



# Kunene Regional Council



Tel: +264-65-273950  
Fax: +264-65-273077/234

**HEAD OFFICE**

Private Bag 502  
Opuwo

---

Enquiries: Mrs.S.Nakale

## **FINAL PLAN**

### **FILE PLAN**

**Head Office  
Constituency Offices  
Settlements Office**



## **TABLE OF CONTENT**

**1. GENERAL INSTRUCTIONS**

**2. LIST OF MAIN SERIES**

**3. NUMERICAL LAYOUT**

**4. ANNEXURES**

**5. LIST OF SEPARATE CASE FILES**

## **INSTRUCTION FOR USE OF FILE PLAN**

### **1. OFFICE USING FILE PLAN**

The file Plan is for the use of Kunene Regional Council and may not be used by any other officer without the permission of the Chief Archivist

### **2. IMPLEMENTATION**

The file Plan will be implemented on given date and from this date no correspondence may be conducted on files from the previous file Plan with the exception of case files. The files of the previous file Plan should be closed on the day prior to the implementation of this Plan and no items from these files should be transferred to the new files. If necessary, case files should be renumbered to fit in with the new file Plan.

### **3. INSTRUCTIONS FOR OFFICIAL IN CHARGE OF THE FILE PLAN**

Control over the file Plan has been entrusted to the Control Administrative Officer, and no alterations/additions to the filing system may be made without the permission of this official.

His/her duties include the following:

- a) S/he should keep the Master copy of the file plan.
- b) S/he should report all alterations/additions to the file plan to the National Archives, see par.5;
- c) After the file Plan has been in operation for at least three years, s/he should apply to the National Archives for disposal guidelines on the file Plan;
- d) The File Plan should be in operational for a period of two/three years, there after s/he may apply to the National Archives for alteration/additional on the File plan.
- e) S/he should check the daily file on a regular basis to ensure that correspondences are being conducted on the correct file;
- f) S/he should ensure, as far as possible, that par.8 & 9 of these instructions are being adhered to;
- g) The files concerned should be checked regularly to ensure their correct use;
- h) The practical working of the file Plan should be monitored and when necessary s/he should ensure that the necessary changes are made. With the assumption of new functions, new files may have to be created and if necessary, the existing files be divided and amalgamated (mix).

h) Parent files, that are file description that have subdivided; yet are used as files them, should be checked carefully to ensure that these do not develop into “general” files.

If necessary further sub-files should be created;

i) If cases occur where correspondence begins on one file and later the emphasis shifts to another aspect of the subject, s/he should ensure that the correct files are used;

j) Instructions concerning unclassifiable correspondence and file description are found in paragraph 12 and 14 of these instructions ;( these instructions should be included in the official duty sheet)

#### **4. MASTER COPY**

The Master Copy is that copy of the file Plan, which contains details of all approved file descriptions and instructions as to how files should be opened and filed. No file may be opened without the approval of the official in charge. S/he should ensure that any alteration/additions to the file Plan is immediately entered in the Master Copy. Individual case files are not entered in the Master Copy – see par. 17

#### **5. REPORTING OF ALTERATIONS/ADDITION:**

All alterations/additions, including the addition or deletion of an underlining, should immediately be reported to the National Archives for notification and approval. For easier reference, each notification should be numbered from one year, eg. 1/1991, 2/1992, etc. As soon as approval for alterations/additions has been granted, the relevant pages of the file Plan should be retyped and a copy submitted to the National Archive. (For secret files, see par. 11 of these instructions)

#### **6. REGISTER OF FILES OPENED:**

The purpose of this register is to maintain a complete record of each file that has been opened. A loose-leave register is recommended for this purpose as extra sheet of paper may be inserted to accommodate case files forming part of the numerical layout. The register is kept in the same order as the file Plan but includes the additional column. The first page of the register should indicate the name of the office concerned and the date on which the register was introduced. (for secret files see par. 11).

## **7. ACCURATE FILING OF CORRESPONDENCE:**

Each staff member/section should have a copy of the file Plan. Officials should be acquainted with the main series they deal with and should constantly check that correspondence is filed on the correct file. Incorrect filing should be corrected immediately. This ensures that valuable material is not exposed to destruction or that ephemeral (short live) material is kept.

## **8. POLICY FILES:**

Provision is made in the file Plan for policy files. These are indicated a “P” after the file number, for eg. 1/P, 1/1P, etc. The purpose of these files is to group together items, which deal with policy, decisions, instructions, and procedures to make future reference to these items easier. By “order’ it is meant orders and instructions concerning the work of a section and not orders given to an individual. Correspondence filed on a policy file should be limited to the formulation of an alteration to policy. The following types of correspondence should NOT be placed on policy files:

- a) Enquiries on policy which do not lead to the formulation of new policy or re-interpretation of established policy;
- b) Individual cases which do not lead to new policy decisions or to revision of established policy;
- c) Items concerning the main or sub-series as a whole but which are not policy, as well as individual aspects of the subject where no files exist. In these cases a suitable file should be created;

## **9. ROUTINE ENQUIRY FILES:**

Routine enquiry files can be created at various places in the file plan. These are indicated by a “R” after the file number for example, 1/R, 1/1/r, e.t.c. The purpose of these files is to handle enquiries, which are ephemeral and need not to refer to again. Under no circumstances may value items be placed on routine enquiry files.

## **10. REPORTS, RETURNS AND STATISTICS:**

The main series “REPORTS, RETURNS AND STATISTICS” should be used for reports, returns and information, which cannot be accommodated in any other main series. In cases where files for reports and

returns are provided in the main series, these should only be used if the reports/returns cannot be placed on a specific subject file.

**CONFIDENTIAL, SECRET AND TOP SECRET FILES: (CLASSIFIED FILES)**

- a) Classified files are normally locked away by the head of an office or by an official appointed by him/her;
- b) Confidential, secret and top secret files may be opened for any main heading, subject or file appearing in the Master Copy of the file Plan. These files are distinguished from ordinary files by the addition of /C, /S or /TS to the end of the file number;
- c) If a classified file is needed for a subject not provided for in the Master Copy, a suitable file should be created and reported to the National Archives in the usual manner. It is not necessary to indicate that this particular file will be classified.
- d) Confidential, secret and top secret files are not, as such entered in the Register of Files Opened. A separate Register of Classified Files Opened should be maintained (See par.6)

**12. CORRESPONDENCE WHICH CANNOT BE CLASSIFIED:**

**a. Head Office (Kunene Regional Council)**

Whether correspondence is received which is difficult to place on a suitable file, the official in charge should be consulted in order to determine which existing file should be used or if a new file should be created. If necessary, the National Archives should be consulted.

**b) Constituencies or Settlement Areas:**

Whenever correspondence is received which is difficult to place on a suitable file and it appears as if no suitable files exist, this correspondence should be placed provisionally on file 2/7/4/3, in order to obtain the correct new file number. Full details on the nature of the correspondence in question should be given. As soon as permission for the new files has been obtained, all constituencies and settlement areas will be informed of the addition to the file Plan. The correspondence on file 2/7/4/3 should be removed and placed on the correct file.

