

## **CLASSES RETENTION AND DISPOSAL SCHEDULE/ 2014**

The Common Classes Retention and Disposal Schedule (CCRDS) has been issued by the National Archives in terms of the National Archives Act, 1986 [Chapter 25:06] for use by public institutions to dispose of public records legally. CCRDS refers to generic records found across all Ministries. Ministry specific records are covered under Ministry Specific Retention and Disposal Schedules (MSRDS).

### **Notes:**

- The CCRDS should only be used where there are clear procedures and staff is aware of correct protocols.
- If you think that a record marked for destruction ought to be preserved permanently, **Do not destroy it**, instead conduct the National Archives of Zimbabwe Director.

*A valid disposal authority is not a defence or excuse for destroying or otherwise disposing of records for a fraudulent or illegal purpose.*

Records series	Records Sub-series	Examples of files	Retention Period	Conditions/ Comments	Transfer to N/Archives Records centre
		<b>HUMAN RESOURCES</b>			
Policies and procedures	Human resource policies and procedures	Policy & procedure manuals Standard employment contract conditions Standard conditions of employment Standards of practice Personnel & staff circulars Policy directives & memoranda Consolidated organisational charts Annual consolidated summaries of staff establishment numbers & structure	Permanent		<b>Yes</b>
	Organisational structures	Review of organisational structures • Change management proposals • Evaluation of key policy initiatives	Permanent	Preserve organisation charts. Dispose other materials after 10yrs.	<b>Yes</b>
Recruitment	Applications for jobs	Advertising of positions Contracts with consultants Applicant curriculum vitae Selection interviews & notes Testing of applicants Reference checks Vacancy files	2yrs		No

		Work experience Appeals Administration of recruitment programmes			
	Appointments	Secondment of staff Re-deployment Re-appointments Written authority given to managers allowing hiring & promotion of staff, creation of new positions, transfer of staff, redeployment, re-appointments, secondment etc. Assessment interviews Staff appointments	10yrs		Yes
	Personal files	Staff personnel files Personnel files of staff dismissed for serious misconduct or major criminal offences Staff index cards • Staff registers	50yrs	Weed and retain only master file. Preserve permanently for senior officials.	Yes
Training and development	Training materials	Training instructions or handouts from training exercises , Audio recordings of conferences or workshops	Permanent		Yes
	Training arrangements	Training procedures Graduate recruitment • Cadetships • Apprenticeships • Scholarships/bursaries Course attendance Induction course Timetabling Apprenticeship training	7yrs	Subject to audit	Yes
	Training needs	Training needs analysis	permanent	Only report permanent.	Report only.

	analysis	Competency models Course syllabi & curricula Course evaluations Course nominations Staff performance agreements Performance review reports Judgements/decisions after performance reviews Administration of performance management system training reports		Other materials destroy after 5 years.	
Employee administration	Promotions and advancements	Regrading & advancement, performance management, training interviews, job evaluation Staff performance plans Staff performance agreements	10yrs		Yes
	Remuneration	Rates charts that show salary ranges for positions within occupation groups Payroll input data Payroll deduction authorities Payroll distribution Payroll printouts Salary/wage cards Salary ledger cards Salary/wage calculations Employee pay records Staff/salary cards Instruction on applying for allowances	7yrs	Subject to audit	No
	Labour relations	Guidelines for employee relations Codes of conduct Staff performance plans Staff grievances, disputes,	10yrs		Yes

		discrimination complaints, disciplinary matters & dismissals			
	Employee welfare	Workplace support services (staff counselling) Employee assistance (funeral. Medical, annual parties) Accident Compensation claims/returns safety, counselling, compensation, injury on duty, employee rights, collective bargaining, registration of workers unions	5yrs		No
	Terminations	Deceased, resignation, retirement voluntary, retirement on medical, grounds, abscondment, abolition of office, termination of contract	5 yrs		No
	Leave and attendance	Timesheets Attendance registers Time-use recording Leave balances Leave applications Leave approvals/confirmations Leave cards Leave returns	5 yrs		No
		<b>FINANCE</b>			
Policies and procedures		Policy & procedure manuals Policy directives	Preserve		Yes
Budgets	Estimates of expenditure	T & S allowances, courses general, tours & visits	2 yrs		No

	Budgeting	budgets ministry, budgets parastatal, department budgets, financial administration, strategic plans and reports, provincial budgets	2yrs		No
	P.S.I.P budgets	-P.S.I.P budgets	10yrs	Subject to completion	Yes
	Estimates of revenue	Amenities, National housing fund, estimates of expenditure revenue returns, fees & charges, monthly submissions, services charges, vote accounts	2 years		No
Expenditure	Expenditure returns	Quarterly returns, monthly expenditure returns, per capita grants returns, annual expenditure returns, revenue,		Subject to audit	No
	Expenditure control	Virements, vote expenditure cards,	5yrs	Subject to audit	No
	Expenditure P.S.I.P	Expenditure P.S.I.P	10yrs	Subject to completion	Yes
	Accounting records	Statements of accounts, allowances, creditors, deductions, refund, stop order, Refunds from revenue, reconciliation statements, receipt books, vouchers (cash and journal) write offs, job sheets.	3yrs	Subject to audit	No
Financial Reports	Weekly	spreadsheets printouts, plans statistics	1yr		No
	Monthly	spreadsheets printouts plans statistics	1yr		No
	Quarterly	spreadsheets printouts plans statistics	2yrs	Subject to audit	No

