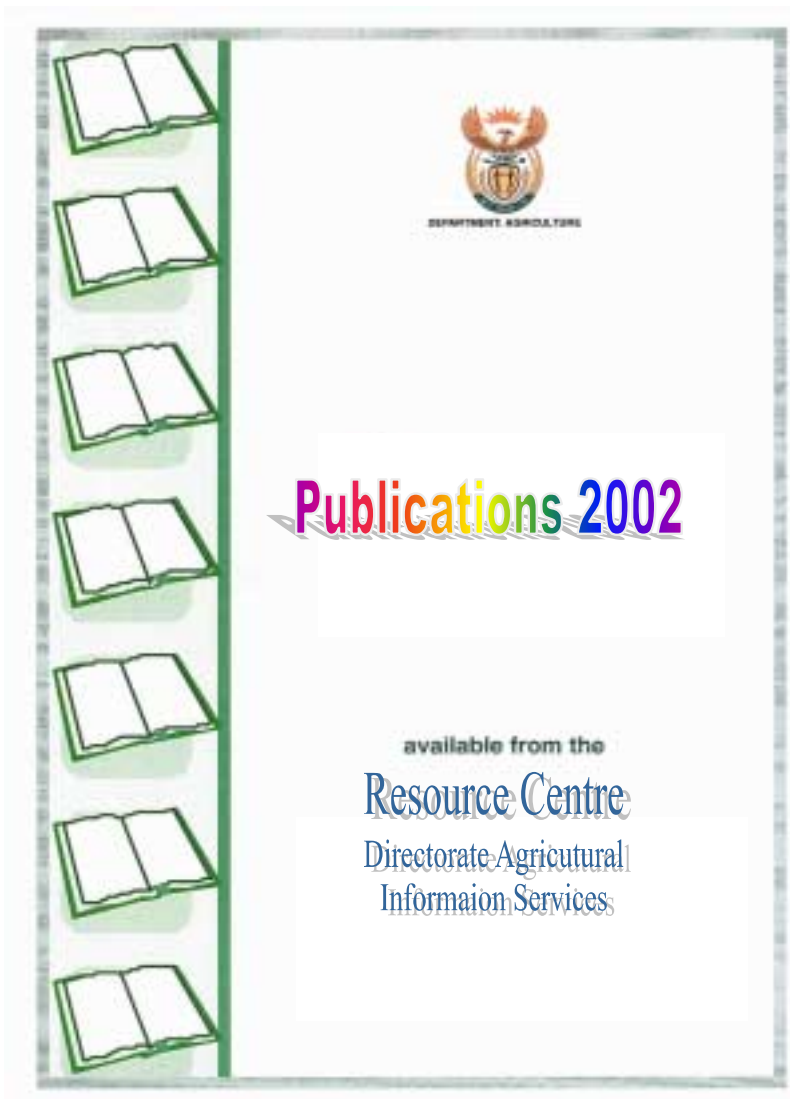
After the information officer has made a decision on the request the requester must be notified of such a decision in the way in which the requester wanted to be notified in.

If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

**7. THE LATEST NOTICE IN TERMS OF SECTION 15(2), IF ANY, REGARDING THE CATEGORIES OF RECORDS OF THE DoA WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT**

A notice in terms of Section 15(2) describes the categories of records of the bodies that are available without a person having to request access in terms of the Act. Information for the Department of Agriculture in terms of Section 15(2) is currently not available.

Categories of records of the DoA which are available without a person having to request access in terms of the Act are published in the annual Catalogue *Publications* which follows.



For further information contact:  
Resource Centre, Tel (012) 319 7141 or 319 7085

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## Introduction

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## **Free publications**

### **Periodicals**

#### **Agricultural Digest**

A concise survey of agricultural affairs in the RSA. Published annually.

#### **Agricultural News**

The Department's monthly newsletter in which reports on interdepartmental activities and achievements are published.

#### **Agrolibri**

Bulletin of latest additions to the library service of the National Department of Agriculture.  
Enquiries should be addressed to:

The Chief Librarian  
Central Agricultural Library  
Private Bag X388  
Pretoria 0001

### ***Economics***

#### **Trends in the agricultural sector**

A concise survey of the most recent developments in the agricultural sector, as well as in the various branches of the industry. Half-yearly in February and August.

Enquiries should be addressed to:

The Director  
Directorate Agricultural Statistics and Management Information  
Private Bag X246  
Pretoria 0001

### **Statistics on fresh produce markets**

Annually and gives on a monthly basis an exposition of the mass, value and unit value of the sales of vegetables and fruit at each of the 15 national fresh produce markets. Each product is dealt with separately and the most recent report contains information concerning the past year with comparable totals for the previous year.

Enquiries should be addressed to:

The Director  
 Directorate Agricultural Economic Trends  
 Private Bag X246  
 Pretoria 0001 The Director  
 Directorate Agricultural Statistics and Management Information  
 Private Bag X246  
 Pretoria 0001

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 Pretoria 0001

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### **Info Paks catalogue**

The following Info Paks are available free of charge from the Department of Agriculture, Resource Centre, Directorate Communication, Private Bag X144, Pretoria 0001. Tel (012) 319 7141. Fax (012) 319 7260.

Some Info Paks are also available in other languages. These are indicated in brackets.

#### **1 Agrochemicals and safety**

How to handle pesticides safely  
 Pesticides: disposing of empty containers  
 Pesticides: poisoning  
 Pesticides: protective clothing  
 Pesticides: safety measures  
 Pesticides: storing agrochemicals and stock remedies  
 What does the label say?  
 What to do in case of emergency—occupational health and safety

#### **2 Animal health**

African horsesickness  
 Anthrax  
 Beware! Rabies is a killer disease  
 Botulism  
 Brucellosis and tuberculosis (cattle)  
 Cattle (bovine) tuberculosis  
 Causes of disease in animals  
 Clostridial diseases  
 Common and important diseases of cattle



