



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 Bongsi 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

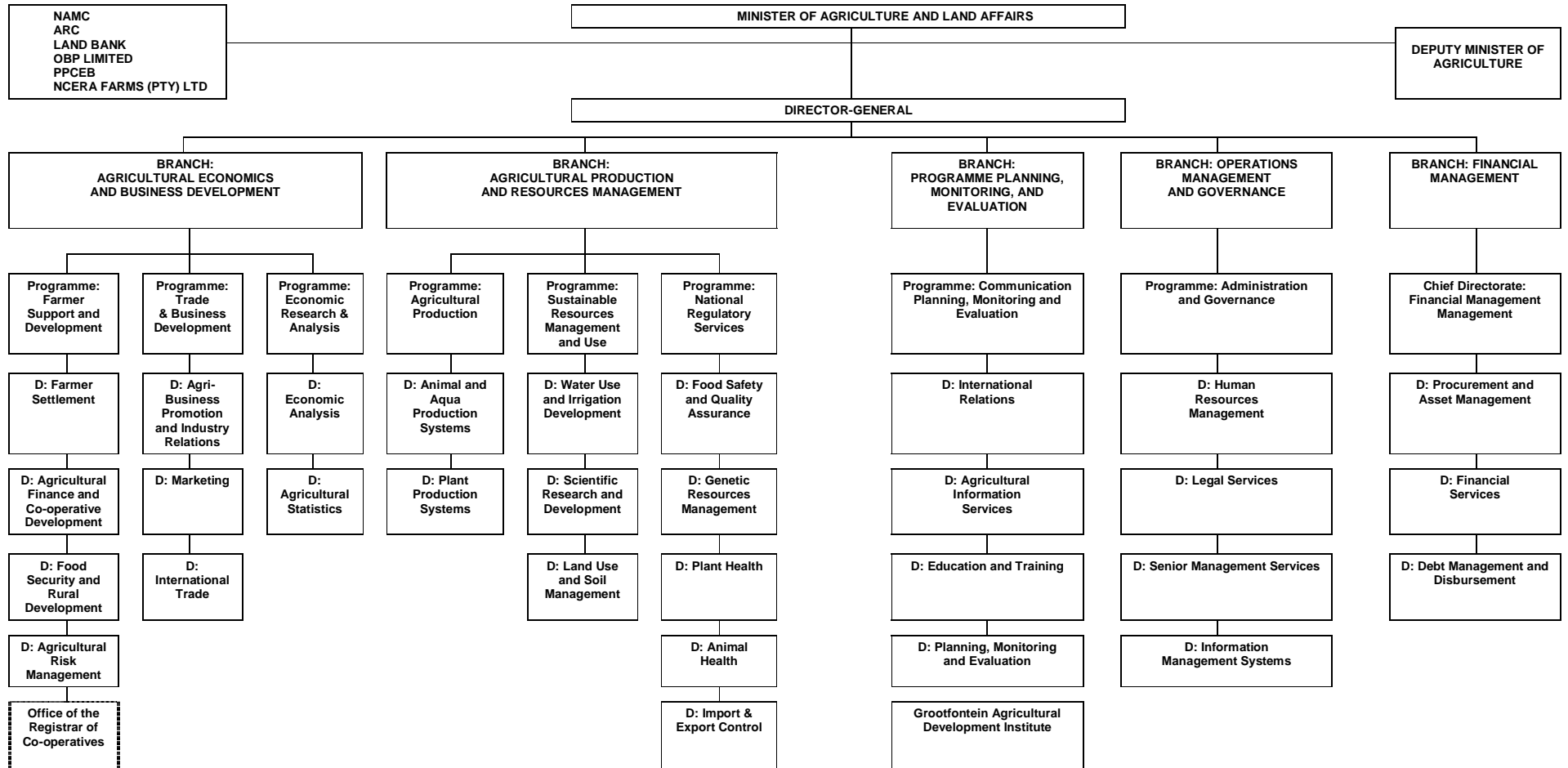
Facsimile:

(+ 27 12) 325 3618

Web address:

www.nda.agric.za

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



**BRANCH: AGRICULTURAL ECONOMICS
AND BUSINESS DEVELOPMENT**



**BRANCH: AGRICULTURAL PRODUCTION
AND RESOURCES MANAGEMENT**

PROGRAMME: AGRICULTURAL PRODUCTION
<p>AIM: TO REGULATE, PROMOTE AND CO-ORDINATE AGRICULTURAL PRODUCTION</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Regulate, promote and co-ordinate livestock production, aqua culture, game farming and animal welfare. 2. Regulate, promote and co-ordinate plant production and migratory pest control.

PROGRAMME: SUSTAINABLE RESOURCES MANAGEMENT AND USE
<p>AIM: TO ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Achieve sustainable natural resource utilisation. 2. Render a management support service for agricultural research. 3. Regulate, promote and co-ordinate the sustainable use of agricultural resources and to develop norms and standards for effective use of soil, water and protection of prime agricultural land.

PROGRAMME: NATIONAL REGULATORY SERVICES
<p>AIM: TO PROMOTE AN INTEGRATED NATIONAL REGULATORY SYSTEM IN SUPPORT OF EQUITABLE ACCESS AND PARTICIPATION IN A COMPETITIVE, PROFITABLE AND SUSTAINABLE AGRICULTURE</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Reduce plant and animal health risk and ensure quality assurance. 2. Regulate and provide an integrated national management system in support of sustainable use of genetic resources for food and agriculture. 3. Reduce plant risk associated with plants, plant products and regulated articles. 4. Reduce animal and animal products sanitary risk. 5. Ensure compliance with agricultural legislations and risk management of agricultural products.

**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)
20 Beatrix Street
Arcadia
PRETORIA

Tel. no: (012) 319 7219/(021) 465 7201
Fax: (012) 319 7135/(021) 461 4925
E-mail: DG@nda.agric.za

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

Street address: Agriculture Building (DA-GF-05)
20 Beatrix Street
Arcadia
PRETORIA

Tel. no: (012) 319 6891
Fax: (012) 319 6620
E-mail: SMESU@nda.agric.za

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**

Telephone:

+2711 484 8300

Fax:

+2711 484 1360

Website:

www.sahrc.org.za

E-mail:

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	
	<i>(1. Open a separate case file for each policy using the prefix 1.P.2 followed by a/and the name of the policy.)</i>	
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	
	<i>(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.</i>	
	<i>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.</i>	
	<i>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.)</i>	
1.3.3	Provincial Administrations Legislation	
1.3.3.1	Not separately provided for	
1.3.3.2	Eastern Cape	
	<i>(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.)</i>	
1.3.3.3	Mpumalanga	
	<i>(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.)</i>	
1.3.3.4	Free State	
	<i>(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.)</i>	

NUMBER	SUBJECT	DISPOSAL
1.3.3.5	KwaZulu-Natal	<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	Northern Cape	<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	Northern Province	<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	North West	<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	Gauteng	<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	Western Cape	<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	Codes, instructions and white papers	
1.3.4.1	Not separately provided for	
1.3.4.2	Individual codes, instructions and white papers	<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
2.P	Policy	
2.P.1	Not separately provided for	
2.P.2	Individual policies	
	<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>	
2.1	Functions	
2.1.1	Acquired	
2.1.2	Surrendered	
2.2	Delegation of authority	
2.2.1	By Minister	
2.2.1.1	Delegations of a permanent nature	
2.2.1.2	Arrangements for temporary absence	
2.2.2	By Director-General	
2.2.2.1	Delegations of a permanent nature	
2.2.2.2	Arrangements for temporary absence	
2.3	Establishment of new sections and offices	
2.3.1	Sections	
2.3.2	Regional offices	
2.4	Work planning and allotment of duties (For work-study programming, see 2.6 below)	
2.5	Office procedures and instructions	
2.5.1	Codified instructions	
2.5.2	Office instructions	
2.5.3	Office procedures	
2.6	Efficiency research/work-study investigations	
2.6.1	Programming	
2.6.2	Technique	

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

3. HUMAN RESOURCES

NUMBER	SUBJECT	DISPOSAL
3.P	Policy	
3.P.1	Not separately provided for	
3.P.2	Individual policies	
	<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>	
3.1	Policy development	
3.1.1	Not separately provided for	
3.1.2	Individual policies	
	<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>	
3.2	Manpower planning	
3.2.1	Affirmative action plan	
3.2.2	Employment equity plan	
3.3	Post control	
3.3.1	Routine enquiries	
3.3.2	Organisation and establishment	
3.3.2.1	Minister and Deputy Minister	
3.3.2.2	DG & DDGs	
3.3.2.3	Chief Directors	
3.3.2.4	Chief directorates, directorates and subdirectorates	
	<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>	
3.3.3	Rationalisation/Restructuring of Department of Agriculture	
3.3.3.1	Downsizing of posts	
3.3.3.2	Severance packages	
3.3.3.3	Provincialisation of the Department of Agriculture	
3.3.3.4	Transformation	
3.3.3.5	Transformation Forum	