	Annual	Consolidated annual reports (head quarters)	preserve		Yes
Banking	Registers	Remittance register Cash account register	5yrs	Subject to audit	No
	Bank Statements	Bank statements	5yrs	Subject to audit	No
	Bank Accounts	Quarterly financial report, provincial bank accounts, training Institutes bank accounts	5yrs	Subject to audit	No
	Banking and withdrawal records	deposit slips, withdrawal slips, bank statements, cheques, payment vouchers	3yrs	Subject to audit	No
		<b>AUDIT</b>			
Policies and procedures.		Policy & procedure manuals Standard employment contract Conditions Standards of practice Policy directives & memoranda	preserve		Yes
Internal audit	Queries	Audit plans, requests	3yrs	Subject to audit	No
	Reports	Findings, recommendations actions taken.	3yrs	Subject to audit	Yes
External Audit	Queries	Audit plans, requests,	3yrs		No
	Reports	Preliminary reports, consolidated reports recommendations, action taken.	3yrs	Only auditor general department to deposit to National Archives.	Yes
		<b>ADMINISTRATION</b>			
Policies and procedures		Asset management policy, Procurement policy, stores policy, vehicle management policy, Transport policy, security and safety policy, asset registers	Preserve		Yes
Transport	Vehicle accidents	Board of inquiry misuse of government vehicles accident reports notes of investigation officer	3yrs	Subject to audit	

	Vehicle maintenance	Vehicle servicing Repair work Job cards Part replacements vehicle inspection reports	3yrs	Subject to audit	No
	Vehicle use	Use of private vehicles on official duty, authority to drive, fuel & coupons allocations, vehicle hire/rental, government authority, Vehicle log sheets Transport request, vehicle control, fuel allocation, Vehicle allocation	3yrs	Subject to audit	No
	Vehicle loans	Vehicle loan applications Vehicle purchase schemes Vehicle loan grand	3yrs	Subject to audit	No
Assets	Assets control	loss and damages, asset certificates assets movements assets disposal movable asset books movable assets schedules and correspondence	5yrs	Subject to audit	No
	Assets maintenance	Asset returns lease returns job cards	10years		Yes
Procurement	Tenders	Formal tenders Informal tenders Purchase & maintenance agreements/contracts adjudication quotations suppliers lists tenders and government contracts unsuccessful tenders	5yrs	Subject to audit	Yes



		schedule of contracts			
	Deliveries	Delivery sheets, consignment notes, delivery requests, delivery books, supply and delivery of goods	3 years	Subject to audit	No
	Donations	Donations, gifts	5yrs		Yes
	Stores control	Register, Bin cards, Stock take, Issue voucher, requisitions, stores security, Allocation lists, stock control, requisitions, stock taking sheets, ledgers,	2yrs	Subject to audit	No
Travel	Local travel	Travel applications Travel insurance Travel plans Accommodation bookings Travel advances & expenses, Travel expenses Routine correspondence	3yrs	Subject to audit	No
	Foreign travel	Foreign T & S allowances Foreign exchange bank drafts, Communication with travel agents, foreign travel insurance, foreign travel plans, Travel expenses,	3yrs	Subject to audit	No
Information management	Manuals	Records management manual, Registry manual User guides Indexes Classification schemes Thesauri, registry file control books,	Preserve		No

	Communications	Publications, Bulletins Advertising flyers, brochures, telegram books, messenger books, incoming and outgoing mail register.	5yr		No
	Services	Telephone service providers Internet service providers Advertising agencies Marketing materials Promotions, postal services,	2 yrs		
Accommodation	Staff	Housing loans, housing co-ops, Administration of accommodation & housing assistance	10yrs		Yes
	Office	Office allocation Cleaning and fumigation of offices, office partitioning & repairs, office accommodation Rental payments Accommodation agreements	3yrs		No
Security	Protection	Fire fighting equipment, installation of alarm systems, entrance & exit points clearance, safes and strong rooms, Records security & protection Security guards	Preserve		No

	safety	First aid records (e.g. sick room register) Accident reports Vaccination and Health Checks Safety administration	5 yrs		No
	Access control	Authority to government buildings, I.D Cards issuance Protection of government buildings, bio-metric system Entrance & exit points clearance registers	5yrs		No
		<b>LEGAL SERVICES</b>			
Legal services	Minor legal issues	Submissions on legislation that do not contain any major points • Legal opinions that set no significant precedent - negotiations, discussions & disputes e.g. pay & condition negotiations, strike action, etc	2 yrs		No
	agreements	MoUs, agreements, contracts Significant dealings	preserve		Yes
		<b>PLANNING, RESEARCH &amp; POLICY DEVELOPMENT</b>			
Policing and panning	Policy development	Records relating to legislation formulation, legislative proposals or amendments. records relating to policy development,	Preserve	Weed and preserve only the actual policy documents	Yes

		<p>providing evidence of processes involved and/or significantly more information than final versions.</p> <p>records containing significant or substantial changes or annotations</p>			
	Plans	<p>Annual and strategic plans</p> <p>Minutes of meetings that record significant decision-making &amp; rationale on which decisions based</p> <p>Monitoring of performance against targets</p>			