Common and important diseases of sheep and goats  
 Common diseases of small pig herds)  
 Congo fever  
 Contagious bovine pleuropneumonia (lungsickness) (advanced)  
 Control of equine viral arteritis (EVA)  
 Diarrhoea in sheep and goats  
 Diseases caused by trypanosomes: nagana and dourine  
 External parasites of cattle (Afrikaans, Tshivenda)  
 External parasites on chickens  
 External parasites of goats and sheep  
 Feather, skin and leg conditions (Chickens)  
 Foot-and-mouth disease (Folder)  
 Foot-and-mouth disease—a highly contagious disease  
 Foot-and-mouth disease (Let us work together to control the disease!)  
 Gut conditions in poultry  
 Hydatid disease (Echinococcosis) caused by tapeworm  
 Is my animal healthy? (Afrikaans, Setswana, Tsonga, isiXhosa, isiZulu)  
 Johnne's disease  
 Lungsickness (basic)  
 Mad cow disease or BSE  
 Mastitis (Afrikaans)  
 My cow is unable to stand up!  
 Nervous conditions in poultry (Afrikaans)  
 Newcastle disease (Leaflet)  
 Parasitic cysts and lesions in meat  
 Parasitic cysts and lesions in organs  
 Poisonous plants  
 Poultry diseases  
 Prevent disease in goats and sheep  
 Procedures for the export of fresh meat from South Africa  
 Rabies (folder) (Afrikaans, Setswana, isiZulu)  
 Rabies (Poster)  
 Rabies—a killer disease (Afrikaans, Setswana, isiXhosa)  
 Rabies is spreading  
 Resistance to anthelmintics (Afrikaans)  
 Respiratory diseases in cattle (Afrikaans)  
 Respiratory diseases in chickens (Setswana)  
 Respiratory diseases in goats and sheep  
 Rift Valley fever  
 Skin conditions in goats and sheep (Afrikaans)  
 Skin conditions in pigs

Sheep-scab

Tapeworm (Afrikaans)

The difference between vaccination and treatment

Tick-borne diseases in ruminants (Afrikaans, Sesotho, Setswana, Tshivenda, isiXhosa, isiZulu)

Udder and teat lesions (cattle)

Vaccination prevents and controls livestock diseases (Afrikaans)

Warning to livestock owners (Afrikaans, Sesotho)

Why did my animal die?

## **2.1 Zoonoses (diseases affecting man and animals)**

Anthrax

- Frequently asked questions
- Anthrax in the mail

Brucellosis

Campylobacteriasis

Diamond skin disease (Erysipelas)

Plague and bubonic plague

Zoonosis (Setswana)

Zoonotic diseases

## **3 Animal traction**

Care and use of working donkeys

Developing agriculture with animal traction

The Golovan cart

## **4 Beekeeping**

Basic beekeeping

Bees: the *capensis* problem

## **5 Field crops**

Amaranth (morog)

Bambara—food for Africa

Cultivating cowpeas

Cultivation of groundnuts

Dry bean production

Dryland wheat in the summer rainfall areas

Growing chickpeas (*Cicer arietum* L.)

Growing lentils (*Lens culinaris*)

Growing safflower (*Carthamus tinctorius* L.)

How to store grain

Maize production in the North West Province

Production of cotton

Production of green mealies

Sorghum

Sunflower production: a concise guide

Sweet white lupin production in the summer rainfall area

Tobacco (air-cured)

## **6 Food safety**

Buy with confidence ... buy approved meat

Control rats in your farmyard

Food preparation and home food safety (Sesotho)

Food-borne diseases

Rules for clean hand milking

Safe meat (all official languages)

Slaughterings and consumer confidence

## **7 Fruit production**

Banana production (Tshivenda, isiZulu)

Cactus pear: a plant with many uses

Cactus pear: recipes

Cultivating avocados

Cultivating citrus

Cultivating coconuts

Cultivating ginger

Cultivating granadillas

Cultivating guavas (Afrikaans)

Cultivating litchis (Tshivenda)

Cultivating mangoes

Cultivating papayas

Cultivating pineapples

Cultivating pepper

Growing avocados

Growing granadillas

Growing guavas

Growing mangoes

Growing papayas

Pineapple production

## **8 HIV/AIDS and the farming community**

HIV/AIDS and the farming community—nutrition

HIV/AIDS and nutrition

HIV/AIDS and the farming community—caring for people with HIV/AIDS (all languages)

HIV/AIDS and the farming community—know your rights (all languages)

HIV/AIDS and the farming community—stay healthy (all languages)

HIV/AIDS and the farming community—what women should know (all languages)

HIV/AIDS what the farming community should know (all languages)

## **9 Livestock farming**

Import requirements for fresh meat

Importation of animals and animal products into South Africa (Afrikaans)

Importation of meat: requirements and procedure

Legal identification marks

Livestock improvement terminology

Procedures for the export of fresh meat from South Africa

### **9.1 Rabbits**

Keeping rabbits (Leaflet, booklet)

### **9.2 Pigs**

Are my pigs healthy?

Farming with pigs (Afrikaans)

Guide to small-scale pig farming

Pig care

### **9.3 Poultry**

Are my chickens healthy?

Chicken care

Factors affecting egg production and quality

Household chickens (Afrikaans)

Keep chickens (Siswati, isiXhosa, Sesotho)

Marking of poultry meat

Muscovy ducks

Newcastle disease (Booklet)

Practical egg production

Small-scale egg production

### **9.4 Sheep**

*Boer met Dorpers*

Breeding in sheep and goats (Afrikaans)

Feeding of sheep and goats (Afrikaans)

Feeding reproductive sheep and goats (Afrikaans)

Hints for dipping sheep

How to estimate the age of goats and sheep

Reproduction management of a sheep and goat-farming enterprise (Afrikaans)

Sheep breeds (Afrikaans)

**9.5 Goats**

Boer goats: breed standards  
 Boer goats: ewes and rams  
 Boer goats: kidding  
 Boer goats: mating  
 Cashmere—new marketing opportunities!  
 Goats  
 Goats: vaccination programme  
 How to estimate the age of goats and sheep

**9.6 Cattle**

Beef cattle: castration  
 Beef cattle: dehorning  
 Beef cattle: weaning of calves  
 Community kraals (Afrikaans, Siswati, isiXhosa)  
 Condition scoring of cattle  
 How to estimate the age of cattle  
 Rules for clean hand-milking

**10 Miscellaneous**

Community kraals  
 Community medicine stores  
 Getting a loan or credit from a commercial bank  
 Healthy body  
 How medicine should be used (Setswana)  
 How to form a cooperative  
 How to run a meeting  
 Learn about committees  
 Marketing of Agricultural Products Act  
 Solar drying of fruit and vegetables  
 The difference between vaccination and treatment (Setswana, Tshivenda)  
 Year 2000 (Y2K issues) National Department of Agriculture  
 Year 2000 (Y2K issues—the individual at home)

**11 Nut production**

Cultivating cashews  
 Cultivating macadamias  
 Cultivating pecans

**12 Pastures**

Small-scale hay farming in South Africa

**13 Soil**

Acid soil and lime (Afrikaans)  
 Application of lime (Afrikaans)  
 Fertilisation: nitrogen  
 Making organic fertiliser  
 Soil potential  
 Soil sampling  
 Test your soil  
 Using kraal manure as fertiliser