NUMBER	SUBJECT	DISPOSAL
3.3.4	Job evaluation system	
3.3.4.1	Reports	
3.3.4.2	Job descriptions	
3.3.4.2.1	Administrative and logistical personnel	
3.3.4.2.2	Professional/Technical	
3.3.4.2.3	Top structure	
3.4	Conditions of service	
3.4.1	Leave	
3.4.1.1	Leave credits	
3.4.1.2	Certification of leave without pay: Service bonus purposes	
3.4.2	Housing scheme	
3.4.2.1	Home Owners' Allowance	
3.4.2.2	State Guarantee Scheme	
3.4.3	Pension fund	
3.4.3.1	Funds not specific	
3.4.3.2	GEPF	
3.4.4	Termination of service	
3.4.5	Medical aid	
3.4.5.1	Unspecified schemes	
3.4.6	Officials' hours of attendance	
3.4.7	Political rights of civil servants	
3.4.8	Long-service recognition	
3.4.9	Motor scheme for senior employees	
3.4.10	Injury on duty	
3.4.11	Sessional Service: compensation	
3.4.12	Personnel Administration Standards (PAS) amendments	
3.4.13	Duty sheets	
3.4.14	PERSAL preparatory forms	
3.4.15	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	Nondepartmental staff	
3.4.20.1	Not separately provided for	
3.4.20.2	Departmental cores	
3.4.21	Foreign personnel (KOBAs)	
3.4.22	Statutory bodies (members of management)	
3.4.22.1	Not separately provided for	
3.4.22.2	Individual statutory bodies	
	<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	Occupational specific adjustments	
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	Staff recruitment and losses	
3.5.1	Recruitment advertisements	
3.5.2	Approval for filling of posts	
3.5.3	Requests for appointments	
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	Statutory appointments	
3.5.3.8.1	Statutory institutions	
3.5.3.8.2	Departmental	
3.5.3.9	Contract employment	
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	Privatisation/Redundancy of supernumerary personnel	
3.5.4.1	Transfer of OBP to ARC	
3.5.4.2	Meat hygiene inspection	
3.5.5	Representative establishment	
3.5.5.1	Not separately provided for	
3.5.5.2	Individual programmes and CDs	
	<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	Performance appraisal/Management	
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	Staff movements	
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	Industrial relations	
3.8.1	Disciplinary measures	
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	Trade unions	
3.8.2.1	Not separately provided for	
3.8.2.2	Individual trade unions	
	<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
3.13	Provide guidance to managers	
3.13.1	Information sessions	
3.13.2	Proactive/reactive services (e.g. legislation)	
3.14	Domestic matters	
3.14.1	Official invitations	
3.14.2	Congratulations and condolences	
3.14.3	Social and sporting matters	
3.15	Management of agricultural tertiary education	
3.15.1	Not separately provided for	
3.15.2	Develop standards and norms	
	<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>	
3.15.3	Monitor standards and norms	
	<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>	
3.15.4	Accreditation of training providers	
	<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>	
3.15.5	Rationalisation of colleges	
3.15.5.1	Task team reports	
3.15.6	Agricultural knowledge system <i>(Includes curriculum development)</i>	
3.16	Institutional capacity building within agricultural sector	

NUMBER	SUBJECT	DISPOSAL
3.16.1	Not separately provided for	
3.16.2	Individual organisations	
	<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	Staff development	
3.17.1	Not separately provided for	
3.17.2	Monitoring and facilitation	
	<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	Compilation of competency profiles	
3.17.1	Not separately provided for	
3.17.2	Individual competency profiles	
	<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	Training	
3.18.1	Facilitation of training	
3.18.1.1	Trainer identification	
3.18.1.2	Trainer evaluation	
3.18.2	Study aid	
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	Development of training activities	
3.18.3.1	Not separately provided for	
3.18.3.2	Individual training activities	

NUMBER	SUBJECT	DISPOSAL
	<i>(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.)</i>	
3.18.4	Formal training	
3.18.4.R	Routine enquiries	
3.18.4.1	Diploma courses: technikons	
3.18.4.2	Nominations for semester courses	
3.18.4.3	Placing of students during holidays	
3.18.4.4	Discontinuation of studies	
3.18.4.5	Registration for in-service training: technikon	
3.18.4.6	Payment of class fees	
3.18.4.7	Syllabuses of learning plans	
3.18.5	Inservice training	
3.18.5.R	Routine enquiries	
3.18.5.1	Programming of training	
3.18.5.2	Courses	
	<i>(1. Open a separate case file per course using the prefix 3.18.5.2 followed by a/and the name of the course.)</i>	
3.18.5.3	Seminars	
	<i>(1. Open a separate case file per seminar using the prefix 3.18.5.3 followed by a/and the name of the seminar.)</i>	
3.18.6	Office-based training	
3.18.6.1	Programming of training	
3.18.6.2	Courses	
	<i>(1. Open a separate case file per course using the prefix 3.18.6.2 followed by a/and the name of the course.)</i>	
3.18.6.3	Seminars	

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>
3.18.6.4	Modules	
		<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>
3.18.6.5	Workshops	
		<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>
3.18.7	Training presented by other institutions	
		<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>
3.18.8	Computer training	
3.18.9	Management training	
3.18.10	National qualifications framework	
3.18.11	Projects	
3.18.11.1	Not separately provided for	
3.18.11.2	Individual projects	
		<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>
3.18.12	Training programmes	
3.18.12.1	Not separately provided for	
3.18.12.2	International training programmes	
		<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>
3.18.12.3	National training programmes	

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>	
3.18.12.4	Experiential/learnership training programmes	
	<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>	
3.18.13	Other programmes	
3.18.13.1	Not separately provided for	
3.18.13.2	Individual programmes	
	<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>	
3.19	Transformation	
3.19.1	Facilitation of interventions	
3.19.1.1	Not separately provided for	
3.19.1.2	Individual interventions	
	<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>	
3.19.2	Staff counselling	
3.19.2.1	Not separately provided for	
3.19.2.2	Individual cases	
	<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>	
3.19.3	Monitoring of transformation climate	
3.20	Liaison <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	Other Government departments <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	International <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	Local <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	Reports <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
4.P	Policy	
4.P.1	Not separately provided for	
4.P.2	Individual policies	
	<i>(1. Open a separate case file for each policy using the prefix 4.P.2 followed by a/and the name of the policy.)</i>	
4.1	Budgets/Estimates	
4.1.1	Contribution to Minister's speech	
4.1.2	Annual estimates	
4.1.2.1	Not separately provided for	
4.1.2.2	Individual estimates	
	<i>(1. Open a separate case file per estimate using the prefix 4.1.2.2 followed by a/and the name of the estimate.)</i>	
4.1.3	Excess and virement approvals	
4.1.4	Early warning system	
4.1.4.1	Deviations	
4.1.5	Medium term expenses framework (MTEF) submission	
4.2	Revenue	
4.2.1	Determination of tariffs	
4.2.3	Allocation of revenue	
4.2.4	Writing-off of irrecoverable revenue	
4.2.5	Donations	
4.2.6	Investment of revenue	
4.2.8	Debtors	
	<i>(1. Open a separate case file for each debtor using the prefix 4.2.8 followed by a/and the name of the debtor.)</i>	

NUMBER	SUBJECT	DISPOSAL
4.2.9	Deposit account	
	<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	Expenditure	
4.3.1	Salaries, wages and allowances	
4.3.1.1	Deductions	
	<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	Bonuses and allowances	
	<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	Interdepartmental claims	
	<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	Creditor payments	
	<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	Transfer payments	
	<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	Paymaster General accounts	

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.)

4.5	Administration of external funds	
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4.5.1	Not separately provided for	
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4.5.2	Trust funds	
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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.)

4.5.3	Special accounts	
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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.)

4.6	Financial statements	
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4.6.1	Not separately provided for	
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4.6.2	Compilation of statements	
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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.)

4.7	Treasury approval	
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4.7.1	Not separately provided for	
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4.7.2	Submissions	
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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.)

4.8	Management of securities	
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4.8.1	Not separately provided for	
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4.8.2	Individual securities	
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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	Agency services rendered	
	<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	Financial document control	
4.11.1	Not separately provided for	
4.11.2	Individual distributions	
	<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	Debt management	
4.12.1	Repayment management	
4.12.1.1	Strategies	
4.12.1.3	Write-offs	
	<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	Tracing agents	
	<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	Enquiries	
4.12.2.6.1	Not separately provided for	
4.12.2.6.2	Individual enquiries	

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>	
4.12.2.7	Purchase of land	
	<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>	
4.12.2.8	Valuations	
4.12.2.9	Agricultural debt account	
4.12.2.9.1	Audit	
4.12.3	Claims	
4.12.3.1	Strategies	
4.12.3.2	Write-offs	
	<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>	
4.12.3.3	Enquiries	
4.12.3.3.1	Not separately provided for	
4.12.3.3.2	Individual enquiries	
	<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>	
4.12.3.4	Purchase of land	
	<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>	
4.12.3.5	Other and full and final settlement	
	<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>	
4.12.3.6	Auctioneers	

NUMBER	SUBJECT	DISPOSAL
4.12.3.7	Tracing of estates	
4.12.3.8	Tracing of auctions	
4.13	Logistical information system (LOGIS)	
4.13.1	Suppliers	
4.13.1.1	Not separately provided for	
4.13.1.2	Suppliers' database	
	<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	Individual suppliers	
	<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	Asset management	
4.13.2.1	Inventories	
	<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	Theft and losses	
4.13.2.3.1	Not separately provided for	
4.13.2.3.2	Individual directorates	
	<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	Transfer of assets	
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	Appointments in terms of delegated authority	
4.13.4.1	Not separately provided for	
4.13.4.2	Individual appointments	
	<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	Authorities	
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	Tender administration	
4.14.1	Ad hoc tenders	
4.14.1.1	Not separately provided for	
4.14.1.2	Individual ad hoc tenders	
	<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	Specific-period tenders	
4.14.2.1	Not separately provided for	
4.14.2.2	Individual specific-period tenders	
	<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	General-period contracts	
4.14.3.1	Not separately provided for	
4.14.3.2	Individual general-period contracts	

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>	
4.14.4	Audit queries	
4.14.4.1	Auditor General	
4.14.4.2	Departmental	
4.14.5	Committees	
4.14.5.1	Standing Tender Committee (STC)	
4.15	Financial inspections	
4.15.1	Internal audit plan	
4.15.2	Internal audit projects	
4.15.2.1	Not separately provided for	
4.15.2.2	Individual projects	
	<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>	
4.15.3	Office inspections	
4.15.3.1	Not separately provided for	
4.15.3.2	Individual office inspections	
	<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>	
4.15.4	Loss control	
4.15.4.1	Not separately provided for	
4.15.4.2	Inventory losses	
	<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>	
4.15.4.3	Vehicle accident losses	
4.15.4.3.1	Not separately provided for	

NUMBER	SUBJECT	DISPOSAL
4.15.4.3.2	Private vehicle claims	
	<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	Departmental vehicle claims	
	<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 <i>(Including safe keys and transfer certificates.)</i>	
4.15.6	Burglaries and theft	
4.15.7	Auditor-General matters	
4.15.7.1	Audit Arrangements Committee	
4.15.7.2	Queries	
4.15.7.2.1	Not separately provided for	
4.15.7.2.2	Informal queries	
	<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	Formal queries	
	<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	Audit Committee	
4.15.8.1	Appointment of members	
4.15.8.2	Meetings	
	<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	Liaison with other departments <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	Individual departments	
	<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	Reports	
4.17.1	Not separately provided for	
4.17.2	Individual reports	
	<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	Secretariat services	
5.1.1	Not separately provided for	
5.1.2	Agendas and minutes	
	<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	Statutory support services	
5.2.1	Appointments to statutory bodies and boards	
5.2.2	Liaison	
	<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	Individual statutory bodies	
	<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	Administrative support services	
5.3.1	Meetings	
5.3.1.1	Not separately provided for	
5.3.1.2	Individual meetings	
	<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	Reports	
5.3.2.1	Not separately provided for	
5.3.2.2	Individual reports	

NUMBER	SUBJECT	DISPOSAL
		<i>(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.)</i>
5.3.3	Submissions	
5.3.3.1	Not separately provided for	
5.3.3.2	Individual submissions	
		<i>(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.)</i>
5.3.4	Briefing notes	
5.3.4.1	Not separately provided for	
5.3.4.2	Individual briefing notes	
		<i>(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.)</i>
5.3.5	Ministerial and parliamentary enquiries	
5.3.5.1	Not separately provided for	
5.3.5.2	Individual ministerial and parliamentary enquiries	
		<i>(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.)</i>
5.3.6	Budgets	
5.3.6.1	Not separately provided for	
5.3.6.2	Individual budgets	
		<i>(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.)</i>
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.)