### **13. OPENING OF FILES:**

Underlined descriptions in the file Plan may under NO circumstances be used as files.

The purpose of these underlined descriptions is to provide for further subdivision. Files are opened as needed.

### **14. DESCRIPTION ON FILE COVERS:**

Files should be numbered and described as closely as possible to the particulars given in the file Plan. Where the file description is very long, certain components of the description, not forming a cardinal part, may be omitted. For example where the complete file description is “Publication and Publicity, own Publication, free distribution list” it may be shorten to “Publication and Publicity, own publication free distribution”

When certain components are left out, it should be kept in mind that the main series heading should be given and the description should be such as to ensure that there is no doubt as to the contents of the file. Official in Charge.

Should assist registry staff in this matter. Explanations in brackets are provided at various places in the file Plan. These are provided for guidance and should not appear on the file cover.

File descriptions should be in capital letters and indelible ink should be used. The beginning and end dates of the correspondences should appear on every volume, as well as the disposal guideline when available. Worn and damage file covers should be replaced.

### **15. THICKNESS/CLOSING OF FILES:**

As soon as the file reaches a thickness of 3cm it should be closed. The correspondence should be checked carefully to ensure that each item is in its correct place and that there are no misfiled items. A sheet of paper with the words “closed”, see volume (eg. 2) is placed on the file as the last item. If the file cover is damaged in any way, a new one should replace it. Closed files should be correctly stored until they may be destroyed or transferred to the National Archives. (See par. 18)

## **16. ANNEXURES FILES:**

Annexure file should be opened when items, for example reports, which are normally too bulky or files, are received. No correspondence may be filed on these files. The file cover should indicate the file number and should be marked “Annexure”. Each item filed on the annexure file should be identified by a reference to the covering correspondence. The covering correspondence should also indicate that the item concerned has been placed on the annexure file.

## **17. CASE FILES:**

Case files forming part of the numerical layout of the file Plan and are opened as indicated in the file Plan. Individual case files are not indicated in the Master copy of the file Plan, but in the Register of Files opened (see par. 4). Particulars of case files not forming a part of the numerical layout appears in the List of Independent Case Files at the end of the numerical layout.

## **18. DISPOSAL GUIDELINE:**

As soon as a file Plan has been successfully functioning for at least three years, the official in charge should apply to the National Archives for the issue of the disposal guidelines. As soon as the disposal guidelines have been issued the “Disposal Guideline” column of the file Plan is completed to indicate how each file should be disposed off. The meaning of the symbols used is as follows:

A20: Retain for eventual transfer to the National Archives;

D : Request permission to destroy after the number of years indicated by the figure has expired;

## **19. DESTRUCTION OF “D” FILES**

As soon as disposal guidelines have been issued, a destruction register should be compiled. The register is compiled on an annual basis, for example, 2000, 2001, 2002 etc. As soon as a volume with a D-guideline has been closed, it is entered under the year in which it qualifies for destruction, for example a file closed in 2000 and having the guidelines D.3 is entered under 2003. This system enables a person to see in which year what files qualify for destruction. Because it is impossible to pre-determine how many files will be destroyed each year, it is recommended that a loose-leaf register be used for this purpose. (For disposal see par. 18)

Destruction should take place on a regular basis, at least once a year. An application for disposal authority must be submitted to the Head of Archives for those files, which qualify for destruction or transfer according to the guidelines issue.



## **LIST OF MAIN SERIES**

1. Legislation
2. Organisation and management
3. Finance
4. Accommodation
5. Supplies and equipment
6. Services
7. Transport
8. Publication and Publicity
9. Constitutions and meeting of board, council, commissions, committees, conferences and other bodies
10. Reports, Return and statistics
11. Human Resource Management (Personnel)
12. External Resources
13. Planning
14. Internal Audit

## **List of Main series Human Resources**

- 11/S.1 Registration and procedures
- 11/S.2 Post management
- 11/S.3 Condition of service.
- 11/S.4 Personnel Appointment and Losses.
- 11/S.5 Training
- 11/S.6 Staff Evaluation
- 11/S.7 Promotion
- 11/S.8 Staff movement and staff Control
- 11/S.9 Finance
- 11/S.10 Office Organisation and control
- 11/S.11 Household Matter

## **ANNEXURES**

**A- Constituencies**

**B- Settlements**

**C- Traditional Authorities**

**D- Local Authorities**

## **1. LEGISLATION**

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL GUIDELINE</b>
1/P	Policy	A.20
1/R	Routine enquiries	D. 7
1/1	Promulgation of	D. 7
<b>1/2</b>	<b><u>Own Acts/Regulations</u></b>	
<b>1/2/1</b>	<b><u>Regional Councils Act, 1992 (Act No. 22 of 1992)</u></b>	
1/2/1/1	Compilation of amendments to / repeal of	D. 10
1/2/1/2	Interpretation of legal opinions	D. 10
<b>1/2/2</b>	<b><u>Decentralization Enabling Act, 2000 (Act No. 33 of 2000)</u></b>	
1/2/2/1	Compilation of amendments to / repeal of	D. 10
1/2/2/2	Interpretation of legal opinions	D. 10
<b>1/2/3</b>	<b><u>Trust fund for Regional Development and equity Provision Act, 2000 (Act No. 22 of 2000)</u></b>	
1/2/3/1	Compilation of amendments to/repeal of	D. 10
1/2/3/2	Interpretation of legal opinions	D. 10
<b>1/2/4</b>	<b><u>National Housing Development, 2000 (Act No. 28 of 2000)</u></b>	
1/2/4/1	Compilation of amendments to/repeal of	D. 10
1/2/4/2	Interpretation of legal opinions	D. 10
<b>1/2/5</b>	<b><u>Council of Traditional Leaders Act, 1997 (Act No.13 of 1997)</u></b>	
1/2/5/1	Compilation for amendments to/repeal of	D. 10
1/2/5/2	Interpretation of legal opinions	D. 10
<b>1/2/6</b>	<b><u>Communal Land Reform Act, 2002 (Act No. 5 of 2002)</u></b>	
1/2/6/1	Compilation of amendments to/repeal of	D. 10
1/2/6/2	Interpretation of legal opinions	D. 10
<b>1/2/7</b>	<b><u>Public Private Partnership Act, 2017 (Act No. 4.of 2017)</u></b>	
1/2/7/1	Regulations	A.20