#### **14 Vegetable production**

2000 and after—useful vegetables to grow  
 Basic steps in vegetable production  
 Cabbage production  
 Chilli production  
 Create your own peace garden  
 Garden mealies for six months  
 Good seed, soil and water for success (Afrikaans)  
 Green bean production  
 Grow healthy vegetable seedlings (Afrikaans)  
 Let us make compost (Afrikaans, Setswana)  
 Making a door garden  
 Managing weeds, pests and diseases  
 Making organic fertiliser  
 Onion production  
 Plan and prepare your vegetable garden  
 Planting vegetables on a compost bed  
 Potato production  
 Tomato production  
 Vegetable production in a nutshell  
 Vegetable production: carrots  
 Vegetable production: compost  
 Vegetable production: green beans  
 Vegetable production: manure and other organic fertilisers  
 Vegetable production: mulching  
 Vegetable production: potatoes  
 Vegetable production: pumpkins  
 Vegetable production: seedlings in trays  
 Vegetable production: sowing seed and planting seedlings  
 Vegetable production: soil  
 Vegetable production: spinach beet  
 Vegetable production: squashes

Vegetable production: sweet potatoes

Vegetable production: tomatoes

### **15 Veld management and resource conservation**

Bushveld management

Collect rainwater from your roof

Combat desertification

Dongas

Farming during a drought

Fighting fire

Invading alien plants

Plant windbreaks and stop desertification

Soil erosion

Wetland values and functions

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## **Priced publications**

The following publications are available with the prices between parentheses.

### ***Economics***

Elementary record book for farmers (R26,00)

*Elementêre rekordboek vir boere* (R26,00)

*Finansiële rekordboek vir boere* (R28,00)

Guide to machinery costs 2002

Compiled by G. Müller and G. Archer – KwaZulu-Natal (R25,00)

Abstract of agricultural statistics 2002

The most important statistics in the agricultural economic field summarised on a yearly basis.

Published annually in January. (R25,00)

### ***Soil conservation***

Primer on soil conservation, A.

Compiled by J.F. la G. Matthee and C.J. van Schalkwyk. Bulletin 399 (R5,00)

Soil conservation in South Africa.

Compiled by Emil D Adler. Bulletin 406 (R3,30)

*Bodembewaring in Suid-Afrika.*

*Saamgestel deur Emil D Adler. Bulletin 406 (R3,30)*

### ***Chemical agents***

Guide to the use of herbicides, A – 2000.

Compiled by Hermien Grobler, J B Vermeulen and Kathy van Zyl (R20,00)

Guide for the control of plant pests, A – 2002.

Compiled by Annette Nel, Mareli Krause, Neervana Ramautar and Kathy van Zyl (R20,00)

Guide for the control of plant diseases, A – 1999. (Out of print)

Compiled by Annette Nel, Mareli Krause, Neervana Ramautar and Kathy van Zyl (R12,00)

Guide to the use of plant growing regulants, defoliants and desiccants, A – 2000.

Compiled by J B Vermeulen, Hermien Grobler and Kathy van Zyl (R15,00)

Guide for the control of household and industrial pests, A – 2000.

Compiled by Annette Nel, Mareli Krause, Neervana Khelawanlall and Kathy van Zyl (R10,00)

Registered swimming pool remedies – 1993.

Compiled by M Dreyer, J B Vermeulen and Hermien Grobler (R3,00)

### **Annual reports: Department of Agriculture**

1989/90 (R9,60)

1990/91 (R12,60)

1991/92 (R9,76)

1992/93 (R17,00)

1993/94 (R13,50)

1994/95 (R11,00)

1994/95 Summary (R12,00)

1995/96 (R13,50)

1996/97 (R22,00)

1999 (R38,00)

2000/2001 (R40,00)

2001/2002 (Free)

### **Horticulture**

Commercial mushroom production in South Africa.

A Eicker. Bulletin 418 (R4,00)

*Kommersiële sampioenverbouing in Suid-Afrika.*

A Eicker. Bulletin 418 (R4,00)

Preliminary list of plants for water conservation gardening in South Africa, A.

D M C Fourie. Bulletin 402 (R0,70)

*Voorlopige lys van plante vir waterbesparende tuinmaak in Suid-Afrika, 'n.*

D M C Fourie. Bulletin 402 (R0,70)

### **Animal production**

Guide to beef production in Natal, A.

Natal Region. Bulletin 397 (R1,12)

*Handleiding vir die intensiewe behuising van melkkoeie in die Winterreënstreek.*

*Saamgestel deur 'n subkomitee van die Suiwelkomitee van die Winterreënstreek Bulletin 409 (Afrikaans only). (R1,60)*

Rabbit-meat production.

A Immelman. Bulletin 417 (R1,00)

*Produksie van konynvleis, Die.*

A Immelman. Bulletin 417 (R1,00)

Composition of milk and factors that influence it.

N H Robertson and M H Neitz. Bulletin 421 (R1,50)

*Samestelling van melk en faktore wat dit beïnvloed.*

N H Robertson en M H Neitz. Bulletin 421 (R1,50)

### **Meat hygiene**

Manual of guidelines to sanitation in the meat industry.

G L Nortjé and A von Holy. Bulletin 405 (R0,60)

### **Grazing and pasture management**

*Bossieveld—weiplante van die Karoo en karooagtige gebiede/Grazing plants of the Karoo and karoo-like areas.*

P M le Roux, C D Kotzé, G P Nel en/and H F Glen. Bulletin 428 (R35,00)



Edible shrubs and trees in the Valley Bushveld of the Eastern Cape.

A J Aucamp and J C Scheltema. Bulletin 400 (R4,70)

*Benutbare struik en bome in die Oos-Kaapse Valleibosveld.*

A J Aucamp en J C Scheltema. Bulletin 400 (R4,70)

Lupins. Species and cultivars.

Herman Agenbag en Paul Mönnig. Bulletin 429 (R14,00)

*Lupiëne. Spesies en kultivars.*

Herman Agenbag en Paul Mönnig. Bulletin 429 (R14,00)

Pasture production manual.

Natal Region. Department of Agriculture and Water Supply. Bulletin 414 (R3,52)

Key to the most important veld grasses of the Western Transvaal and Northern Free State.

C S Dannhauser (R0,55)

Sleutel tot die belangrikste veldgrasse van Wes-Transvaal en Noord-Vrystaat, 'n.

C S Dannhauser (R0,55)

Veld management in the Valley Bushveld of the Eastern Cape.

A J Aucamp and N M Tainton. Bulletin 401 (R0,45)

*Veldbeheer in die Valleibosveld van die Oos-Kaap.*

A J Aucamp en N M Tainton. Bulletin 401 (R0,45)

*Veldbestuur in die OVS-streek.*

J W C Mostert, B R Roberts, C F Heslinga en P G F Coetzee. Bulletin 391 (R1,05)

*100 Veldplante van die Winterreënstreek/100 Veld plants of the Winter Rainfall Region.*

P A B van Breda en/and S A Barnard. Bulletin 422 (R33,00)

### **Farming operations**

Electricity on the farm

Compiled by J F la G Matthee. Bulletin 404 (R0,50)

*Elektrisiteit op die plaas*

Saamgestel deur J F la G Matthee. Bulletin 404 (R0,50)

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### **Technical Communications**

These publications are more technical and are mainly intended for use by scientists.