5.3.8	Provision of access to information requests	
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5.3.8.1	Not separately provided for	
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5.3.8.2	Individual requests	
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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.)

5.3.9	Records management services	
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5.4	Office support	
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5.4.1	Not separately provided for	
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5.4.2	Individual services	
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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.)

5.4.3	Accommodation	
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5.4.3.1	Capital works programme	
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5.4.3.1.1	Not separately provided for	
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5.4.3.1.2	Individual capital works	
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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.)

5.4.3.2	Minor works	
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5.4.3.2.1	Not separately provided for	
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5.4.3.2.2	Individual minor works	
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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
5.4.3.3	Alterations and repair of buildings	
5.4.3.3.1	Not separately provided for	
5.4.3.3.2	Individual alterations and repairs	
	<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>	
5.4.3.4	Application and allocation of office accommodation	
5.4.3.4.1	Not separately provided for	
5.4.3.4.2	Individual office accommodation	
	<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>	
5.4.3.5	Hired/leased accommodation	
5.4.3.5.1	Not separately provided for	
5.4.3.5.2	Individual accommodation	
	<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>	
5.4.3.6	Transfer of property	
5.4.3.6.1	Not separately provided for	
5.4.3.6.2	Individual transfers	
	<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>	
5.5	Security services	
5.5.1	Security policy, standards and measures	
5.5.1.1	Development	
5.5.1.2	Monitoring and compliance	
5.5.2	Security investigations	
5.5.2.1	Not separately provided for	

NUMBER	SUBJECT	DISPOSAL
5.5.2.2	Individual investigations	
	<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	Security vetting	
5.5.3.1	Not separately provided for	
5.5.3.2	Individual vetting	
	<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	Security evaluations	
5.5.4.1	Not separately provided for	
5.5.4.2	Individual evaluations	
	<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	Physical security	
5.5.9.1	Access control	
5.5.9.2	Escort services	
5.5.9.3	Firearms	
5.5.9.4	Contingency and emergency planning	
	<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	Internal liaison	
	<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
6.P	Policy	
6.P.1	Not separately provided for	
6.P.2	Individual policies	
	<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>	
6.1	Stores	
6.1.1	Specifications	
6.1.2	Tender Board exemptions	
6.1.3	Tender Board contracts	
6.1.4	Sale of goods obtained by tender	
6.1.5	Tenders	
6.1.5.1	Not separately provided for	
6.1.5.2	Individual tenders	
	<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>	
6.1.6	Acquisition of provisions	
6.1.6.1	Not separately provided for	
6.1.6.2	Individual provisions	
	<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>	
6.1.7	Stocktaking	
6.1.7.1	Not separately provided for	
6.1.7.2	Individual stocktaking	
	<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>	
6.1.7.3	Disposal of surplus or worthless stock	

NUMBER	SUBJECT	DISPOSAL
6.2	Services	
6.2.1	Not separately provided for	
6.2.2	Individual services	
	<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	Risk assessment	
7.1.1	Physical factors	
7.1.2	Chemical factors	
7.1.3	Biological factors	
7.2	Job safety analysis	
7.2.1	Not separately provided for	
7.2.2	Individual cases	
	<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	Health and safety training	
7.3.1	Not separately provided for	
7.3.2	Individual cases	
	<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	Health and safety promotion	
7.4.1	Not separately provided for	
7.4.2	Individual cases	
	<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	IOD treatment	
7.5.1	Not separately provided for	
7.5.2	Personal files	
	<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
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7.6.2	Individual programmes	
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(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	Monitoring of health environment <i>(Includes noise, radiation, sick leave, etc)</i>	
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7.7.1	Not separately provided for	
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7.7.2	Individual environmental factors	
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(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	Health care counselling	
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7.8.1	Not separately provided for	
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7.8.2	Personal files	
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(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	Reports	
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7.9.1	Not separately provided for	
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7.9.2	Individual reports	
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(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
8.	Policy <i>(To include policy documents and transgressions)</i>	
8.P.1	Not separately provided for	
8.P.2	Strategy	
8.P.3	Individual policies <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>	
8.PR	Procedures	
8.PR.1	Not separately provided for	
8.PR.2	Individual procedures <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>	
8.S	Standards	
8.S.1	Not separately provided for	
8.S.2	Individual standards <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>	
8.1	Information technology	
8.1.1	Communication	
8.1.1.1	Network communication requirements	
8.1.1.2	Infrastructure	
8.1.1.2.1	Not separately provided for	
8.1.1.2.2	LAN <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>	
8.1.1.2.3	WAN	
8.1.1.2.4	Telephony	

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	Information <i>(To include analysis, development, deployment, training, system and database admin and maintenance)</i>	
8.1.2.1	System methodology	
8.1.2.2	Systems	
8.1.2.2.1	Not separately provided for	
8.1.2.2.2	Individual systems <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	End-user support	
8.1.3.1	Training	
8.1.3.1.1	Training Advice Committee	
8.1.3.1.2	Training facilities	
8.1.3.2	Help Desk	
8.1.3.2.1	Faults and complaints	
8.1.3.2.2	Survey	
8.1.4	Website	
8.1.5	Internet	
8.1.5.1	Not separately provided for	
8.1.5.2	Internet management <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	Service level agreements	
8.1.11.1	Business agreements	
8.1.11.2	Individual service level agreements	
	<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	Information management	
8.2.1	Master Information Management Plan	
8.2.2	AGIS	
8.2.3	Management information systems	
8.2.4	Decision support systems	
8.2.4.1	Not separately provided for	
8.2.4.2	Individual systems	
	<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	GITO council	
8.2.12.1	Not separately provided for	
8.2.12.2	Agendas and minutes	
8.3	Line administrative support	

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

NUMBER	SUBJECT	DISPOSAL
8.3.6.2	Agendas and minutes	
8.3.7	Directorate meetings	
8.3.7.1	Not separately provided for	
8.3.7.2	Agendas and minutes	

9. TRANSPORT AND JOURNEYS

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

NUMBER	SUBJECT	DISPOSAL
	<i>(1. Open a separate case file per vehicle using the prefix 9.2.7 followed by a/and the vehicle registration.)</i>	
9.2.8	First auto	
	<i>(1. Open a separate case file per financial year using the prefix 9.2.8 followed by a/and the financial year.)</i>	
9.2.9	Communication with directorates	
	<i>(1. Open a separate case file per directorate using the prefix 9.2.9 followed by a/and the name of the directorate.)</i>	
9.2.10	Accident reports	
	<i>(1. Open a separate case file per vehicle using the prefix 9.2.10 followed by a/and the vehicle registration.)</i>	
9.2.11	Thefts and losses of vehicles	
	<i>(1. Open a separate case file per vehicle using the prefix 9.2.11 followed by a/and vehicle registration.)</i>	
9.2.12	Insurance	
	<i>(1. Open a separate case file per directorate using the prefix 9.2.12 followed by a/and the name of the directorate.)</i>	
9.2.13	Licensing and registration papers	
	<i>(1. Open a separate case file per vehicle using the prefix 9.2.13 followed by a/and vehicle registration.)</i>	
9.2.14	Maintenance	
	<i>(1. Open a separate case file per vehicle using the prefix 9.2.14 followed by a/and the vehicle registration.)</i>	

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

NUMBER	SUBJECT	DISPOSAL
9.8.2	Auditor-General	
	<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	Departmental	
9.9	Enquiries/queries	
9.9.1	Misuse	
	<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	Traffic offences	
	<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	Irregular use	
	<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	Individual legislation	
	<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	Drafting of legal documentation	
10.2.1	Contracts	
10.2.1.1	Not separately provided for	
10.2.1.2	Individual contracts	
	<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	Agreements	
10.2.2.1	Not separately provided for	
10.2.2.2	Individual agreements	
	<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	International agreements	
10.2.3.1	Not separately provided for	
10.2.3.2	Individual international agreements	
	<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	Affidavits	
10.2.4.1	Not separately provided for	
10.2.4.2	Individual affidavits	
	<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
10.3	Provision of legal advice	
10.3.1	Not separately provided for	
10.3.2	Advice on individual matters	
	<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>	
10.4	Civil claims	
10.4.1	Not separately provided for	
10.4.2	Individual civil claims	
	<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>	
10.5	Criminal prosecutions	
10.5.1	Not separately provided for	
10.5.2	Individual prosecutions	
	<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>	
10.6	Debt management recovery	
10.7	Labour matters	
10.7.1	Not separately provided for	
10.7.2	Disciplinary hearings	
10.7.2.1	Not separately provided for	
10.7.2.2	Individual disciplinary hearings	
	<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>	
10.8	Training	
10.8.1	Not separately provided for	
10.8.2	Individual training courses	

NUMBER	SUBJECT	DISPOSAL
10.9	Departmental delegations	

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

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	Councils	
11.1.1	Not separately provided for	
11.1.2	Individual councils	