<b>1/3</b>	<b><u>Other Acts/Regulations</u></b>	
<b>1/3/1</b>	<b><u>Not separately provided for</u></b> (that is acts/regulations not appearing below)	
1/3/2	Commentary on	D. 10
1/3/3	Archives Act, 1992 (Act 12 of 1992)	A.20
1/3/4	Education Act 3 of 2020	A.20
1/3/5	Museum Act (SC 1990, c 3)	A.20
1/3/6	University of Namibia Act, 1992 ( Act No. 109 of 1992)	A.20
1/3/7	National library Act 4 of 2000	A.20
1/3/8	State Repudiation (Cultural 2000 Act No.32 of 1991)	A.20
1/3/9	Namibia College of Open Learning Act 1 of 1997	A.20
1/3/10	Polytechnic of Namibia Act 33 of 1994	A.20
1/3/11	National Qualification Authority Act 29 of 1996	A.20
1/3/12	National Heritage Council Act 27 of 2004	A.20
1/3/13	Art and Culture Fund Act 1 of 2005	A.20
1/3/14	State Finance Act, 1991 (Act No.31 of 1991)	A.20
1/3/15	Tender Board Act/Regulations (Act No. 16 of 1996)	A.20
1/3/16	Labour Act, 2004 (Act No. 15 of 2004)	A.20
1/3/17	Competition Act, 2003 (Act No. 2 of 2003)	A.20
1/3/18	Public Service Act, 1995 (Act No. 13 of 1995)	A.20
1/3/19	National Pension Act, 1992 (Act No. 10 of 1992)	A.20
1/3/20	National Coat of Arm Act, 1990 (Act No. 1 of 1990)	A.20

1/3/21	Namibia Refugees Act, 1999 (Act No.2 of 1999)	A.20
1/3/22	Racial Discrimination Prevention Act, 1991(Act No.26 of 1991)	A.20
1/3/23	Anti-Corruption Commission Act, 2003 (Act No. 8 of 2003)	A.20
1/3/24	Liquor License Act, 1998(Act No. 6 of 1998)	A.20
<b>1/3/25</b>	<b><u>Government Service Act, 1980 (Act No. 2 of 1980)</u></b>	
1/3/25/1	Drafting and amendment	D.20
1/3/25/2	Interpretation and legal opinions	D.20
1/3/26	Public Service Commission Act,1990 (Act No. 2 of 1990)	A.20
1/3/27	Ombudsman Act 7 of 1990	A.20
<b>1/3/28</b>	<b><u>Public Procurement Act, 2015 (Act No. 15 of 2015)</u></b>	
1/3/28/1	Regulation: Public Procurement Act	A.20
<b>1/3/29</b>	<b><u>Disaster Risk Management Act 10 of 2012</u></b>	
1/3/29/1	National Disaster Risk Policy	A.20
<b>1/4</b>	<b><u>Codes</u></b>	
<b>1/4/1</b>	<b><u>Commentary on</u></b>	
1/4/1/1	Disciplinary codes	A.20
1/4/1/2	Education code of Conduct	A.20
1/4/1/3	Archive Code	A.20
1/4/1/4	Procurement code of Procedures	A.20

## **2. ORGANISATION AND MANAGEMENT:**

<b>Number</b>	<b>Description</b>	<b>Disposal guideline</b>
2/P	Policy	<b>A.20</b>
2/R	Routine inquiry	D.5
<b>2/1/1</b>	<b><u>Reorganization and functions assumed and/or relinquished</u></b>	
2/1/1/1	Head office	A.20
2/1/1/2	Constituencies	D.15
2/1/1/3	Management and office directives	D. 15
2/1/1/4	OPM administrative directives	D. 15
<b>2/2</b>	<b><u>Delegation of Authority</u></b>	
2/2/1	By the President	A.20
2/2/2	By the Cabinet	A.20
2/2/3	By the Prime Minister	A.20
2/2/4	By the Minister	A.20
2/2/5	By the Deputy Minister	A.20
2/2/6	By the Executive Director	A.20
2/2/7	By Treasury	A.20
2/2/8	By the Public Service Commission	A.20
2/2/9	By the Office of the Ombudsman	A.20
2/2/10	By the Anti-Corruption Commission	A.20
2/2/11	By the Electoral Commission of Namibia	A.20
2/2/12	By the Regional Council	A.20
2/2/13	By the Office of the Governor	A.20
2/2/14	By the Local Authority	A.20
2/3	Establishment of new sections/office	A.20
2/4	Work planning and allocation of duties	A.20
<b>2/5</b>	<b><u>Office procedures and instructions</u></b>	
<b>2/5/1</b>	<b><u>Codified instructions</u></b>	
2/5/1/1	Compilation/Amendments	D. 10
2/5/1/2	Distribution	D. 10
<b>2/6</b>	<b><u>Work study Investigations</u></b>	

2/6/1	Arrangement for	D. 10
<b>2/6/2</b>	<b><u>Reports</u></b>	
2/6/2/1	Head office	D. 15
2/6/2/2	Constituency (open a file per constituency)	D. 15
2/6/2/3	Settlement Areas	D. 15
<b>2/7</b>	<b><u>Record Management</u></b>	
2/7/1	Appointment of Officer in charge of Archive	D. 15
2/7/2	Inspections	D. 15
<b>2/7/3</b>	<b><u>Appointment of EDRMS committee</u></b>	
2/7/3/1	Reports	A.20
<b>2/7/4</b>	<b><u>File plan</u></b>	
2/7/4/1	Compilation of and addition and amendment to	A.20
2/7/4/2	Application for disposal Authorities and destruction certificates	A.20
2/7/4/3	Correspondence which cannot be placed (no correspondence may be permanently filed on this file-see par. 12 of General Instructions)	D.10
<b>2/7/5</b>	<b><u>List of other Archives</u></b>	
2/7/5/1	Compilation of and amendment to	A.20
2/7/5/2	Application for Disposal Authorities and Destruction certificates	A.20
2/7/6	Registry Manual: Compilation of and amendments to	A.20
2/7/7	Registry electronic: Compilation of and amendment to	A.20
<b>2/7/8</b>	<b><u>Transfer of Archives</u></b>	
2/7/8/1	From/to archives depot	D. 5
2/7/8/2	From/to other offices	D. 5
<b>2/8</b>	<b><u>Internal Administrative Inspections</u></b> (for archive inspection see 2/7/2) (for financial inspection see 3/2/2)	
<b>2/8/1</b>	<b><u>Reports</u></b>	
<b>2/8/1/1</b>	<b><u>Kunene Regional Council</u></b>	
2/8/1/1/1	Planning and Development	A.20
2/8/1/1/2	General Services	A.20
2/8/1/1/3	Directorate of Education	A.20
2/8/1/1/4	Directorate of Maintenance	A.20