#### **Crops**

No. 140 *Resultate van die 1973/74 nasionale katoencultivarproewe.*

Saamgestel deur H G van Heerden (Gratis)

No. 186 Cultivation of kenaf for fibre, paper pulp and seed.

P F Clarke (Free)

#### **Miscellaneous**

No. 224 An evaluation of the application and potential of agricultural land and production stability of dry land crops in the magisterial districts of the Highveld Region/*Evaluasie van die aanwending en potensiaal van landbougrond en produksiestabiliteit van droëlandgewasse in die landdrosdistrikte van die Hoëveldstreek, 'n.*

B P Ludick and/en J G Wooding (R58,00)

No. 235 *Evaluasie van die oppervlakte tans onder bewerking, die oppervlakte onder veld en die oppervlakte nie beskikbaar vir landbou in die landtipes en redelik homogene boerderygebiede van die Hoëveldstreek, 'n.*

J G Wooding en B P Ludick (R5,70)

No. 236 *Voorgestelde handleiding vir die omskrywing van grondliggame asook gewas- en veldekotoppe in die landtipes van die Hoëveldstreek*

*B P Ludick (R5,30)*

### **Soils**

No. 219 Natural soil bodies of the Lichtenburg, Bothaville, Viljoenskroon and Wesselsbron areas and estimates of their water holding characteristics as derived from local land type data.

J L Schoeman (Free)

### **Entomology and nematology**

No. 104 Investigation into the training of entomologists in South Africa, An.

J H Giliomee (Free)

### **Veld and pastures**

No. 226 *Gemiddelde fitomassa en chemiese samestelling van 'n aantal plantspesies in die Groot-Karoo.*

*P Botha, H R Becket en I J van der Merwe (R1,15)*

No. 227 *Gemiddelde fitomassa en chemiese samestelling van 'n aantal plantspesies in die Noordwestelike Karoo.*

*P Botha, C H Erasmus en S C Theron (R1,10)*

No. 228 *Gemiddelde fitomassa en chemiese samestelling van 'n aantal plantspesies in die Karoo-Middellande.*

*P Botha en C B Nash (R1,20)*

No. 229 *Gemiddelde fitomassa en chemiese samestelling van 'n aantal plantspesies in die Noordoos-Karoo.*

*P Botha, W H van Staden en J D Blom (R1,20)*

## **Leaflets**

### **Leaflets on vegetables and ornamental plants are obtainable from:**

ARC–Roodeplaat Vegetable and Ornamental Plant Institute  
Private Bag X293  
Pretoria  
0001

Tel (012) 841 9611

### **Leaflets on citrus and subtropical fruit are obtainable from:**

ARC–Institute for Tropical and Subtropical Crops  
Private Bag X11208  
Nelspruit  
1200

Tel (013) 753 2071

### **All leaflets and official test reports concerning engineering as well as the Fuel Saving series are obtainable from:**

ARC–Institute for Agricultural Engineering  
Private Bag X519  
Silverton  
0127

Tel (012) 804 1540

### **Information on animal production is obtainable from:**

ARC–Animal Nutrition and Animal Products Institute  
Private Bag X2  
Irene  
1675

Tel (012) 672 9111

ARC–Grain Crops Institute  
Private Bag X1251

Potchefstroom  
9700

Tel (018) 297 7211

**Information on deciduous fruit is obtainable from:**

ARC–Fruit, Vine and Wine Research Institute  
Private Bag X5013  
Stellenbosch  
7600

Tel (021) 883 9090

**Information on table and wine grapes is obtainable from:**

ARC–Nietvoorbij  
Private Bag X5026  
Stellenbosch  
7600

Tel (021) 889 5508

2002

Compiled by Directorate Agricultural Information Services, Department of Agriculture

Printed and published by the Department of Agriculture  
and obtainable from Resource Centre, Directorate Agricultural Information Services  
Private Bag X144, Pretoria, 0001 South Africa

## 8. A DESCRIPTION OF THE SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE DoA AND HOW TO GAIN ACCESS TO THESE SERVICES

*Note: Tables are extracted from Tariff Handbook 2002—therefore not necessarily in chronological order*

### (A) Directorate Plant Health and Quality Subdirectorate Plant Health

| Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Tariff                                                                                                 | Contact                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Import control of controlled goods:</b><br/>Controlled goods include plants (including seeds for planting), plant products, biological organisms, biological control agents, growing media, honey, and products containing honey and used apiary equipment. The objective is to prevent and control the introduction of quarantine pests and regulated nonquarantine pests (regulated pests). Services include the following:</p> <p><i>The establishment of phytosanitary measures by means of pest risk analysis. Phytosanitary measures provide for the mitigation procedures and treatments to ensure the prevention and/or control of the relevant regulated pests with the importation of controlled goods.</i></p> <p><i>Import authorisation of controlled goods. Application for the importation of specific controlled goods should be made on a prescribed form to the Director Plant Health and Quality, Pretoria. Import permits are issued in terms of the Agricultural Pests Act, 1983 (Act No. 36 of 1983) that will allow the importation of specific controlled goods.</i></p> <p><i>Import authorisation of controlled goods. The importation of certain controlled goods is authorised in terms of regulations promulgated in terms of the Agricultural Pests Act 1983 (Act No. 36 of 1983) and subject to the compliance of published phytosanitary measures and imported through specific official ports of entry.</i></p> | <p><i>Service is free</i></p> <p><i>Service is free</i></p> <p><i>Listed under the next bullet</i></p> | <p>Director Plant Health and Quality (Attention Assistant Director National Phytosanitary Matters), Private Bag X258, Pretoria, 0001. Telephone number 27 12 319 6117 or 319 6102, fax number 27 12 319 6101 and e-mail <a href="mailto:magdaBo@nda.agric.za">magdaBo@nda.agric.za</a> or <a href="mailto:JeanetteA@nda.agric.za">JeanetteA@nda.agric.za</a>.</p> <p>Director Plant Health and Quality (Attention Assistant Director National Phytosanitary Matters), Private Bag X258, Pretoria, 0001. Telephone number 27 12 319 6117 or 319 6102, fax number 27 12 319 6101 and e-mail <a href="mailto:magdaBo@nda.agric.za">magdaBo@nda.agric.za</a> or <a href="mailto:JeanetteA@nda.agric.za">JeanetteA@nda.agric.za</a>.</p> <p><i>Details are available at all offices at the respective ports of entry and listed under the next bullet.</i></p> |

| Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Tariff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Contact                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Importation of controlled goods through official ports of entry (other ports of entry may be determined on request of importer). Imported controlled goods shall be declared at the respective ports of entry and presented to the executive officer for evaluation. After evaluation the executive officer may:</p> <p>Provide written release that will allow permission for the importation of the respective consignment, or</p> <p>Instruct that the controlled goods be treated, as specified and under the supervision of the executive officer before re-evaluation to determine if the consignment may be imported or not. or</p> <p>Refuse importation in which case the importer shall either destroy or re-export the respective consignment.</p> | <p>This service is free provided that it is rendered at the official port of entry and within official office hours. Should import control service be rendered outside the prescribed official ports of entry and/or outside official office hours, then fees as approved by the <b>State Treasury</b> shall apply. The current fees are:</p> <p><b>Within official office hours:</b></p> <p>Inspection fee <b>R80,00/30 minutes</b></p> <p>Supervision over treatments <b>R80,00/30 minutes</b></p> <p><b>Outside official office hours:</b><br/>from <b>R160.00/30 minutes</b></p> <p><b>Laboratory tests:</b></p> <p>Laboratory tests for<br/><i>Insects</i> R105,00<br/><i>Nematodes</i> R130,00<br/><i>Bacteria</i> R210,00<br/><i>Fungi</i> R180,00<br/><i>Viruses</i> from R45,00</p> <p><b><i>Fees are subject to an annual revision and approval.</i></b></p> | <p>Contact details where import control services are available can be obtained at the following regional offices:</p> <p>Director Plant Health and Quality (Attention: Assistant Director Plant Health Auditing South), Private Bag X9037, Cape Town, 7000. Telephone number 27 21 421 2108, fax number 27 21 421 4257 and e-mail <a href="mailto:WillieG@nda.agric.za">WillieG@nda.agric.za</a></p> <p>Director Plant Health and Quality Attention: Acting Assistant Director Plant Health Auditing (North) Private Bag X04, Johannesburg International Airport. Telephone number 27 11 390 2580, fax number 27 11 390 2584, e-mail <a href="mailto:Noell@nda.agric.za">Noell@nda.agric.za</a> or <a href="mailto:RobertR@nda.agric.za">RobertR@nda.agric.za</a></p> |

## Subdirectorate quality control

| Services available                                                                                                         | How to access the information                                                                      | Cost involved                                                                                                        | Contact                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 1. Copy of regulations for norms and standards for agronomy and vegetables (Import, Local Trade, Exports)                  | Send request to Directorate Plant Health and Quality<br>Private Bag X258<br>PRETORIA<br>0001       | Cost provided on request for different products (amount reviewed on annual basis)                                    | Ms Portia Mahlangu<br>Tel: (012) 319-6048<br>Fax: (012) 319-6055<br>E-mail: PortiaM@nda.agric.za |
| 2. Copy of regulations for norms and standards for processed animal and plant products (Imports, Local trade, Exports)     | Send request to Directorate Plant Health and Quality<br>Private Bag X258<br>PRETORIA<br>0001       | R0,70 per copy (amount reviewed on annual basis)                                                                     | Mr E. Mosupye<br>Tel.: (012) 319-6068<br>Fax: (012) 319-6055<br>E-mail: EphraemMo@nda.agric.za   |
| 3. Copy of regulations for norms and standards for perishable (fruit) products and flowers (Imports, Local trade, Exports) | Send request to Directorate Plant Health and Quality<br>Private Bag X258<br>PRETORIA<br>0001       | R0,80 per copy supporting colour charts R3,00 per A4 copy                                                            | Ms . Motsepe<br>Tel.: (012) 319-6444<br>Fax: (012) 319-6055<br>E-mail: GuiltyM@nda.agric.za      |
| 4. Copy of regulations for norms and standards for Liquor Products (Imports, Exports and Local trade)                      | Send request to Directorate Plant Health and Quality<br>Private Bag X5015<br>STELLENBOSCH<br>7599  | Imports R250,00 per application<br>Exports R440,00 per application                                                   | Ms H. Brinkhuis<br>Tel.: (021) 809-1680<br>Fax: (021) 809-6392/6<br>E-mail: HillaryB@nda.agri.za |
| 5. Inspection on imports and local markets                                                                                 | Send request to Directorate Plant Health and Quality<br>Private Bag X07<br>Point<br>DURBAN<br>4069 | a) Bulk import R150 per application<br>b) Labelled products R60 per application.<br>c) Trade samples R8 per portion. | Ms E. Kearns<br>Tel.: (031) 337-2755/6<br>Fax: (031) 368-2408<br>E-mail: ElsabeK@nda.agric.za    |

| Services available        | How to access the information                                                                     | Cost involved                                                                                                         | Contact                                                                                               |
|---------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
|                           | Send request to Directorate Plant Health and Quality<br>Private Bag X5015<br>STELLENBOSCH<br>7599 | a) Bulk import R150 per application<br>b) Labelled products R60 per application .<br>c) Trade samples R8 per portion. | Ms Mariette Moller<br>Tel.: (021) 809-1641<br>Fax: (021) 887-9457<br>E-mail: MarietaM@nda.agric.za    |
| 6. Inspections on exports | Perishable Products Export Control Board (PPECB)<br>P.O. Box 15289<br>PANORAMA<br>7506            | Cost provided on request for different products (amount reviewed on annual basis).                                    | Mr Frikkie van Tiddens<br>Tel : (021) 930-1134<br>Fax : (021) 939-6868<br>E-mail : FrikkieV@PPECB.com |

## Division Plant Health Services

| Description of services available                                                                                                                                                | How to access information | Cost involved                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------|
| (3) Laboratory tests performed on * imported controlled goods, * quarantine evaluation of imported controlled goods, * control measures and phytosanitary profile determination. | <i>Government Gazette</i> |                                                   |
| (i) Test for occurrence of bacteria                                                                                                                                              |                           | R210/sample                                       |
| (ii) Test for occurrence of fungi                                                                                                                                                |                           | R180/sample                                       |
| (iii) Test for occurrence of insects                                                                                                                                             |                           | R105/sample                                       |
|                                                                                                                                                                                  |                           | Test for occurrence of viruses:<br>(a) ELISA test |
| (iv) Test for occurrence of viruses:<br>(a) ELISA test                                                                                                                           |                           |                                                   |
| (b) Herbaceous indexing                                                                                                                                                          |                           | R80/sample                                        |
| (c) Hard-wood indexing                                                                                                                                                           |                           | R180/sample                                       |
| (d) (i) ICRT-PCR test                                                                                                                                                            |                           | R125/sample                                       |
| ISEM                                                                                                                                                                             |                           | R150/sample                                       |
| (v) Test for occurrence of nematodes                                                                                                                                             |                           | R120/sample                                       |