(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	Conferences	
11.2.1	Not separately provided for	
11.2.2	Individual conferences	

(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	Congresses	
11.3.1	Not separately provided for	
11.3.2	Individual congresses	

(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	Reports and returns	
	<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	Individual reports and returns	
	<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	Information	
	<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	Policy	
13.P.1	Procedures	
13.1	Organisational planning	
13.1.1	Strategic planning	
13.1.1.1	Not separately provided for	
13.1.1.2	Individual functional areas	
	<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	Workplans	
13.1.2.1	Not separately provided for	
13.1.2.2	Individual functional areas	
	<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	Organisation and post establishment	
13.2.1	Requests and enquiries	
13.2.2	Individual functional areas	
	<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	Job evaluation	
13.3.1	Policy development	
13.3.2	Requests and enquiries	
13.3.2.1	Requests not separately provided for	
13.3.2.2	Ministerial	
13.3.2.3	DPSA	
13.3.3	Post grading	
13.3.3.1	Not separately provided for	
13.3.3.2	Individual functional areas	

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>	
13.3.4	Compilation of post database	
13.3.5	Job evaluation - Quality Assurance Committee	
13.3.6	Job evaluation system training	
13.3.7	Job evaluation tender	
13.4	Organisational diagnostics/climate studies	
13.4.1	Requests and enquiries	
13.4.2	Individual functional areas	
	<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>	
13.5	Procedures and method investigations	
13.5.1	Requests and enquiries	
13.5.2	Individual functional areas	
	<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>	
13.6	Compilation of functional databases	
13.6.1	Not separately provided for	
13.6.2	Individual functional areas	
	<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
14.P	Policy	
14.P.1	Not separately provided for	
14.P.2	Individual policies	
	<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>	
14.1	Preparation of publications	
14.1.1	Not separately provided for	
14.1.2	Individual publications	
	<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>	
14.2	Distribution of Departmental publications	
14.2.1	Distribution lists	
14.3	Publications of other bodies	
14.3.1	Contributions	
14.3.2	Reviews	
14.4	Exhibitions	
14.4.1	Not separately provided for	
14.4.2	Individual exhibitions	
	<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>	
14.5	Radio and TV programmes	
14.5.1	Not separately provided for	
14.5.2	Individual radio and TV programmes	
	<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
14.6	Media enquires/liaison/interviews (excluding events)	
14.6.1	Monitoring	
14.6.2	Analysis	
14.6.2.1	Reports	
14.6.3	Arrangement of interviews	
14.6.3.1	Not separately provided for	
14.6.3.2	Individual interviews	
	<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>	
14.6.4	Public enquiries	
14.6.4.1	Not separately provided for	
14.6.4.2	Individual directorates and branches	
	<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>	
14.7	Preparation of speeches	
14.7.2	Individual speeches	
14.7.2.1	Not separately provided for	
14.7.2.2	Minister	
14.7.2.3	Deputy Minister	
14.7.2.4	Directorates	
14.8	Preparation of press releases and statements	
14.8.1	Not separately provided for	
14.8.2	Individual press releases and statements	
	<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>	
14.9	Campaigns	
14.9.1	Not separately provided for	

NUMBER	SUBJECT	DISPOSAL
14.9.2	Internal campaigns	
	<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>	
14.9.3	External campaigns	
14.9.4		
	<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>	
14.10	Provision of library services	
14.10.1	Not separately provided for	
14.10.2	Acquisitions	
14.10.2.1	Not separately provided for	
14.10.2.2	Monographs	
14.10.2.3	Serials	
14.10.2.4	Interlibrary loans	
14.10.2.5	Gifts and exchanges	
14.10.3	Queries	
14.10.4	Service providers	
14.10.4.1	Not separately provided for	
14.10.4.2	Individual service providers	
	<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>	
14.12	Liaison <i>(Only for matters that cannot be dealt with on a specific subject file)</i>	
14.12.1	Not separately provided for	
14.12.2	Individual liaisons	

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
15.1	Policies, procedures and methodologies	
15.1.1	Internal policies, procedures and methodologies	
15.1.1.1	Policies	
15.1.1.2	Procedures	
15.1.1.3	Methodologies	
15.1.2	Agricultural policies	
15.1.2.1	Not separately provided for	
15.1.2.2	Individual policies	
	<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>	
15.1.3	External policies	
15.1.3.1	Not separately provided for	
15.1.3.2	Individual policies	
	<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>	
15.2	Tool and methodological development	
15.2.1	Not separately provided for	
15.2.2	Individual tools and methodologies	
	<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>	
15.3	Sector performance	
15.3.1	Sector and regional analysis	
	<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>	
15.3.2	Analysis not specified	
	<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
15.3.3	Horticultural subsector analysis	
	<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>	
15.3.4	Animal subsector analysis	
	<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>	
15.3.5	Crop subsector analysis	
	<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>	
15.3.6	Information provision	
15.4	Production and resource economics	
15.4.1	Agricultural resources and inputs	
15.4.1.1	Water	
15.4.1.2	Land	
15.4.1.4	Labour	
15.4.1.5	Management	
15.4.1.6	Machinery/equipment	
15.4.1.7	Finance	
15.4.1.8	Intermediate inputs	
	<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>	
15.4.2	Production performance	
15.4.2.1	Not separately provided for	
15.4.2.2	Farm results	

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	Enterprise results	
		<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	Production systems analysis	
15.4.3.1	Not separately provided for	
15.4.3.2	Individual systems	
		<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	Environmental analysis	
15.5.1	Not separately provided for	
15.5.2	Individual environmental analysis	
		<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	Liaison	
		<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	National liaison	
15.6.2.1	Governmental liaison	
		<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	Private sector liaison	
		<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	International liaison	

NUMBER	SUBJECT	DISPOSAL
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15.6.3.1	Governmental liaison	
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(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.)

15.6.3.2	Private sector liaison	
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(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
16.P	Policy	
16.1	Policy development/guidelines	
16.1.1	Not separately provided for	
16.1.2	Individual policies/guidelines	
	<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>	
16.2	Administration of State farms	
16.2.1	Leases	
16.2.1.1	Not separately provided for	
16.2.1.2	Individual farms	
	<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>	
16.2.2	Caretaking	
16.2.2.1	Not separately provided for	
16.2.2.2	Individual farms	
	<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>	
16.2.3	Rentals	
16.2.3.1	Not separately provided for	
16.2.3.2	Individual farms	
	<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>	
16.3	Development of effective farming methods	
16.3.1	Not separately provided for	
16.3.2	Individual farming methods	

NUMBER	SUBJECT	DISPOSAL
	<i>(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.)</i>	
16.4	Development of farming programmes	
16.4.1	Establishment of pilot projects	
16.4.1.1	Not separately provided for	
16.4.1.2	Individual projects	
	<i>(1. Open a separate case file per project using the prefix 16.4.1.2 followed by a/and the name of the project.)</i>	
16.4.2	Monitoring of programmes	
16.4.2.1	Not separately provided for	
16.4.2.2	Individual programmes	
	<i>(1. Open a separate case file per programme using the prefix 16.4.2.2 followed by a/and the name of the programme.)</i>	
16.4.3	Promotion of market penetration	
16.4.3.1	Not separately provided for	
16.4.3.2	Individual programmes	
	<i>(1. Open a separate case file per programme using the prefix 16.4.3.2 followed by a/and the name of the programme.)</i>	
16.4.4	Impact analysis of programmes	
16.4.4.1	Not separately provided for	
16.4.4.2	Individual programmes	
	<i>(1. Open a separate case file per programme using the prefix 16.4.4.2 followed by a/and the name of the programme.)</i>	
16.4.5	Evaluation of programmes	
16.4.5.1	Not separately provided for	
16.4.5.2	Individual programmes	
	<i>(1. Open a separate case file per programme using the prefix 16.4.5.2 followed by a/and the name of the programme.)</i>	

NUMBER	SUBJECT	DISPOSAL
16.6	Redistribution of state land	
16.6.1	Not separately provided for	
6.6.2	Individual sales negotiations	
<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>		
16.7	Redistribution of private land	
16.7.1	Not separately provided for	
16.7.2	Individual sales negotiations	
<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>		
16.8	Monitoring and evaluation	
16.8.1	Not separately provided for	
16.8.2	Individual programmes	
<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	Individual policies	
	<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	Food security	
17.1.1	Policy development	
17.1.1.1	Not separately provided for	
17.1.1.2	Individual policies	
	<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	Programme development and implementation	
17.1.2.1	Not separately provided for	
17.1.2.2	Individual programmes	
	<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	Monitoring and evaluation	
17.1.3.1	Not separately provided for	
17.1.3.2	Individual evaluations	
	<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	Risk management	
17.2.1	Policy development	
17.2.1.1	Not separately provided for	
17.2.1.2	Individual policies	

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>	
17.2.2	Programme development and implementation	
17.2.2.1	Not separately provided for	
17.2.2.2	Individual programmes	
	<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>	
17.2.3	Monitoring and evaluation	
17.2.3.1	Not separately provided for	
17.2.3.2	Individual risks	
	<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>	
17.3	Business promotion	
17.4	Investment promotion	
17.4.1	Policy development	
17.4.1.1	Not separately provided for	
17.4.1.2	Individual policies	
	<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>	
17.4.2	Environmental monitoring	
17.4.2.1	Not separately provided for	
17.4.2.2	Individual monitoring	
	<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>	
17.4.3	Legislative monitoring	
17.4.3.1	Not separately provided for	

NUMBER	SUBJECT	DISPOSAL
17.4.3.2	Individual legislation	
	<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	Registration of cooperatives	
17.4.4.1	Not separately provided for	
17.4.4.2	Individual cooperatives	
	<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	Liaison <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	Individual liaison	
	<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
18.P	Policy	
18.1	Foreign visits and visitors	
18.1.1	Visits by DoA officials	
18.1.1.1	Passports	
18.1.1.2	Visas	
18.1.1.3	Applications and enquiries	
	<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>	
18.1.1.4	Approved individual visits	
	<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>	
18.1.2	Foreign visits by other than DoA	
18.1.2.1	Passports	
18.1.2.2	Visas	
18.1.2.3	Organisational support	
18.1.2.3.1	Not separately provided for	
18.1.2.3.2	Individual organisations	
	<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>	
18.1.3	Visitors from abroad to South Africa	
18.1.3.1	Not separately provided for	
18.1.3.2	Individual countries	
	<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>	
18.2	Internal communication <i>(Matters regarding International relations only)</i>	