2/8/1/1/5	Community Health	A.20
2/8/1/1/6	Agriculture, Water, Rural Water Supply and Land Reform	A.10
2/8/1/1/7	MICT	A.10
2/8/1/1/8	Gender Equality, Poverty Eradication and Social Welfare	A.20
<b>2/9</b>	<b><u>Security Measures</u></b>	
2/9/1	Emergency planning	D. 9
2/9/2	Request for security services	D. 9
2/9/3	Reports	D. 9
2/10	Membership of organization	D. 9
<b>2/11</b>	<b><u>Messenger/Cleaning Services/ Drivers and Labourers</u></b>	
2/11/1	Establishment of	D. 9
2/11/2	Compilation of	D. 9
<b>2/12</b>	<b><u>Address list</u></b>	
2/12/1	Compilation of	D. 5
2/12/2	Distribution	D. 5
<b>2/13</b>	<b><u>National Development Frameworks</u></b>	
<b>2/13/1</b>	<b><u>National Development Plan (NDP) (open a file according to the different versions)</u></b>	
2/13/1/1	Review of the development plan(s)	A.20
2/13/1/2	Contribution from stakeholders towards the plan	A.10
<b>2/13/2</b>	<b><u>Vision 2030</u></b>	
2/13/2/1	Progress report	A.10
2/13/2/2	Reviews	A.10
<b>2/13/3</b>	<b><u>Harambee Prosperity Plan</u></b>	
2/13/3/1	Progress report	A.20
2/13/3/2	Reviews	A.20
2/14	<b><u>Strategic Plan</u></b>	
<b>2/15</b>	<b><u>Circulars</u></b>	
2/15/1	Address list	D. 7
2/15/2	Finance Circulars	D. 7
2/15/3	Transport	D. 7
2/15/4	Planning	D. 7



2/15/5	Human Resources	D. 7
2/15/6	Procurement	D. 7
2/15/7	External Circulars(open files for each ministry, NGOs, Agencies)	D. 7

### 3. FINANCE

Number	DESCRIPTION	DISPOSAL GUIDELINE
3/P	Policy	D.10
3/R	Routine Inquiry	D.5
<b>3/1</b>	<b><u>Budget: Compilation of</u></b>	
<b>3/1/1</b>	<b><u>Regional Council Components</u></b> (Open file for each financial year e.g. 3/1/1-91/92, 3/1/1-92/93)	<b>D.10</b>
<b>3/1/1/1</b>	<b><u>Constituencies</u></b> (open file according to Annexure A)	<b>D.10</b>
3/1/1/2	Overspending and virement approval	<b>D.10</b>
3/1/1/3	Capital Projects: submissions of proposals	<b>D.10</b>
3/1/1/4	National Planning Commission: Negotiations	<b>D.10</b>
<b>3/2</b>	<b><u>Finance Accountability</u></b>	
<b>3/2/1</b>	<b><u>External Audit inspections and queries</u></b>	
3/2/1/1	Formal queries	<b>D.15</b>
3/2/1/2	Informal queries	<b>D.15</b>
3/2/1/3	Reports	<b>A.20</b>
<b>3/2/2</b>	<b><u>Internal financial inspections</u></b>	
<b>3/2/2/1</b>	<b><u>Report</u></b> (open files for each constituency, settlement area, local authority and traditional authority according to annexure)	
3/2/2/1/1	Head office(Kunene Regional Council)	<b>D.5</b>
3/2/2/1/2	Constituencies	<b>D.5</b>
3/2/2/1/3	Settlement Areas	<b>D.5</b>
3/2/2/1/4	Local Authority	<b>D.5</b>
3/2/2/1/5	Traditional Authority	<b>D.5</b>
3/2/2/1/6	Delegated functions	<b>D.5</b>
3/2/3	Safekeeping of Government Funds	<b>D.15</b>
<b>3/2/4</b>	<b><u>Reporting and investigation of burglaries: theft and losses</u></b>	
3/2/4/1	Regional Council	<b>A.20</b>
3/2/4/2	Constituencies	<b>A.20</b>
3/2/4/3	Settlement Area	<b>A.20</b>
3/2/5	Financial Returns	<b>D.15</b>

<b>3/2/6</b>	<b><u>Appointments:</u></b>	
3/2/6/1	Financial Advisor	<b>D.15</b>
3/2/6/2	Appointment of sub-receiver of revenue	<b>D.15</b>
<b>3/2/7</b>	<b><u>Administration of settlement Area Fund</u></b>	
3/2/7/1	Reports	<b>A.20</b>
3/2/8	Treasury Approval	<b>D.10</b>
<b>3/3</b>	<b><u>Expenditure</u></b>	
3/3/1	Payment of individual supplies accounts	<b>D.15</b>
3/3/2	Payment of subsidies	<b>D.15</b>
3/3/3	Transfer payments	<b>D.15</b>
3/3/4	Payment of Administration of sales tax	<b>D.15</b>
3/3/5	Claims against the Regional Council	<b>A.20</b>
<b>3/4</b>	<b><u>Revenue</u></b>	
3/4/1	Collection	<b>D.7</b>
3/4/2	Donations received	<b>D.7</b>
3/4/3	Determination of tariffs	<b>D.7</b>
3/5	Signing powers	<b>D.7</b>
3/6	Parliamentary selection committee on public accounts- Reports and Responses	<b>D.7</b>
3/7	Financial Assistance	<b>D.10</b>

**4.INTERNAL FACILITIES AND ACCOMONDATION:**

<b>NUMBERS</b>	<b>DESCRIPTIONS</b>	<b>DISPOSAL GUIDELINES</b>
4/P	Policy	A.20
4/R	Routine Inquiries	D.5
<b>4/1</b>	<b><u>Establishment of norms and standards</u></b>	
4/1/1	Office accommodation	<b>D.7</b>
4/1/2	Staff housing	<b>D.5</b>
4/1/3	Constituencies	<b>D.5</b>
4/1/4	Settlement Areas	<b>D.5</b>
<b>4/2</b>	<b><u>Acquisition of building sites and building:</u></b> Construction and extension of complex	
<b>4/2/1</b>	<b><u>Office accommodation:</u></b>	
<b>4/2/1/1</b>	<b><u>Kunene Regional Council:</u></b>	
4/2/1/1/1	Planning and Development	<b>D.10</b>
4/2/1/1/2	General Services	<b>D.10</b>
4/2/1/1/3	Education, Arts and Culture	<b>D.10</b>
4/2/1/1/4	Health and Social Services	<b>D.10</b>
4/2/1/1/5	Works & Transport	<b>D.10</b>
4/2/1/1/6	Information Communication & Technology	<b>D.10</b>
4/2/1/1/7	Agriculture, Water, Rural Water Supply and Land Reform	<b>D.10</b>
4/2/1/1/8	Gender Equality, Poverty Eradication and Social Welfare	<b>D.10</b>
4/2/1/1/9	Governor	<b>D.10</b>
<b>4/2/1/1/9</b>	<b><u>Constituency Offices</u></b> (open file for each constituency office according to annexure A)	D.10
<b>4/2/1/1/10</b>	<b><u>Settlements</u></b> (open file each settlement office according to annexure B)	D.10
4/3	Maintenance and repair of buildings (including cleaning services )	<b>D.10</b>
<b>4/4</b>	<b><u>Request for any allocation of accommodation</u></b>	
<b>4/4/1</b>	<b><u>Official housing</u></b> (open files for each regional office ,constituency office ,settlement office according to annexure )	
4/4/1/1	Regional Council	<b>D.5</b>