| Description of services available                                                                                                                                                                                                                                                                                                      | How to access information | Cost involved  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------|
| <b>F Plant improvement</b><br>Services rendered in respect of the maintenance and provision of plant propagation material (not prescribed by legislation)<br><br>(a) Provision of propagation material derived from nucleus plant kept on a Departmental quarantine station<br>(i) Vegetative propagation material (rootable cuttings) |                           | R5,50/cutting  |
| (ii) Vegetative propagation material (buds)                                                                                                                                                                                                                                                                                            |                           | R2,20/sample   |
| (iii) Seed                                                                                                                                                                                                                                                                                                                             |                           | R6,00/25 seeds |
| (i) Vegetative propagation material (rootable cuttings)                                                                                                                                                                                                                                                                                |                           | R5,50/sample   |
| (ii) Vegetative propagation material (buds)                                                                                                                                                                                                                                                                                            |                           | R2,20/sample   |
| (iii) Seed                                                                                                                                                                                                                                                                                                                             |                           | R6,00/25 seeds |
| (iv) Virus-tested strawberry plant                                                                                                                                                                                                                                                                                                     |                           | R15/plant      |
| (iv) ELISA-kits – Client must supply the enzyme (alkaline phosphatase) at own cost                                                                                                                                                                                                                                                     |                           | R700/kit       |
| (ii) Herbaceous indexing                                                                                                                                                                                                                                                                                                               |                           | R80/sample     |
| (iii) Hard-wood indexing                                                                                                                                                                                                                                                                                                               |                           | R180/sample    |
| (iv) ICRT-PCR test                                                                                                                                                                                                                                                                                                                     |                           | R125/sample    |
| RT-PCR                                                                                                                                                                                                                                                                                                                                 |                           | R160/sample    |

**SERVICES RENDERED BY DIRECTORATE PLANT HEALTH AND QUALITY—ANALYTICAL SERVICES  
(SOUTH) – STELLENBOSCH**

| Nature of service, goods or supplies provided                                                                                                                                                                                                                     | Cost involved | How to access this information/where it can be obtained |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------|
| <b>(3) General liquor analyses</b><br><br>(a) Density of sample (psychrometric method)<br>Specific gravity/Total dry extract/Total alcoholic strength/Apparent alcoholic strength/Potential alcoholic strength/Obscured alcoholic strength/<br>alcoholic strength | R17,50/sample | <i>Government Gazette</i>                               |
| (b) Reducing sugar                                                                                                                                                                                                                                                | R15,00/sample | <i>Government Gazette</i>                               |
| (c) Volatile acidity                                                                                                                                                                                                                                              | R11,00/sample | <i>Government Gazette</i>                               |
| (d) Total titratable acidity/PH                                                                                                                                                                                                                                   | R8,50/sample  | <i>Government Gazette</i>                               |
| (e) Sulphur dioxide, free (Ripper method)                                                                                                                                                                                                                         | R8,50/sample  | <i>Government Gazette</i>                               |
| (f) Sulphur dioxide, Total (Ripper method)                                                                                                                                                                                                                        | R8,50/sample  | <i>Government Gazette</i>                               |

| Nature of service, goods or supplies provided  | Cost involved  | How to access this information/where it can be obtained |
|------------------------------------------------|----------------|---------------------------------------------------------|
| (g) Sulphur dioxide, Free (aspiration method)  | R16,00/sample  | <i>Government Gazette</i>                               |
| (h) Sulphur dioxide, Total (aspiration method) | R16,00/sample  | <i>Government Gazette</i>                               |
| (i) Esters                                     | R67,00/sample  | <i>Government Gazette</i>                               |
| (k) Higher alcohol                             | R57,00/sample  | <i>Government Gazette</i>                               |
| (l) Methanol                                   | R57,00/sample  | <i>Government Gazette</i>                               |
| (m) Sorbic acid                                | R60,00/sample  | <i>Government Gazette</i>                               |
| (n) Ascorbic acid                              | R110,00/sample | <i>Government Gazette</i>                               |
| (o) Citric acid                                | R110,00/sample | <i>Government Gazette</i>                               |
| (p) Bentonite addition                         | R30,00/sample  | <i>Government Gazette</i>                               |
| (q) Protein stability                          | R11,00/sample  | <i>Government Gazette</i>                               |

| Nature of service, goods or supplies provided | Cost involved  | How to access this information/where it can be obtained |
|-----------------------------------------------|----------------|---------------------------------------------------------|
| (r) Cold stability (tartrate stability)       | R11,00/sample  | <i>Government Gazette</i>                               |
| (s) Malic acid (HPLC)                         | R70,00/sample  | <i>Government Gazette</i>                               |
| (t) Zinc                                      | R7,00/sample   | <i>Government Gazette</i>                               |
| (u) Potassium                                 | R7,00/sample   | <i>Government Gazette</i>                               |
| (v) Calcium                                   | R7,00/sample   | <i>Government Gazette</i>                               |
| (w) Lead                                      | R12,00/sample  | <i>Government Gazette</i>                               |
| (x) Copper                                    | R12,00/sample  | <i>Government Gazette</i>                               |
| (y) Cadmium                                   | R12,00/sample  | <i>Government Gazette</i>                               |
| (z) Iron                                      | R12,00/sample  | <i>Government Gazette</i>                               |
| (aa) Phosphate (HPLC)                         | R43,00/sample  | <i>Government Gazette</i>                               |
| (bb) Colouring agents                         | R118,00/sample | <i>Government Gazette</i>                               |

| Nature of service, goods or supplies provided    | Cost involved  | How to access this information/where it can be obtained |
|--------------------------------------------------|----------------|---------------------------------------------------------|
| (cc) Glycerol/propylene glycol/diethylene glycol | R118,00/sample | <i>Government Gazette</i>                               |
| (dd) Gas pressure                                | R6,00/sample   | <i>Government Gazette</i>                               |
| (ee) Total sugar                                 | R15,00/sample  | <i>Government Gazette</i>                               |
| (ff) Sucrose                                     | R19,00/sample  | <i>Government Gazette</i>                               |
| (gg) Chemical residue                            | R270,00/sample | <i>Government Gazette</i>                               |

| Description of service                                                                                                             | How to access                                              | Cost, if any and where to obtain            |
|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------|
| General information on trade and trade agreements excluding import and export statistics                                           | Directorate International Trade                            | Free of charge                              |
| Information put on the Internet by the Directorate                                                                                 | DoA website                                                | Free of charge                              |
| Government notices on administration procedures for application for certain import and export permits in terms of trade agreements | Government Printer<br>DoA website<br>Directorate Marketing | Unknown<br>Free of charge<br>Free of charge |