NUMBER	SUBJECT	DISPOSAL
18.2.1	National departments	
	<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>	
18.2.2	Provincial legislator and departments	
18.2.2.1	Mpumalanga	
18.2.2.1.1	Office of the Premier	
18.2.2.1.2	Agriculture	
18.2.2.2	Eastern Cape	
18.2.2.2.1	Office of the Premier	
18.2.2.2.2	Agriculture	
18.2.2.3	Northern Province	
18.2.2.3.1	Office of the Premier	
18.2.2.3.2	Agriculture	
18.2.2.4	Gauteng	
18.2.2.4.1	Office of the Premier	
18.2.2.4.2	Agriculture	
18.2.2.5	Free State	
18.2.2.5.1	Office of the Premier	
18.2.2.5.2	Agriculture	
18.2.2.6	Northern Cape	
18.2.2.6.1	Office of the Premier	
18.2.2.6.2	Agriculture	
18.2.2.7	KwaZulu-Natal	
18.2.2.7.1	Office of the Premier	
18.2.2.7.2	Agriculture	
18.2.2.8	Western Cape	
18.2.2.8.1	Office of the Premier	
18.2.2.8.2	Agriculture	
18.2.2.9	North West	
18.2.2.9.1	Office of the Premier	
18.2.2.9.2	Agriculture	

NUMBER	SUBJECT	DISPOSAL
18.2.3	Statutory bodies	
18.2.3.1	Not separately provided for	
18.2.3.2	Individual bodies	
	<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>	
18.2.4	NGOs, community-based organisations and private organisations	
18.2.4.1	Not separately provided for	
18.2.4.2	Individual organisations	
	<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>	
18.2.5	Agricultural attachés	
18.2.5.1	Not separately provided for	
18.2.5.2	Individual attachés	
	<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>	
18.2.6	South African Secret Service	
18.3	Committee secretariat services	
18.3.1	Not separately provided for	
18.3.2	Individual committees	
	<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>	
18.4	Reports and returns	
18.4.1	Not separately provided for	
18.4.2	Individual reports and returns	
	<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
18.5	Multilateral agreements and accessions to international organisations	
18.5.1	Not separately provided for	
18.5.2	Individual organisations	
	<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>	
18.6	Multilateral liaison with international organisations <i>(To include advertising, enquiries and administration)</i>	
18.6.1	Not separately provided for	
18.6.2	SADC—Southern African Development Community	
18.6.2.1	Not separately provided for	
18.6.2.2	Individual country sectors	
	<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>	
18.6.3	FAO—Food and Agriculture Organisation	
18.6.3.1	Questionnaires	
18.6.3.2	Vacancies advertised by FAO	
18.6.3.3	World Food Summit	
18.6.3.4	World Food Programme	
18.6.3.5	Technical Cooperation among developing countries	
18.6.3.6	Technical cooperation programme (TCP)	
18.6.3.6.1	Not separately provided for	
18.6.3.6.2	Projects	
	<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>	
18.6.3.7	Regional conferences	
18.6.3.8	Workshops	
18.6.3.9	Publications	
18.6.3.10	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	Statutory committees	
18.6.3.14.1	Not separately provided for	
18.6.3.14.2	Individual committees	
	<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	IFAD—International Fund for Agricultural Development	
18.6.4.1	Not separately provided for	
18.6.4.2	Individual issues	
	<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	UN— United Nations	
18.6.5.1	Not separately provided for	
18.6.5.2	Individual issues	
	<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	World Bank group	
18.6.6.1	Not separately provided for	
18.6.6.2	Individual issues	
	<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
18.6.7	UN conventions	
18.6.7.1	Not separately provided for	
18.6.7.2	Individual conventions	
	<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>	
18.6.8	CABI—Commonwealth Agricultural Bureaux	
18.6.8.1	Not separately provided for	
18.6.8.2	Individual issues	
	<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>	
18.6.9	IARIW—International Association for Research in Income and Wealth	
18.6.9.1	Not separately provided for	
18.6.9.2	Individual issues	
	<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>	
18.6.10	EU—European Union	
18.6.10.1	Not separately provided for	
18.6.10.2	Individual issues	
	<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>	
18.6.11	CGIAR—Consultative Group on International Agricultural Research	
18.6.11.1	Not separately provided for	
18.6.11.2	Individual issues	
	<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>	
18.6.12	OAU	
18.6.12.1	Not separately provided for	

NUMBER	SUBJECT	DISPOSAL
18.6.12.2	Individual issues	
	<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	UPOV—International Union for Protection of New Varieties of Plants	
18.6.13.1	Not separately provided for	
18.6.13.2	Individual issues	
	<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	IOM—International Organisation for Migration	
18.6.14.1	Not separately provided for	
18.6.14.2	Individual issues	
	<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	OIV—Office International de la Vigne et du Vin	
18.6.15.1	Not separately provided for	
18.6.15.2	Individual issues	
	<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	OIE—Office International des Epizooties	
18.6.16.1	Not separately provided for	
18.6.16.2	Individual issues	
	<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	ATP—Agreement on the Transportation of Perishable Products	
18.6.17.1	Not separately provided for	

NUMBER	SUBJECT	DISPOSAL
18.6.17.2	Individual issues	
	<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	ICAC—International Cotton Advisory Committee	
18.6.18.1	Not separately provided for	
18.6.18.2	Individual issues	
	<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	ISTA—International Seed Testing Association	
18.6.19.1	Not separately provided for	
18.6.19.2	Individual issues	
	<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	IDF—International Dairy Federation	
18.6.20.1	Not separately provided for	
18.6.20.2	Individual issues	
	<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	IGC—International Grains Council	
18.6.21.1	Not separately provided for	
18.6.21.2	Individual issues	
	<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	ICIPE—Tropical Insect Science for Development	
18.6.22.1	Not separately provided for	
18.6.22.2	Individual issues	
	<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
18.6.23	SARDC—Southern African Research and Documentation Council	
18.6.23.1	Not separately provided for	
18.6.23.2	Individual issues	
	<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>	
18.6.24	NAM—Non-aligned Movement	
18.6.24.1	Not separately provided for	
18.6.24.2	Individual issues	
	<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>	
18.6.25	SPAAR—Special Programme for African Agricultural Research	
18.6.25.1	Not separately provided for	
18.6.25.2	Individual issues	
	<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>	
18.6.26	Commonwealth	
18.6.26.1	Not separately provided for	
18.6.26.2	Individual issues	
	<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>	
18.6.27	African Development Bank	
18.6.27.1	Not separately provided for	
18.6.27.2	Individual issues	
	<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>	
18.7	International congresses and symposia	

NUMBER	SUBJECT	DISPOSAL
18.7.1	Not separately provided for	
18.7.2	Individual congresses and symposia	
	<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	Cairns Group	
18.8.1	Not separately provided for	
18.8.2	Individual issues	
	<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	Bilateral agreements and accessions with foreign countries	
18.9.1	Not separately provided for	
18.9.2	Individual countries	
	<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	Bilateral communication with individual foreign countries	
18.10.1	Not separately provided for	
18.10.2	Individual countries	
	<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	Binational commissions	
18.11.1	Not separately provided for	
18.11.2	Individual binational commissions	
	<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	Reports and returns	
18.12.1	Not separately provided for	

NUMBER	SUBJECT	DISPOSAL
18.12.2	Individual reports and returns	
	<i>(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.)</i>	
18.13	Computer databases	
18.13.1	Not separate provided for	
18.13.2	Individual databases	
	<i>(1. Open a separate case file per database using the prefix 18.13.2 followed by a/and the name of the database.)</i>	
18.14	Profiles of countries	
18.14.1	Not separately provided for	
18.14.2	Individual countries	
	<i>(1. Open a separate case file per country using the prefix 18.14.2 followed by a/and the name of the country.)</i>	

19. LAND RESOURCE MANAGEMENT

NUMBER	SUBJECT	DISPOSAL
19.P	Policy	
19.P.1	Not separately provided for	
19.P.2	Individual Policies	
	<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>	
19.PR	Procedures	
19.PR.1	Not separately provided for	
19.PR.2	Individual procedures	
	<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>	
19.1	Land use management	
19.1.1	Development of legislation and policy	
19.1.1.1	Not separately provided for	
19.1.1.2	Individual legislation and policy	
	<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>	
19.1.2	Development of procedures	
19.1.2.1	Not separately provided for	
19.1.2.2	Individual procedures	
	<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>	
19.1.3	Schemes	
19.1.3.1	Weed control	
19.1.3.1.1	Not separately provided for	
19.1.3.1.2	Individual weed control schemes	

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>	
19.1.3.2	Soil conservation	
19.1.3.2.1	Not separately provided for	
19.1.3.2.2	Individual soil conservation schemes	
	<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>	
19.1.3.3	Flood relief	
19.1.3.3.1	Not separately provided for	
19.1.3.3.2	Individual flood relief schemes	
	<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>	
19.1.4	Control measures	
19.1.4.1	Veld management	
19.1.4.1.1	Not separately provided for	
19.1.4.1.2	Individual veld management measures	
	<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>	
19.1.4.2	Cultivated land	
19.1.4.2.1	Not separately provided for	
19.1.4.2.2	Individual cultivated land measures	
	<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>	
19.1.4.3	Wetland	
19.1.4.3.1	Not separately provided for	
19.1.4.3.2	Individual wetland measures	

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>	
19.1.4.4	Weeds and invasive plant control	
19.1.4.4.1	Not separately provided for	
19.1.4.4.2	Individual weed and invasive plant control measures	
	<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>	
19.1.5	Land use committees	
19.1.5.1	Not separately provided for	
19.1.5.2	Appointment of members	
19.1.6	Weed control teams	
19.1.6.1	Not separately provided for	
19.1.6.2	Individual teams	
	<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>	
19.1.7	Appointment of delegated weed inspectors	
19.1.8	Queries/enquiries	
19.1.8.1	Not separately provided for	
19.1.8.2	Individual queries/enquiries	
	<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>	
19.2	Migratory pest control	
19.2.1	Development of legislation and policy	
19.2.1.1	Not separately provided for	
19.2.1.2	Individual legislation and policy	