4/4/1/2	Constituency	<b>D.5</b>
4/4/1/3	Settlement	D.5
4/5	Physical facilities inventor property	A.20
4/6	Alienation of Councils property	A.20
4/7	Use of Council property by outsiders	A.20
4/8	Provision of parking facilities	D.8

## **5. SUPPLIES AND EQUIPMENT:**

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL GUIDELINES</b>
5/P	Policy	A.20
5/R	Routine enquiries	D. 6
<b>5/1</b>	<b><u>Stock Taking:</u></b>	
<b>5/1/1</b>	<b><u>Kunene Regional Council</u></b>	
5/1/1/1	General Services	D.8
5/1/1/2	Planning and Development	D.8
5/1/1/3	Education, Arts and Culture	D.8
5/1/1/4	Health and Social Services	D.8
5/1/1/5	Works & Transport	D.8
5/1/1/6	Information Communication & Technology	
5/1/1/7	Agriculture, Water, Rural Water Supply and Land Reform	
5/1/1/8	Governor	
<b>5/1/1/6</b>	<u>Constituency</u> (open file each constituency according to annexure A)	D.8
<b>5/1/1/7</b>	<u>Settlements</u> (open file each settlement office according to annexure B)	D.8
<b>5/1/1/8</b>	<b><u>Residences</u></b>	
5/1/1/8/1	Governor's residence	D.5
5/1/1/8/2	Volunteers residence	D.5
5/1/1/8/3	Other Council properties	D.5
<b>5/2</b>	<b><u>Disposal</u></b>	
5/2/1	Disposal of Surplus and obsolete supplies	D.8
5/2/2	Auctions	D.8
<b>5/3</b>	<b><u>Procurement and maintenance of supplies and equipment:</u></b>	
5/3/1	Unspecified items	D.5
5/3/2	Office equipment	D.10
5/3/3	Office stationery	D.3
5/3/4	Computer equipment and peripherals	D.5
5/3/5	Safes and strong rooms	D.6
5/3/6	Date and other stamps	D.1

5/3/7	Audio visual equipment	D.5
5/3/8	Bidding documents (unsuccessful)	D.5
5/3/9	Bidding documents (awarded)	D:15
5/4	<b><u>Request to borrow /donate suppliers and equipment</u></b>	D.7
5/5	<b><u>Lease agreement</u></b>	D.7

## 6.Services

NUMBER	DESCRIPTION	DISPOSAL GUIDELINES
6/P	Policy	A.10
6/R	Routine enquiries	D.5
<b>6/1</b>	<b><u>Post Office /Communications</u></b>	
6/1/1	Post bags and boxes	D.2
6/1/2	Installation and maintenance of telephone /fax machines	D.2
6/1/3	Radio telephones	N/A
6/1/4	Switchboard services	D.2
6/1/5	Control over telephone ,fax ,cellular phone accounts	D.3
<b>6/2</b>	<b><u>Compilation and distribution of telephone Directories</u></b>	
6/2/1	Internal	D.1
6/2/2	National	D.1
6/3	Printing Services	D.1
<b>6/4</b>	<b><u>Donations</u></b>	
6/4/1	Books	D.1
6/4/2	Equipment	D.5
6/4/3	Furniture	D.5
6/4/4	Clothing	D.5
<b>6/5</b>	<b><u>Forms control</u></b>	
6/5/1	Regional Council	D.3
6/5/2	Government	D.3
<b>6/6</b>	<b><u>Information technology</u></b>	
6/6/1	Database and Computer networks	D.5
6/6/2	Software licensing allocation and version update	D.5
6/6/3	Computer data liner and related services	D.5



## 7. TRANSPORT

NUMBER	DESCRIPTION	DISPOSAL GUIDELINES
7/P	Policy	A.20
7/R	Routine enquiries	D.5
<b>7/1</b>	<b><u>Motor transport</u></b>	
7/1/1	Request for /Allocation of	D.1
7/1/2	Use for private purposes	D.2
7/1/3	Accident	D.10
7/1/4	Proof of ability to drive (driving licenses )	D.15
7/1/5	Return and log books	D.5
7/1/6	Replacement	D.8
7/1/7	Maintenance of	D.3
7/1/8	Donations	D.2
7/1/9	Traffic offences	D.3
7/1/10	Misuse of	D.4
7/1/11	Theft and break in	D.5
7/1/12	Use of unofficial passengers	D.2
<b>7/2</b>	<b><u>Monthly report</u></b>	D.6
<b>7/3</b>	<b><u>Use of private transport for official purposes</u></b>	D.2
<b>7/4</b>	<b><u>Journeys</u></b>	
7/4/1	Approval of journeys	D.1
7/4/2	Booking and accommodation arrangements	D.1
<b>7/5</b>	<b><u>Air Transport</u></b>	
7/5/1	Bookings and approval	D.1

## 8. PUBLICATION AND PUBLICITY

NUMBER	DESCRIPTION	DISPOSAL GUIDELINES
8/P	Policy	A.20
8/R	Routine enquiries	D.5
<b>8/1</b>	<b><u>Publication</u></b>	
8/1/1	Own publication ( for annual report see 9/1/2)	
8/1/1/1	Compilation of	D.8
8/1/1/2	Printing of	D.5
<b>8/1/2</b>	<b><u>Distribution</u></b>	
8/1/2/1	Sale and distribution of	D.2
8/1/2/2	Free distribution list	D.2
8/1/3	Reviews	D.2
<b>8/1/4</b>	<b><u>Publication of other institutions</u></b>	
8/1/4/1	Contribution of	D.2
8/1/4/2	Review of	D.2
8/1/4/3	Acknowledgement	D.2
<b>8/2</b>	<b><u>Publicity</u></b>	
8/2/1	Participation in shows, exhibition and festival	D.2
<b>8/2/2</b>	<b><u>Radio and TV interviews</u></b>	
8/2/2/1	Arrangements for	D.1
8/2/2/2	Copies of text	D.1
8/2/3	Press releases	D.1
<b>8/3</b>	<b><u>Speeches</u></b>	
8/3/1	Invitations to address gathering	D.1
8/3/2	Copies of text	D.5
<b>8/8</b>	<b><u>Contribution of personnel section</u></b>	
8/8/1	Annual reports	D.6
8/8/2	Establishment and statistic	D.2