**(B) DIRECTORATE FOOD SAFETY AND QUALITY SSURANCE**

| Description of service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | How to access | Cost           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|
| <ol style="list-style-type: none"> <li>1. Registration of all fertilising material<br/>Registration of all animal feeds (including pet foods)<br/>Registration of all agricultural remedies<br/>Registration of all stock remedies</li> <li>2. Maintain list of all registered agricultural remedies, i.e., pesticides, insecticides (household and industrial) fungicides, herbicides, adjuvants, plant growth regulants and algicides (also swimming pool remedies).</li> <li>3. Registration of sterilising plants that produce raw materials such as carcass and bonemeal used in the manufacturing of some animal feeds and fertilisers.</li> <li>4. Registration of pest control operators (PPCOs) who apply agricultural remedies.</li> </ol> | DoA website   | Free of charge |

**(C) AGRICULTURAL STATISTICS**

| <b>Description of service</b>                                  | <b>How to access</b>                                          | <b>Cost, if any and where to obtain</b>   |
|----------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------|
| 1. Crop forecasts                                              | DoA website                                                   | Free of charge                            |
| 2. Livestock estimates                                         | Directorate Agricultural Statistics (DAS)                     | Free of charge                            |
| 3. National economic accounts                                  | DAS                                                           | Free of charge                            |
| 4. Macroeconomic indicators                                    | DAS                                                           | Free of charge                            |
| 5. Food balance sheets                                         | DAS                                                           | Free of charge                            |
| 6. Consumption on foodstuffs                                   | DAS                                                           | Free of charge                            |
| 7. Sales of fruit and vegetables sold on fresh produce markets | DAS                                                           | Free of charge                            |
| <b>8 Publications</b>                                          |                                                               |                                           |
| 8.1 Abstract of Agricultural Statistics                        | DoA website<br>Directorate: Agricultural Information Services | Free of charge<br>R25,00 per copy or disk |
| 8.2 Economic Review of the SA Agriculture                      | DoA website                                                   | Free of charge                            |
| 8.3 Trends in the Agricultural Sector                          | DoA website                                                   | Free of charge                            |
| 8.4 Crops and Markets                                          | DoA website                                                   | Free of charge                            |



**(D) SERVICES AVAILABLE FROM DIRECTORATE LAND USE AND SOIL MANAGEMENT**

**Administration of the Conservation of Agricultural Resources Act, 1983 (Act No. 43 of 1983) performed by Inspection Service**

| Description of services available                                                                                                                                                                                                                                                                                                  | Costs involved                                                    | Access to information/Where it can be obtained                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------|
| Enforcement of provisions of the control measures applicable to land users in terms of Government Notice R. 1048,25 May 1984 read in conjunction with Section 6 of Act No. 43 of 1983.                                                                                                                                             | Free service                                                      | LUSM has an office in each of 9 provinces that provide the service. |
| Supply of subsidised herbicide for control of weeds registered in terms of Weed Control Scheme (GN R. 1044, 25 May 1984) read in conjunction with Section 8 of Act No. 43 of 1983. This service is limited to MSMA for prickly pear species ( <i>Opuntia</i> spp) and Tetrapion for Nassella tussock (annual and perennial grass). | 50 % of average acquisition cost of herbicide. (Revised annually) | Scheme administered from offices in each province.                  |
| Control of Nassella tussock on private land by State weed control teams (limited to Eastern Cape)                                                                                                                                                                                                                                  | R100 per hectare                                                  | Teams under control of office at Port Elizabeth.                    |

**(E) DIRECTORATE INTERNATIONAL TRADE AND MARKETING**

| Description of service                                                                                                             | How to access                                              | Cost, if any and where to obtain            |
|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------|
| General information on trade and trade agreements excluding import and export statistics                                           | Directorate International Trade                            | Free of charge                              |
| Information put on the Internet by the Directorate                                                                                 | DoA website                                                | Free of charge                              |
| Government notices on administration procedures for application for certain import and export permits in terms of trade agreements | Government printer<br>DoA website<br>Directorate Marketing | Unknown<br>Free of charge<br>Free of charge |

**9. A DESCRIPTION OF ANY ARRANGEMENT OR PROVISION FOR A PERSON OTHER THAN A PUBLIC BODY BY CONSULTATION, MAKING REPRESENTATIONS OR OTHERWISE TO PARTICIPATE IN OR INFLUENCE THE FORMULATION OF POLICY OR THE EXERCISE OR PERFORMANCE OF DUTIES BY THE DEPARTMENT OF AGRICULTURE**

9.1 At the DoA such arrangements would include: At strategic policy level the Department engages with the agricultural industry and organised agriculture such as Agri SA and NAFU in drawing up a shared agricultural perspective. On intergovernmental level the Department engages with the Provincial Departments of Agriculture.

9.2 Legislative level

9.2.1 Boards and councils: Agricultural legislation on specific commodities provides for boards and councils in terms of which industry and organised agriculture's representatives serve.

9.2.2 A consultative process is followed when drafting legislation by holding countrywide workshops with stakeholders. After drafting legislation Bills are published for comments by the public prior to promulgation thereof.

9.3 The Annual Report of the DoA is submitted to Parliament and open to the public for information purposes.

9.4 General enquiries:

Any member of the public may write to the Director-General/Minister to make a enquiry.

**10. A DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR FAILURE TO ACT BY THE DoA**

Decisions taken by Registrars in terms of Acts such as Act No. 36 of 1946 and Act No. 15 of 1997 can be appealed against.

Any other decisions taken by the DoA that adversely effect the rights of the public can be questioned in terms of the Administrative Justice Act, 2000.

**11. OTHER INFORMATION AS MAY BE PRESCRIBED**

There is currently no information available from the Minister of Justice and Constitutional Development in terms of Section 92.

## **12. FURTHER INFORMATION**

For any further information link to the DoA website at [www.nda.agric.za](http://www.nda.agric.za) or contact the Chief Information Officer of the DoA, Mr Zola Pinda, telephone number (012) 319-6781.