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>	
19.2.2	Development of procedures	
19.2.2.1	Not separately provided for	
19.2.2.2	Individual procedures	
	<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>	
19.2.3	Control actions	
19.2.3.1	Not separately provided for	
19.2.3.2	Individual pests	
	<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>	
19.2.4	Appointment of migratory pest officers	
19.2.4.1	Not separately provided for	
19.2.4.2	Individual migratory pest areas	
	<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>	
19.2.5	Queries/enquiries	
19.2.5.1	Not separately provided for	
19.2.5.2	Individual queries/enquiries	
	<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>	
19.3	Subdivision of land (Act No. 70 of 70)	
19.3.1	Development of legislation and policy	
19.3.1.1	Not separately provided for	
19.3.1.2	Individual legislation and policy	
	<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
19.3.2	Development of procedures	
19.3.2.1	Not separately provided for	
19.3.2.2	Individual procedures	
	<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>	
19.3.3	Individual subdivisions	
	<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>	
19.3.4	Queries/enquiries	
19.3.4.1	Not separately provided for	
19.3.4.2	Individual enquiries/queries	
	<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>	
19.4	Fencing	
19.4.1	Development of legislation and policy	
19.4.1.1	Not separately provided for	
19.4.1.2	Individual legislation and policy	
	<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>	
19.4.2	Development of procedures	
19.4.2.1	Not separately provided for	
19.4.2.2	Individual procedures	
	<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>	
19.4.3	Queries/enquiries	
19.4.3.1	Not separately provided for	
19.4.3.2	Individual queries/enquiries	

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>	
19.5	Conservation promotion	
19.5.1	Not separately provided for	
19.5.2	Landcare programmes	
19.5.2.1	Set policy	
19.5.2.2	Project proposals	
19.5.2.2.1	Not separately provided for	
19.5.2.2.2	Evaluation of individual project proposals	
	<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>	
19.5.2.2.3	Approved project proposals	
	<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>	
19.5.2.3	Training programmes	
19.5.2.3.1	Not separately provided for	
19.5.2.3.2	Individual training programmes	
	<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>	
19.5.2.4	Agricultural sustainable use awareness programmes	
19.5.2.5	Allocation of funds to provinces	
19.5.2.6	National Treasury	
19.5.2.6.1	Treasury submissions	
19.5.2.6.2	Treasury reports	
19.5.2.7	Meetings, working groups, workshops	

NUMBER	SUBJECT	DISPOSAL
19.5.2.7.1	Not separately provided for	
19.5.2.7.2	Individual meetings, etc	
	<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	Conservation GIS	
19.6.1	GIS information	
19.6.2	Systems development	
19.6.2.1	Not separately provided for	
19.6.2.2	Database model development	
	<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	Conservation audit	
19.7.1	Not separately provided for	
19.7.2	Individual audits	
	<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	Research	
19.8.1	Not separately provided for	
19.8.2	Individual research projects	
	<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	Helicopter services	
19.9.1	Requests for use of service	
19.9.2	Maintenance and repair	
19.10	Liaison <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	In terms of other legislation	
	<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	Liaison with other departments	
	<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	Liaison with other institutions	
	<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	International liaison	
	<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	Acquisitions	
19.11.1	Not separately provided for	
19.11.2	Herbicides	
	<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	Pesticides	
	<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	Equipment	
	<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	Distribution	
19.12.1	Not separately provided for	

NUMBER	SUBJECT	DISPOSAL
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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
20.P	Policy	
20.P.1	Not separately provided for	
20.P.2	Individual policies	
	<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>	
20.1	Fertilisers	
20.1.1	Registration of fertilisers	
	<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>	
20.1.2	Enquiries, complaints and suggestions	
20.1.2.1	Fertiliser commodities	
20.1.2.2	Court cases between registration holders and other persons	
20.1.2.3	Problematic registrations	
20.1.2.4	Ministerial enquiries	
20.1.2.5	Parliamentary enquiries	
20.1.2.6	Notices to registration holders for renewal of registrations	
20.1.2.7	Income and statistics	
20.2	Sterilisation facilities	
20.2.1	Registration of sterilisation facilities	
	<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>	
20.2.2	Enquiries, complaints and suggestions	
20.2.2.1	Sterilisation facility commodities	
20.2.2.2	Court cases between registration holders and other persons	
20.2.2.3	Problematic registrations	
20.2.2.4	Ministerial enquiries	
20.2.2.5	Parliamentary enquiries	
20.2.2.6	Notices to registration holders for renewal of registrations	

NUMBER	SUBJECT	DISPOSAL
20.2.2.7	Income and statistics	
20.3	Agricultural products	
20.3.1	Registration of agricultural products	
	<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	Enquiries, complaints and suggestions	
20.3.2.1	Agricultural product commodities	
20.3.2.2	Court cases between registration holders and other persons	
20.3.2.3	Problematic registrations	
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	Livestock products	
20.4.1	Registration of livestock products	
	<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	Enquiries, complaints and suggestions	
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	Pest control operators	

NUMBER	SUBJECT	DISPOSAL
20.5.1	Enquiries	
20.5.1.1	Routine enquiries	
20.5.1.2	Ministerial enquiries	
20.5.1.3	Parliamentary enquiries	
20.5.2	Applications for registration as pest control operators	
	<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>	
20.5.3	Notices to registration holders for renewal of registrations	
20.5.4	Income and statistics	
20.6	Registration control	
20.6.1	Control of registered producers	
	<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>	
20.6.2	Retail control	
20.6.2.1	Chemists	
20.6.2.2	Hardware stores	
20.6.2.3	Supermarkets	
20.6.2.4	Nurseries	
20.6.3	Sample analysis methods	
20.6.4	Control of State warehouse sales re. confiscated goods	
20.6.5	Income and statistics	
20.7	External <i>(Only for matters that cannot be dealt with on a specific subject file)</i>	
20.7.1	Not separately provided for	
20.7.2	Individual liaison	
	<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
21.P	Policy	
21.P.1	Not separately provided for	
21.P.2	Individual policies	
	<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>	
21.1	Draft legislation	
21.1.1	Q/C of agricultural products	
21.1.2	Plant health control	
21.1.3	Sanitary control	
21.1.3.1	Imports	
21.1.3.2	Exports	
21.1.3.3	Local	
21.2	Determination of norms, standards and controls	
21.2.1	Not separately provided for	
21.2.2	Import	
	<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>	
21.2.3	Export	
	<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>	
21.2.4	National trade	
	<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>	
21.3	Quality	
21.4	Sanitary	

NUMBER	SUBJECT	DISPOSAL
21.4.1	Food safety	
21.5	Phytosanitary	
21.5.1	Not separately provided for	
21.5.2	Diseases	
21.5.3	Pests	
21.6	Development of controls (imports, export, local)	
21.6.1	Compliance	
21.6.2	Policies	
21.6.3	Registrations, etc	
21.7	Authorisations	
21.8	Inspections/analysis/diagnosis	
21.8.1	Not separately provided for	
21.8.2	Individual inspections/analysis/diagnosis	
	<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	Assessments	
21.9.1	Not separately provided for	
21.9.2	Individual assessments	
	<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	Risk analysis	
21.10.1	Not separately provided for	
21.10.2	Individual risk analysis	
	<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	Export	
21.11.1	Not separately provided for	

NUMBER	SUBJECT	DISPOSAL
21.11.2	Individual exports	
	<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	Interceptions	
21.11.3.1	Not separately provided for	
21.11.3.2	Individual interceptions	
	<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	Import	
21.12.1	Not separately provided for	
21.12.2	Individual imports	
	<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	Quarantine	
21.12.3.1	Not separately provided for	
21.12.3.2	Individual quarantines	
	<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	Interceptions	
21.12.4.1	Not separately provided for	
21.12.4.2	Individual interceptions	
	<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	National trade	
21.13.1	Not separately provided for	
21.13.2	Individual national trade	

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>	
21.13.3	Plant Certification Scheme	
21.13.3.1	Not separately provided for	
21.13.3.2	Individual pests	
	<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>	
21.13.4	Early warning systems	
21.13.4.1	Not separately provided for	
21.13.4.2	Individual pests	
	<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>	
21.13.5	Eradication programme	
21.13.5.1	Not separately provided for	
21.13.5.2	Individual pests	
	<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>	
21.14	Liaison <i>(Only for matters that cannot be dealt with on a specific subject file)</i>	
21.14.1	Local	
21.14.1.1	Not separately provided for	
21.14.1.2	Individual local liaison	
	<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>	
21.14.2	Government	
21.14.2.1	Not separately provided for	
21.14.2.2	Individual government liaison	

NUMBER	SUBJECT	DISPOSAL
	<i>(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.)</i>	
21.14.3	International	
21.14.3.1	Not separately provided for	
21.14.3.2	Individual international liaison	
	<i>(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.)</i>	
21.15	Committees	
21.15.1	Not separately provided for	
21.15.2	Individual committees	
	<i>(1. Open a separate case file for each committee using the prefix 21.14.2 followed by a/and the name of the committee.)</i>	

22. TRADE ADMINISTRATION

NUMBER	SUBJECT	DISPOSAL
22.P	Policy	
22.1	Quotas, applications, submissions and permits	
22.1.1	Not separately provided for	
22.1.2	WTO—market access	
	<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: Government Gazette Notice	
22.1.2.2	Meat	
22.1.2.2.1	Enquiries	
22.1.2.2.2	Bovine	
	<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	Mutton	
	<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	Dairy	
22.1.2.3.1	Enquiries	
22.1.2.3.2	Milk	
	<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	Buttermilk	
	<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	Whey	
	<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	Maize	
	<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	Wheat	
	<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	Buckwheat, millet and canary seed	
22.1.2.7.1	Enquiries	
22.1.2.7.2	Buckwheat	
	<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	Millet	
	<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	Canary seed	
	<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	Food preparations	
22.1.2.8.1	Enquiries	
22.1.2.8.2	Preparations for infant use	
	<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	Ice-cream mixtures	
	<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	Pudding mixtures	