**9. CONSTITUTIONS AND MEETING OF BOARD, COUNCIL, COMMISSIONS, COMMITTEES, CONFRENCES AND OTHER BODIES**

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL GUIDELINES</b>
9/P	Policy	A.20
9/R	Routine enquiries	D. 5
<b>9/1</b>	<b><u>Boards/Authorities</u></b>	
<b>9/1/1</b>	<b><u>Traditional Authorities</u></b>	
10/1/1/1	(Open a file for each traditional Authorities according to annexure C)	<b>D.5</b>
9/1/1/2	Appointment of members	<b>D.10</b>
9/1/1/3	Arrangement for meetings	<b>D.5</b>
9/1/1/4	Agendas, minutes and reports	<b>A.20</b>
<b>9/2</b>	<b><u>Regional Procurement Board</u></b>	
<b>9/2/1</b>	<b><u>Procurement Committee</u></b>	
9/2/1/1	Appointment of members	<b>D.5</b>
9/2/1/2	Arrangement for meetings	<b>D.5</b>
9/2/1/3	Agendas, minutes and reports	<b>A.20</b>
<b>9/2/2</b>	<b><u>Procurement Management Unit</u></b>	
9/2/2/1	Appointment of members	<b>D.5</b>
9/2/2/2	Arrangement for meetings	<b>D.5</b>
9/2/2/3	Agendas, minutes and reports	<b>A.20</b>
<b>9/2/3</b>	<b><u>Ad hoc Bid Evaluation Committee</u></b>	
9/2/3/1	Appointment of members	<b>D.5</b>
9/2/3/2	Arrangement for meetings	<b>D.5</b>
9/2/3/3	Agendas, minutes and reports	<b>A.20</b>
<b>9/3</b>	<b><u>Regional Council Management Meeting</u></b>	
9/3/1	Appointment of members	<b>D.5</b>
9/3/2	Arrangement for meeting s/ Persons summons to attend meeting	<b>D.5</b>
9/3/3	Agendas, minutes and reports	<b>A.20</b>
<b>9/4</b>	<b><u>Ordinary Council Meeting</u></b>	
9/4/1	Appointment of members	<b>D.5</b>

9/4/2	Arrangement for meeting s/ Persons summons to attend meeting	D.5
9/4/3	Agendas, minutes and reports	D.5
<b>9/5</b>	<b><u>Stock Taking Board</u></b>	
9/5/1	Appointment of members	D.2
9/5/2	Minutes, programmes and Reports	D.5
<b>9/6</b>	<b><u>Training Board</u></b>	
9/6/1	Appointment of members	D.5
9/6/2	Minutes, Agendas and Report	D.5
<b>9/7</b>	<b><u>Committees, Task Force, Panels</u></b>	
9/7/1	<u>Regional Committee</u>	
9/7/1/1	Appointment of members	D.5
9/7/1/2	Agendas, Minutes and Reports	D.5
<b>9/8</b>	<b><u>Regional Disaster Risk Management Committee</u></b>	
9/8/1	Appointment of members	D.5
9/8/2	Arrangement for meeting s	D.5
9/8/3	Agendas, Minutes and Reports	D.5
<b>9/9</b>	<b><u>Regional Efficiency Committee</u></b>	
9/9/1	Appointment of members	D.5
9/9/2	Arrangement for meeting s	D.5
9/9/3	Agendas, Minutes and Reports	D.5
<b>9/10</b>	<b><u>Internal Procurement Committees</u></b>	
9/10/1	Appointment of members	D.5
9/10/2	Arrangement for meetings	D.5
9/10/3	Agendas, Minutes and Reports	D.5
<b>9/11</b>	<b><u>Regional Council Training Committee</u></b>	
9/11/1	Appointment of members	D.5
9/11/2	Arrangement for meeting s	D.5
9/11/3	Agendas, Minutes and Reports	A.20
<b>9/12</b>	<b><u>Governor's Office</u></b>	
9/12/1	Minutes , Programme and Reports	A.20

<b>9/13</b>	<b><u>Traditional Authority Meetings</u></b>	
9/13/1	Minutes , Programme and Reports	A.20
<b>9/14</b>	<b><u>Regional Development Coordinating Committee</u></b>	
9/14/1	Dates for Meetings	D.5
9/14/2	Appointment of Committee Members	D.5
9/14/3	Meetings and Minutes	A.20
<b>9/15</b>	<b><u>Settlement Development Committee</u></b>	
9/15/1	Appointment of members	D.5
9/15/2	Meeting and Minutes	A.20
9/15/3	Settlement By laws	A.20
9/15/4	Procedures and Policies	A.20
<b>9/16</b>	<b><u>Constituency Development Committee</u></b>	
9/16/1	Appointment of Committee Members	D.5
9/16/2	Meeting and Minutes	A.20
<b>9/17</b>	<b><u>Regional AIDs Coordinating Committee</u></b>	
9/17/1	Appointment of Committee Members	D.5
9/17/2	Meetings and Minutes	A.20
<b>9/18</b>	<b><u>Regional administrative Management Committee</u></b>	
9/18/1	Meetings, Minutes , Programme and Reports	D.5
<b>9/19</b>	<b><u>Staff Committees</u></b>	
9/19/1	Arrangement for staff meetings	D.5
9/19/2	Report and Minutes	A.20
9/19/3	Commissions	D.5
<b>9/20</b>	<b><u>Screening Committee</u></b>	
9/20/1	Appointment of Committee Members	D.5
9/20/2	Arrangement of meeting	D.5
9/20/3	Agenda, Minutes and Reports	A.20
<b>9/21</b>	<b><u>Internal Audit Committee</u></b>	
9/21/1	Appointment of committee members	D.6
9/21/2	Audit committee term of reference	D.6
9/21/3	Arrangement of meeting	D.3

9/21/4	Agenda, Minutes and report	A.20
<b>9/22</b>	<b><u>Land and Housing Committee</u></b>	
9/22/1	Appointment of committee	D.7
9/22/2	Agenda, Minutes and Report	A.20
<b>9/23</b>	<b><u>Communal Land Board</u></b>	
9/23/1	Appointment of committee	D.7
9/23/2	Agenda, Minutes and Report	A.20
<b>9/24</b>	<b><u>Communal Road Board</u></b>	
9/24/1	Nomination of committee member	D.7

## 10. REPORTS ,RETURN AND STATISTIC

NUMBERS	DESCRIPTION	DISPOSAL GUIDELINES
10/P	Policy	A.20
10/R	Routine enquiries	D.5
<b>10/1</b>	<b><u>Report and returns</u></b> (1. Only reports and returns which do not relate to other main series are to be filed in this main series) (2.Report and returns relating to other main series are to filed on the relevant subject files)	D.7
10/1/1	Unspecified returns and reports	A.10
<b>10/1/2</b>	<b><u>Annual report</u></b>	
10/1/2/1	Draft annual report	D.5
10/1/2/2	Final Annual Report	A.20
<b>10/2</b>	<b><u>Information supplied/Received by the Regional Council</u></b>	
10/2/1	(Only information about subject which are not related to other main series may be handled under this sub-series)	D.4
10/3	Questions from the National Assembly	D.7
10/4	Contributions to the opening address of the National Assembly	D.7
10/5	Liaison and public relations	D.3
10/6	Expression of thanks and appreciation	D.1
<b>10/7</b>	<b><u>Contribution of personnel section</u></b>	
10/7/1	Annual reports	D.6
10/7/2	Establishment and statistic	D.2