**ANNEXURE B****FORM A**

**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**  
 (Section 18(1) of the Promotion of Access to Information Act, 2000)

(Act No. 2 of 2000)

**[Regulation 6]**

|                                                                                                              |                                                                 |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>FOR DEPARTMENTAL USE</b>                                                                                  |                                                                 |
| Request received by _____                                                                                    | Reference number: _____                                         |
| (State rank, name and surname of information officer/deputy information officer) on (date) at _____ (place). |                                                                 |
| Request fee (if any):                                                                                        | R.....                                                          |
| Deposit (if any):                                                                                            | R.....                                                          |
| Access fee:                                                                                                  | R.....                                                          |
| _____                                                                                                        | SIGNATURE OF INFORMATION OFFICER/<br>DEPUTY INFORMATION OFFICER |

**A. Particulars of public body**

The Information Officer/Deputy Information Officer:

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic of which the information is to be sent, must be given*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number: \_\_\_\_\_ E-mail address:

Capacity in which request is made, when made on behalf of another person:

**C. Particulars of person on whose behalf request is made**

*This section must be completed ONLY if a request for information is made on behalf of another person*

Full names and surname:

Identity number:

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

**1. Description of record or relevant part of the record:**

**2. Reference number, if available:**

**3. Any further particulars of record:**

**E. Fees**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:



**F. Form of access to record**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                               |                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------|-------------------------------------------------------------|
| Disability:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Form in which record is required:                             |                                                             |
| <p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p> |  |                                                               |                                                             |
| <b>1. If the record is in written or printed form:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                               |                                                             |
| Copy of record*                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Inspection of record                                          |                                                             |
| <b>2. If record consists of visual images</b><br>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc):                                                                                                                                                                                                                                                                                                                                           |  |                                                               |                                                             |
| View of images                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Copy of the images*                                           | Transcription of the images*                                |
| <b>3. If record consists of recorded words or information which can be reproduced in sound:</b>                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                               |                                                             |
| Listen to the soundtrack<br>(audio cassette)                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Transcription of soundtrack*<br>(written or printed document) |                                                             |
| <b>4. If record is held on computer or in an electronic or machine-readable form:</b>                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                               |                                                             |
| Printed copy of record                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Printed copy of information derived from the record*          | Copy in computer readable form*<br>(stiffy or compact disc) |
| *if you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?                                                                                                                                                                                                                                                                                                                                                                   |  |                                                               | YES NO                                                      |
| <b>Postage is payable.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                               |                                                             |
| <i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available</i>                                                                                                                                                                                                                                                                                                                                          |  |                                                               |                                                             |
| In which language would you prefer the record?                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                               |                                                             |

**F. Notice of decision regarding request for access**

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20

SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE

**G. NOTICE OF INTERNAL APPEAL**

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

**[Regulation 8]**

|                                                              |
|--------------------------------------------------------------|
| <p align="center"><b>STATE YOUR REFERENCE<br/>NUMBER</b></p> |
|--------------------------------------------------------------|

**A. Particulars of public body****The Information Officer/Deputy Information Officer:****B. Particulars of requester/third party who lodges the internal appeal**

- |                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(a) <i>The particulars of the person who lodge the internal appeal must be given below.</i></p> <p>(b) <i>Proof of the capacity in which appeal is lodged, if applicable, must be attached.</i></p> <p>(c) <i>If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.</i></p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Full names and surname:

Identity number:

Postal address:

Fax number: \_\_\_\_\_ Telephone number: \_\_\_\_\_

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

**C. Particulars of requester**

|                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------|
| <p><i>This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.</i></p> |
|---------------------------------------------------------------------------------------------------------------------------|

Full names and surname:

Identity number:

**B. The decision against which the internal appeal is lodged**

|                                                                                                               |
|---------------------------------------------------------------------------------------------------------------|
| <p><i>Mark the decision against which the internal appeal is lodged with an X in the appropriate box:</i></p> |
|---------------------------------------------------------------------------------------------------------------|

|                          |                                                                                                                                 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Refusal of request for access                                                                                                   |
| <input type="checkbox"/> | Decision regarding fees prescribed in terms of section 22 of the Act                                                            |
| <input type="checkbox"/> | Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act |
| <input type="checkbox"/> | Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester                           |
| <input type="checkbox"/> | Decision to grant request for access                                                                                            |

**E. Grounds for appeal**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **You must sign all the additional folios.***

State the grounds on which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

**F. Notice of decision on appeal**

*You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

State the manner:

Particulars of manner:

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20

SIGNATURE OF APPELLANT

**FOR DEPARTMENTAL USE:****OFFICIAL RECORD OF INTERNAL APPEAL:**

Appeal received on \_\_\_\_\_ (date)  
by (state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on (date) to the relevant authority.

**OUTCOME OF APPEAL:**

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER  
CONFIRMED/NEW DECISION SUBSTITUTED

NEW DECISION:

\_\_\_\_\_  
RELEVANT AUTHORITY

\_\_\_\_\_  
DATE

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM  
THE RELEVANT AUTHORITY ON (date):

### **Part III of Annexure A**

#### **Form of request**

10. A request for access to a record as contemplated in section 53(1) of the Act must substantially correspond with Form C of Annexure B.

#### **Fees for records of private body**

- 11(1) The fees for reproduction referred to in section 52(3) of the Act are prescribed in Item 2 of Part III of Annexure A.
- (2) The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is prescribed in Item 3 of Part III of Annexure A.
- (3) The access fees payable by a requester referred to in section 54(7), unless exempted under section 54(8), of the Act are prescribed in Item 4 of Part III of Annexure A.

#### **Fees in respect of public bodies**

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows:

|                                                                                                                            | R     |
|----------------------------------------------------------------------------------------------------------------------------|-------|
| (a) For every photocopy of an A4-size page or part thereof                                                                 | 0,60  |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,40  |
| (c) For a copy in a computer-readable form on-                                                                             |       |
| (i) stiffy disc                                                                                                            | 5,00  |
| (ii) compact disc                                                                                                          | 40,00 |
| (d) (i) For a transcription of visual images for an A4-size page or part thereof                                           | 22,00 |
| (ii) For a copy of visual images                                                                                           | 60,00 |
| (e) (i) For a transcription of an audio record for an A4-size page or part thereof                                         | 12,00 |
| (ii) For a copy of an audio record                                                                                         | 17,00 |

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

|                                                                                                                                                                                  | R     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| (1) (a) For every photocopy of an A4-size page or part thereof                                                                                                                   | 0,60  |
| (b) For every printed copy an A4-size page or part thereof held on a computer or in electronic or machine-readable form                                                          | 0,40  |
| (c) For a copy in a computer-readable form on –                                                                                                                                  |       |
| (i) stiffy disc                                                                                                                                                                  | 5,00  |
| (ii) compact disc                                                                                                                                                                | 40,00 |
| (d) (i) For a transcription of visual images, for an A4-size page or part thereof                                                                                                | 22,00 |
| (ii) For a copy of visual images                                                                                                                                                 | 60,00 |
| (e) (i) For a transcription of an audio record, for an A4-size page or part thereof                                                                                              | 12,00 |
| (ii) For a copy of an audio record                                                                                                                                               | 17,00 |
| (f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. |       |
| (2) For purposes of section 22(2) of the Act, the following applies:                                                                                                             |       |
| (a) Six hours as the hours to be exceeded before a deposit is payable; and                                                                                                       |       |
| (b) One third of the access fee is payable as a deposit by the requester.                                                                                                        |       |
| (3) The actual postage is payable when a copy of a record must be posted to a requester.                                                                                         |       |