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>	
22.1.2.9	Wines of fresh grapes	
22.1.2.9.1	Enquiries	
22.1.2.9.2	Quotas, applications	
	<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>	
22.1.2.10	Unmanufactured tobacco	
22.1.2.10.1	Enquiries	
22.1.2.10.2	Quotas, applications	
	<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>	
22.1.2.11	Cotton	
22.1.2.11.1	Enquiries	
22.1.2.11.2	Cotton—not carded or combed	
	<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>	
22.1.3	Zimbabwe (Similar applicable file subdivisions as for WTO—per product)	
22.1.3.1	Meat	
22.1.3.1.1	Enquiries	
22.1.3.1.2	Bovine	
	<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>	
22.1.3.1.3	Mutton	
	<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
22.1.3.2	Dairy	
22.1.3.2.1	Enquiries	
22.1.3.2.2	Milk	
	<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>	
22.1.3.2.3	Buttermilk	
	<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>	
22.1.3.2.4	Whey	
	<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>	
22.1.3.2.5	Butter	
	<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>	
22.1.3.2.6	Cheese	
	<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>	
22.1.3.3	Birds' eggs	
22.1.3.3.1	Enquiries	
22.1.3.3.2	Quotas, applications	
	<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>	
22.1.3.4	Vegetables	
22.1.3.4.1	Enquiries	
22.1.3.4.2	Leguminous—quotas, applications	
	<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	Dried vegetables	
	<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	Dried beans	
	<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	Dried chickpeas	
	<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	Grains	
22.1.3.5.1	Enquiries	
22.1.3.5.2	Maize	
	<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	Wheat	
	<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	Buckwheat, millet and canary seed	
22.1.23.6.1	Enquiries	
22.1.3.6.2	Buckwheat	
	<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	Millet	
	<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	Canary seed	
	<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	Food preparations	
22.1.3.7.1	Enquiries	
22.1.3.7.2	Preparations for infant use	
	<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	Ice-cream mixtures	
	<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	Pudding mixtures	
	<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	Wines of fresh grapes	
22.1.3.8.1	Enquiries	
22.1.3.8.2	Quotas, applications	
	<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	Unmanufactured tobacco	
22.1.3.9.1	Enquiries	
22.1.3.9.2	Quotas, applications	
	<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	Cotton	
22.1.3.10.1	Enquiries	
22.1.3.10.2	Cotton—not carded or combed	

NUMBER	SUBJECT	DISPOSAL
	<i>(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.)</i>	
22.1.4	Taiwan	
22.1.4.1	Enquiries	
22.1.4.2	Citrus	
	<i>(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.)</i>	
22.1.4.3	Apples	
	<i>(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.)</i>	
22.1.5	Rebate permits for honey	
22.1.5.1	Enquiries	
22.1.5.2	Quotas, applications	
	<i>(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.)</i>	
22.1.6	Rebate permits for cotton	
22.1.6.1	Enquiries	
22.1.6.2	Quotas, applications	
	<i>(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.)</i>	
22.2	Marketing	
22.2.1	Not separately provided for	
22.2.2	Market access for emerging farmers	
22.2.2.1	Enquiries	
22.2.2.2	BATAT marketing drive	
	<i>(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.)</i>	

NUMBER	SUBJECT	DISPOSAL
22.2.2.3	Market information	
	<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	Value adding	
	<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	Market research	
22.2.3.1	Enquiries	
22.2.3.2	Individual market research	
	<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	Capacity building	
22.2.4.1	Enquiries	
22.2.4.2	Individual capacity building	
	<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	Investment and agricultural SMME promotion	
22.2.5.1	Enquiries	
22.2.5.2	Individual investments and promotions	
	<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	Liaison <i>(Only for matters that cannot be dealt with on a specific subject file)</i>	
22.3.1	Not separately provided for	
22.3.2	Horticulture	
22.3.2.1	Enquiries	
22.3.2.2	Individual liaisons	

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.)

22.3.3	Livestock	
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22.3.3.1	Enquiries	
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22.3.3.2	Individual liaisons	
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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.)

22.3.4	Grains	
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22.3.4.1	Enquiries	
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22.3.4.2	Individual liaisons	
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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
23.P	Policy	
	<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>	
23.1	Plant genetic auditing	
23.1.1	North	
23.1.2	South	
23.2	Genetic modification	
23.2.1	Genetic control	
23.2.2	National Gene Bank	
23.2.3	Plant genetic promotions	
23.2.4	Seed quality control	
23.2.5	Variety control	
23.2.6	Animal genetic resources	
23.3	Animal improvements	
23.4	Animal identification	
23.5	National Gene Bank	
23.5.R	Routine enquiries	
23.5.1	Questionnaires	
23.5.2	Introductions	
23.5.3	Characterisations	
	<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>	
23.5.4	Evaluation	
	<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>	
23.5.5	Access control	
23.5.6	Multiplication	

NUMBER	SUBJECT	DISPOSAL
23.6	Animal genetic resources management	
23.6.R	Routine enquiries	
23.6.1	Coordination	
23.6.2	Liaison <i>(Only for matters that cannot be dealt with on a specific subject file)</i>	
23.6.3	Introductions	
23.6.4	Characterisation	
23.6.5	Evaluation	
23.6.6	Documenting	
23.6.7	Access control	
23.7	Genetic modification and biosafety	
23.7.R	Routine enquiries	
23.7.1	Registration of institutions/Facilities	
	<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>	
23.7.2	Reviews of applications for the release of GMOs	
	<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>	
23.7.3	List of reviewers	
23.7.4	Confidentiality agreements	
23.7.5	Releases	
23.7.5.1	Applications	
	<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>	
23.7.5.2	Permits	
	<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
23.7.5.3	Data on conditional general releases	
	<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>	
23.7.6	Public awareness	
23.7.6.1	International	
23.7.6.2	National	
23.8	Genetic resource promotion	
23.8.	Routine enquiries	
23.8.1	Indigenous knowledge systems	
23.8.2	Awareness campaign	
23.8.3	On-farm conservation	
23.8.4	Farmer's privilege	
23.8.5	Reconnaissance survey	
23.8.5.R	Routine enquiries	
23.8.5.1	Surveys	
	<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>	
23.9	Genetic resource auditing	
23.9.R	Routine enquiries	
23.9.1	Registration	
23.9.1.R	Routine enquiries	
23.9.1.1	Particulars pertaining to registered premises	
	<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>	
23.9.2	Auditing	
23.9.2.1	Uncertified plants and propagation material	
23.9.2.1.R	Routine enquiries	
23.9.2.1.1	Media advertisements	
23.9.2.1.2	Particulars pertaining to unregistered premises	

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>	
23.9.2.1.3	Particulars pertaining to auditing of registered premises	
	<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>	
23.9.2.2	Certified plants and propagating material	
23.9.2.2.1	South African Seed Certification Scheme	
23.9.2.2.1.R	Routine enquiries	
23.2.2.1.1	Particulars pertaining to businesses	
	<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>	
23.9.2.2.2	South African Seed Potato Certification Scheme	
23.9.2.2.2.R	Routine enquiries	
23.9.2.2.2.1	Particulars pertaining to businesses	
	<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>	
23.9.2.2.3	South African Wine Grapes Certification Scheme	
23.9.2.2.3.R	Routine enquiries	
23.9.2.2.3.1	Particulars pertaining to businesses	
	<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>	
23.9.2.2.4	Deciduous Fruit Plant Certification Scheme	
23.9.2.2.4.R	Routine enquiries	
23.9.2.2.4.1	Particulars pertaining to businesses	

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>	
23.9.3	Monitoring genetically modified organisms	
23.9.3.R	Routine enquiries	
23.9.3.1	Particulars pertaining to facilities	
	<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>	
23.9.4	Export certificates	
23.9.4.R	Routine enquiries	
23.9.4.1	Particulars pertaining to exporters	
23.9.2.2.3.1	Particulars pertaining to businesses	
	<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>	
23.9.5	OECD certificates	
23.9.5.R	Routine enquiries	
23.9.5.1	Particulars pertaining to businesses	
	<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>	
23.9.6	OIC certificates	
23.9.6.R	Routine enquiries	
23.9.6.1	Particulars pertaining to businesses	
	<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>	
23.9.7	Quality Assurance Programme enquiries	

NUMBER	SUBJECT	DISPOSAL
23.10	Seed control	
23.10.R	Routine enquiries	
23.10.1	Requirements for seed and seed samples	
23.10.1.1	Provisions relating to seed and seed samples	
23.10.1.2	Seed kinds not provided for in the ISTA rules	
23.10.1.3	Authorisations in terms of the Plant Improvement Act	
23.10.2	Seed analysis	
23.10.2.R	Routine enquiries	
23.10.2.1	National reports	
23.10.2.1.1	Samples of seed lots in the trade	
23.10.2.1.1.1	Seed lots that comply with requirements	
23.10.2.1.1.2	Seed lots that do not comply with requirements	
23.10.2.1.2	Samples of imported seed	
23.10.2.1.2.1	Seed lots that comply with requirements	
23.10.2.1.2.2	Seed lots that do not comply with requirements	
23.10.2.1.3	Samples for National Gene Bank	
23.10.2.1.4	Applications	
23.10.2.1.5	Reports issued	
23.10.2.1.4	Samples for variety control	
23.10.2.1.4.1	Applications	
23.10.2.1.4.2	Reports issued	
23.10.2.1.5	Private samples	
23.10.2.1.5.1	Applications	
	<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>	
23.10.2.1.5.2	Reports issued	
23.10.2.2	International certificates	

NUMBER	SUBJECT	DISPOSAL
23.10.2.2.1	Applications	
	<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>	
23.10.2.2.2	Certificates issued	
23.10.3	Seed investigations	
23.10.3.R	Routine enquiries	
23.10.3.1	Complaints and disputes	
23.10.3.2	Development of seed testing techniques	
23.10.3.3	Investigation of seeds	
23.10.4	Seed collections	
23.10.4.R	Routine enquiries	
23.10.4.1	Identification of seed for official purposes	
23.10.4.2	Identification of seed for private purposes	
23.10.4.3	Maintenance of National Seed Collection	
23.10.4.4	Seed collections	
23.10.5	Seed testing laboratories	
23.10.5.R	Routine enquiries	
23.10.5.1	Annual examinations	
23.10.5.2	Annual workshops	
23.10.5.3	Referee tests	
23.10.5.4	Registration inspections	
23.10.5.5	Surveys	
23.10.5.6	Control/Check tests	
23.10.5.7	Registered seed testing laboratories	
	<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>	
23.10.6	Quality assurance programme enquiries	
23.11	Variety control	