## 11/S1.REGISTRATION AND PROCEDURES

NUMBER	DESCRIPTION	DISPOSAL GUIDELINES
11/S.1/P	Policy	A.20
11/S.1/R	Routine enquiries	D.5
<b>11/S.1/1</b>	<b><u>Acts and Regulations</u></b>	
<b>11/S.1/1/1</b>	<b><u>Public Service Act</u></b>	
11/S.1/1/2	Amendments	A.20
<b>11/S.1/2</b>	<b><u>Public Service Regulations</u></b>	
11/S.1/2/1	Amendments	A.20
<b>11/S.1.4</b>	<b><u>Codes</u></b>	
<b>11/S.1/4/1</b>	<b><u>Staff Code</u></b>	
11/S.1/4/1/1	<u>Amendments</u>	A.20



## 11/S2.POST MANAGEMENT

REFERENCE	DESCRIPTION	DISPOSAL GUIDELINES
11/S.2/1/P	Policy	A.20
11/S.2/R	Routine Enquiries	D.5
<b>11/S.2/1</b>	<b>Establishment</b>	
11/S.2/1/1	Budget	D.5
11/S.2/1/2	Change of name and classification of post	A.20
11/S.2/1/3	Creation and conversion of post	A.20
11/S.2/2	Duty sheets	D.5

**11/S3. CONDITION OF SERVICE:**

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL GUIDELINE</b>
11/S.3/P	Policy	A.20
11/S.3/R	Routine enquires	D.5
11/S.3/1	Institution of and amendment to:	
11/S.3/1/1	Salaries, salary scales and acknowledgement principles	A.20
11/S.3/1/2	Leave	A.20
11/S.3/1/3	Housing Scheme	A.20
11/S.3/1/4	Medical Aid Scheme	A.20
11/S.3/1/5	Motor Vehicle Financing Scheme	A.20
11/S.3/1/6	Acknowledgement of educational qualifications	A.20
11/S.3/1/7	Pension Fund	A.20
11/S.3/1/8	Uniforms and Protecting clothes	A.20
11/S.3/1/9	Official working hours	A.20
11/S.3/1/10	Political rights of employees	A.20
11/S.3/1/11	Injuries on duty	

**11/S4.PERSONNEL APPOINTMENT AND LOSSES:**

<b>NUMBERS</b>	<b>DESCRIPTION</b>	<b>DISPOSAL GUIDELINE</b>
11/S.4/P	Policy	A.20
11/S.4/R	Routine enquiries	D.5
<b>11/S.4/1</b>	<b><u>Recruitment</u></b>	
11/S.4/1/1	Advertisements	<b>D.3</b>
<b>11/S.4/2</b>	<b><u>Applications and appointments</u></b>	
11/S.4/2/1	Permanent Posts	<b>A.20</b>
11/S.4/2/1/1	Advertised Posts	<b>A.20</b>
11/S.4/2/1/2	Non-advertised posts	<b>A.20</b>
11/S.4/2/1/3	Temporary appointments (eg. Bursary students)	<b>A.20</b>
11/S.4/2/1/4	Temporary appointments (casual labourers)	<b>A.20</b>

**11/S.5 TRAINING**

<b>NUMBERS</b>	<b>DESCRIPTION</b>	<b>DISPOSAL GUIDELINE</b>
11/S.5/P	Policy	<b>A.20</b>
11/S.5/R	Routine enquiries	<b>D.3</b>
<b>11/S.5/1</b>	<b><u>Bursaries</u></b>	<b>A.20</b>
11/S.5/1/1	Conditions	<b>A.20</b>
11/S.5/1/2	Take over bursary obligations	<b>A.20</b>
11/S.5/1/3	By Unspecified centres	<b>A.20</b>
11/S.5/1/4	By Councils	<b>A.20</b>
11/S.5/1/5	By other line ministries	
11/S.5/2	Qualifying Training	<b>D.10</b>
11/S.5/3	In service training	<b>D.10</b>

### 11/ S.6 STAFF EVALUATION

NUMBERS	DESCRIPTION	DISPOSAL GUIDELINE
11/S.6/P	Policy	A.10
11/S.6/R	Routine enquiries	D.5
<b>11/S.6/1</b>	<b><u>Merit determination</u></b>	
<b>11/S.6/1/1</b>	<b><u>Merit Committees</u></b>	
11/S.6/1/1/1	Nomination of members	D.5
11/S.6/1/1/2	Agenda / minutes	A.20
11/S.6/1/1/3	Announcement of result / merits	A.20
<b>11/S.6/2</b>	<b><u>Staff Advisory Committee</u></b>	
11/S.6/2/1	Nomination of members	D.5
11/S.6/2/2	Agenda / minutes	A.20
11/S.6/3	Determination of Seniority	A.20
11/S.6/4	Language Proficiency	D.10
<b>11/S.6/5</b>	<b><u>Efficiency Rating Committee</u></b>	
11/S.6/5/1	Nomination of members	D.5
11/S.6/5/2	Preferential list	A.20
11/S.6/5/3	Announcement of results	D.5
11/S.6/6	Efficiency determination	D.10

### 11/S.7 PROMOTIONS

<b>NUMBERS</b>	<b>DESCRIPTION</b>	<b>DISPOSAL GUIDELINE</b>
11/S.7/P	Policy	<b>A.20</b>
11/S.7/R	Routine enquiries	<b>D.5</b>
11/S.7/1	Normal Promotions	<b>A.20</b>
11/S.7/2	Exchangeable Promotions	<b>A.20</b>
11/S.7/3	Special Treatment	<b>A.20</b>

## **11/S.8 STAFF MOVEMENT AND STAFF CONTROL**

<b>NUMBERS</b>	<b>DESCRIPTION</b>	<b>Disposal guideline</b>
11/S.8/P	Policy	A.20
11/S.8/1	Routine enquiries	D.5
11/S.8/2	Transfer	<b>A.20</b>
11/S.8/3	Secondment	<b>A.20</b>
11/S.8/4	Arrangements for substitute	<b>A.20</b>
11/S.8/5	Allocation	<b>A.20</b>
11/S.8/6	Progress Report	<b>A.20</b>
11/S.8/7	Work outside the civil service	<b>A.20</b>
11/S.8/8	Financial position of officials	<b>A.20</b>
11/S.8/9	Disciplinary measures and steps	<b>A.20</b>
11/S.8/10	Keeping of animals on Government property	<b>A.20</b>
11/S.8/11	Ex-Officio appointment	<b>A.20</b>
11/S.8/12	Official dress	<b>A.20</b>
11/S.8/13	Approval to Accept gifts	<b>A.20</b>
11/S.8/14	Leave credits and planning	<b>A.20</b>
11/S.8/15	Addresses of officials	<b>A.20</b>

## 11/S.9 FINANCE

NUMBERS	DESCRIPTION	Disposal guideline
11/S.9/P	Policy	A.20
11/S.9/1	Routine enquiries	D.5
<b>11/S.9/2</b>	<b><u>Salaries</u></b>	
11/S.9/2/1	Adjustment	A.20
11/S.9/2/2	Pay outs	A.20
11/S.9/2/3	Deductions	A.20
11/S.9/3	Payments of allowance and Bonuses	A.20
<b>11/S.9/4</b>	<b><u>Subsistence and travelling allowances</u></b>	
11/S.9/4/1	Service Bonus	D.10
11/S.9/4/2	Entertainment allowances	D.10
11/S.9/4/3	Subsistence	D.10
11/S.9/4/4	Camping	D.10
11/S.9/4/5	Substituting allowances	D.10
11/S.9/4/6	Transport allowance	D.10
11/S.9/6	Claims instituted by and against the Council	D.5
11/S.9/7	Overtime payments	D.5



## **11/S.10 OFFICE ORGANISATION AND CONTROL**

<b>NUMBERS</b>	<b>DESCRIPTION</b>	<b>Disposal guideline</b>
11/S.10/P	Policy	<b>A.20</b>
11/S.10/R	Routine enquiries	<b>D.5</b>
11/S.10/1	Delegation of Authority	<b>D.10</b>
<b>11/S.10/2</b>	<b><u>Record management</u></b>	
<b>11/S.10/2/1</b>	<b><u>Disposal of archives</u></b>	
11/S.10/2/1/1	Application for disposal, authority and destruction certificates	<b>A.20</b>
11/S.10/2/1/2	Transfer to National Archives of Namibia	<b>A.20</b>
11/S.10/2/1/3	Transfer to/from other Ministries/Councils	<b>A.20</b>
<b>11/S.10/3</b>	<b><u>File plan</u></b>	
11/S.10/3/1	Compilation and amendments	<b>A.20</b>
11/S.10/3/2	Inspections	<b>A.20</b>

### 11/S.11 HOUSEHOLD MATTERS

<b>NUMBERS</b>	<b>DESCRIPTION</b>	<b>Disposal guideline</b>
11/S.11/P	Policy	<b>A.20</b>
11/S.11/R	Routine enquiries	<b>D.5</b>
11/S.11/1	Messages of appreciation, congratulations and sympathy	<b>D.1</b>
11/S.11/2	Christmas and new year's messages	<b>D.1</b>
11/S.11/3	Office of the prime Minister Social Club	<b>D.1</b>
11/S.11/4	Personnel Associations	<b>D.1</b>

## 12.EXTERNAL RESOURCES

NUMBERS	DESCRIPTION	DISPOSAL GUIDELINE
12/P	Policy	A.20
12/1	Routine Enquiries	D.5
<b>12/2</b>	<b><u>Sectoral matters cutting across donors</u></b>	
12/2/1	Meeting with donors	A.20
12/2/2	Report to other ministries	A.20
<b>12/3</b>	<b><u>Planning and implementation of aid projects</u></b>	
12/3/1	Income generating project	D.10
<b>12/4</b>	<b><u>Training</u></b>	
<b>12/4/1</b>	<b><u>In service training courses</u></b>	
12/4/1/1	Courses/workshops/seminars	D.15

### 13.PLANNING AND DEVELOPMENT

NUMBER	DESCRIPTION	DISPOSAL GUIDELINES
12/P	Policy	A.20
12/R	Routine enquiries	D.5
<b>12/1</b>	<b>Development</b>	
12/1/1	Minutes and Reports	D.10
12/1/2	Annual Plans	D.5
12/1/3	Divisional Budget	D.7
<b>12/2</b>	<b>Rural Services</b>	
12/2/1	Minutes and Reports	D.10
12/2/2	Annual Plans	D.5
12/2/3	Strategic Plans	D.5
12/2/4	Divisional Budget	D.7
<b>12/3</b>	<b>Planning</b>	
12/3/1	Minutes and Reports	A.20
12/3/2	Annual Plans	D.5
12/3/3	Strategic Plans	A.20
12/3/4	Divisional Budget	D.7
12/3/5	Build together	A.20
12/3/6	Settlements areas	A.20
<b>12/4</b>	<b>Projects</b>	
12/4/1	Capital projects	A.20
12/4/2	Constituency project	A.20
12/5	Statistic	D.10

### 13. INTERNAL AUDITS

NUMBERS	DESCRIPTION	DISPOSAL GUIDELINES
13/P	<u>Policy</u>	A.20
13/R	Routines enquiries	D.3
13/1	Internal audit	D.10
13/2	Internal Audit Charter	D.10
<b>13/3</b>	<b><u>Plan</u></b>	
13/3/1	Strategic plan	A.20
13/3/2	Internal Audit plan	A.20
13/4	Audit Standards	A.20
<b>13/5</b>	<b><u>Correspondences</u></b>	
13/5/1	Reports	A.20
<b>13/6</b>	<b><u>Internal Inspection audit queries</u></b>	
13/6/1	Formal queries	D.10
13/7	Internal Audit budget	D.15

### LIST OF INDEPENDENT CASE FILES

<b>NUMBERS</b>	<b>SERIES AND DESCRIPTION OF CONTENTS</b>	<b>DISPOSAL GUIDELINE</b>
S.P.(Surname and initials)	Personal confidential file (This file contains all documents of a confidential nature, for example letter of appointment, promotion and merit reports and is opened when a person is appointed)	<b>A.20</b>
S.F. (Surname and initials)	Financial File (This file contains all documents of a confidential nature, for example payslips, deductions on salary, additional salary etc.)	<b>A.20</b>
S.L. (Surname and initial)	Leave file (This file contains leave forms and correspondence concerning leave. It is opened for each official when necessary)	<b>A.20</b>

**ANNEXURE “A”**

**CONSTITUENCIES:**

E1 Epupa

K1 Kamanjab

K2 Khorixas

O1 Opuwo Rural

O2 Opuwo Urban

O3 Outjo

S1 Sesfontein

**ANNEXURE “B”**

**SETTLEMENTS:**

F1 Fransfontein

OK1 Okanguati

SS1 Sesfontein



**ANNEXURE “C”**

**TRADITIONAL AUTHORITIES (HOMPAS & FUMU):**

T.A.A1 #Aodaman

T.A. G1 /Goa-daman

T.A. H1 Hai-//om

T.A. K1 Kakurukouje

T.A. 01 Otjikaoko

T.A. S1 Swartbooi

T.A. V1 Vita Royal House

## **ANNEXURE “D”**

### **LOCAL AUTHORITIES:**

LA. K1 Kamanjab Village Council

LA. KH2 Khorixas Town Council

LA. OP1 Opuwo Town Council

LA. OJ2 Outjo Municipality