NUMBER	SUBJECT	DISPOSAL
23.11.R	Routine enquiries	
23.11.1	Matters relating to plant breeders' rights and variety listing	
23.11.1.1	Plant Variety Journal	
23.11.1.2	Reference collection	
	<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	Applicant and local agents	
	<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	Test reports for distinguishability, uniformity and stability	
	<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	Test reports for genetic authenticity	
23.11.1.5.1	Tests for trade control	
	<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	Tests for post control	
	<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	Tests performed on specific request	
	<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	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	

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>	
23.11.1.7	International requests for SA test results	
	<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>	
23.11.2	Plant Breeders' Rights	
23.11.2.R	Routine enquiries	
23.11.2.1	Applications for Plant Breeders' Rights	
	<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>	
23.11.2.2	Approval of varieties for the granting of Plant Breeders' Rights	
	<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> <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>	
23.11.3	Variety listing	
23.11.3.R	Routine enquiries	
23.11.3.1	Application for variety listing	
	<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>	
23.11.3.2	Approval of varieties for inclusion in the Variety List	

NUMBER	SUBJECT	DISPOSAL
	<p><i>(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></p> <p><i>(i) A for Agricultural Crops;</i></p> <p><i>(ii) B for Vegetable Crops;</i></p> <p><i>(iii) C for Fruit Crops,</i></p> <p><i>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.)</i></p>	
23.11.4	International Protea Register	
23.11.4.R	Routine enquiries	
23.11.4.1	Applications for inclusion in the Register	
	<p><i>(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> <p><i>(i) P for Protea;</i></p> <p><i>(ii) Ls for Leucospermum;</i></p> <p><i>(iii) Ld for Leucadendron;</i></p> <p><i>(iv) S for Serruria.)</i></p>	
23.11.4.2	Approval of varieties for inclusion in the Register	
	<p><i>(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.)</i></p>	
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	
	<p><i>(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.)</i></p>	

NUMBER	SUBJECT	DISPOSAL
3.12.1.2	Reproduction operators	
	<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	Donor animals	
	<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	Breeders' societies and associations	
23.12.2.R	Routine enquiries	
23.12.2.1	Individual Breeders' societies and associations	
	<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	Import and export	
23.12.3.R	Routine enquiries	
23.12.3.1	Individual importers and exporters	
	<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	Animal identification	
23.13.R	Routine enquiries	
23.13.1	Registration of brands	
	<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	Stock thefts	

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
24.P	Policy	
24.P.1	Not separately provided for	
24.P.2	Individual policies	
	<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>	
24.S	Standards	
24.S.1	Not separately provided for	
24.S.2	Individual standards	
	<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>	
24.1	Legislation <i>(To include regulations)</i>	
24.1.1	Not separately provided for	
24.1.2	Development of individual categories of legislation	
	<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>	
24.1.3	Prosecutions under legislation	
	<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>	
24.1.4	Authorisations	
	<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>	
24.2	Development of policy, norms, standards and guidelines	
24.2.1	Not separately provided for	
24.2.2	Individual policies, norms, standards or guidelines	

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>	
24.3	Auditing	
24.3.1	Not separately provided for	
24.3.2	Auditing of policy implementation	
	<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>	
24.4	External liaison <i>(Only for matters that cannot be dealt with on a specific subject file)</i>	
24.4.1	Not separately provided for	
24.4.2	International organisations	
	<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>	
24.4.3	National organisations	
	<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>	
24.4.4	Provincial organisation	
	<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>	
24.5	Animal disease control	
24.5.1	Not separately provided for	
24.5.2	Planning	
24.5.2.1	Contingency plans	
24.5.2.2	Emergency plans	
24.5.3	Border control	
24.5.3.1	Not separately provided for	
24.5.3.2	Individual borders	

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>	
24.5.4	Controlled diseases	
24.5.4.1	Not separately provided for	
24.5.4.2	Individual controlled diseases	
	<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>	
24.5.5	Other animal diseases, parasites or poisoning	
24.5.5.1	Not separately provided for	
24.5.5.2	Individual other diseases, parasites or poisoning	
	<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>	
24.5.6	Eradication schemes	
24.5.6.1	Not separately provided for	
24.5.6.2	Individual eradication schemes	
	<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>	
24.5.7	Research service	
24.5.7.1	Not separately provided for	
24.5.7.2	Individual categories of research	
	<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>	
24.5.8	Advisory service	
24.5.8.1	Public	
24.5.8.2	Provincial	

NUMBER	SUBJECT	DISPOSAL
24.5.9	Movement control	
24.5.9.1	Not separately provided for	
24.5.9.2	Individual movement control	
	<i>(1. Open a separate case file using the prefix 24.5.9.2 followed by a/and the name of the file.)</i>	
24.6	Laboratory services	
24.6.1	Not separately provided for	
24.6.2	Setting of laboratory standards for the provinces	
24.6.3	Auditing of laboratory standards	
24.6.3.1	Diagnostic laboratories	
	<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>	
24.6.3.2	Hygiene control laboratories	
	<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>	
24.6.3.3	Residue monitoring laboratories	
	<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>	
24.7	Quarantine and registered facilities	
24.7.1	Not separately provided for	
24.7.2	State owned facilities	
	<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>	
24.7.3	Privately owned facilities	
	<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
24.8	Imports	
24.8.1	Import protocols	
24.8.2	Individual imports	
	<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>	
24.8.3	Evaluation of veterinary services and animal control systems	
	<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>	
24.8.4	Risk analysis	
24.8.4.1	Not separately provided for	
24.8.4.2	Individual diseases	
	<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>	
24.9	Exports	
24.9.1	Export protocols	
24.9.2	Individual exports	
	<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>	
24.9.3	Certificates and permits	
	<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>	
24.9.4	Risk analysis	
24.9.4.1	Not separately provided for	
24.9.4.2	Individual products	
	<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>	
24.10	Ports of entry and inspection sites	

NUMBER	SUBJECT	DISPOSAL
24.10.1	Not separately provided for	
24.10.2	Individual ports and sites	
	<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	Veterinary epidemiology	
24.10.1	Not separately provided for	
24.10.2	Data management	
24.10.2.1	Not separately provided for	
24.10.2.2	Individual reports	
	<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	Early warning systems	
24.10.3.1	Not separately provided for	
24.10.3.2	Individual systems	
	<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	Hygiene control	
24.11.1	Not separately provided for	
24.11.2	Planning	
24.11.2.1	Contingency	
24.11.2.2	Emergency	
24.11.3	Establishments	
	<i>(To include abattoirs)</i>	
24.11.3.1	Not separately provided for	
24.11.3.2	Individual establishments	
	<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	Secretariat services	
	<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	Training	
24.12.1	Not separately provided for	
24.12.2	Develop courses	
24.12.2.1	Not separately provided for	
24.12.2.2	Individual courses	
	<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	Monitor norms and standards on a national level	
24.12.3.1	Not separately provided for	
24.12.3.2	Individual norms and standards	
	<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	Liaison with educational institutions	
	<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	Individual institutions	
	<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	Capacity building in the provinces	
24.12.5.1	Not separately provided for	
24.12.5.2	Abattoirs	
24.12.5.3	Audit courses for provinces	
24.12.5.4	Moderate internship for provinces	
24.12.6	Present courses	
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	Arrangement of courses	
24.12.7.1	Not separately provided for	
24.12.7.2	Individual courses	
	<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	Funding of courses	
24.12.8.1	Not separately provided for	
24.12.8.2	Individual courses	
	<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	Attendance of courses	
24.12.9.1	Not separately provided for	
24.12.9.2	Individual courses	
	<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	Develop policy, norms and standards	
25.1.1	Not separately provided for	
25.1.2	Individual policy, norms and standards development	
	<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	Provide provincial advisory service	
25.2.1	Not separately provided for	
25.2.2	Individual advice	
	<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	Provide training	
25.3.1	Provinces	
25.3.2	Internal	
25.3.3	Boreholes	
25.4	Liaison <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	Individual organisations	
	<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	Disaster and risk management services	
25.5.1	Not separately provided for	
25.5.2	Individual investigations	
	<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
25.6	Undertake research	
25.6.1	Not separately provided for	
25.6.2	Individual research	
	<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>	
25.7	Maintain conservation areas	
25.7.1	Not separately provided for	
25.7.2	Spitzkop	
25.7.2.1	Maintenance and repair of existing soil conservation structures	
25.7.2.2	Evaluation and redesign of existing structures	
25.7.2.3	Evaluation of basal cover	
25.7.2.4	Evaluation and research of conservation methods	
25.7.2.5	Visitors	
25.7.2.6	Training center/facility for conservation	
25.7.2.7	GIS models	
25.8	Investigate/evaluate existing works	
25.8.1	Not separately provided for	
25.8.2	Individual investigations/evaluations	
	<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>	
25.9	Establish and maintain key soil conservation works	
25.9.1	Not separately provided for	
25.9.2	Individual projects	
	<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>	
25.10	Provide drilling service	
	<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	Inspections	
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	Manage workshop	
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	Individual policies	
	<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	Gathering of agricultural economic information and statistics	
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	Import and export	
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	National accounts	
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	Cost adjustments	
26.1.1.8.1	Not separately provided for	
26.1.1.8.2	Individual products	
	<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	Farming requisites and services	
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	Crop and stock estimates	
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	Agricultural products	
26.1.2.1	Plant products	
26.1.2.1.1	Not separately provided for	
26.1.2.1.2	Individual products	
	<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	Horticultural products	
26.1.2.2.1	Not separately provided for	
26.1.2.2.2	Individual products	
	<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	Animals and animal products	
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>	
26.1.2.4	Other	
26.1.2.4.1	Not separately provided for	
26.1.2.4.2	Individual products	
	<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>	
26.1.3	Market statistics and information	
26.1.3.1	Information received from ATP and market authorities	
26.1.3.1.1	Not separately provided for	
26.1.3.1.2	Individual regions/markets	
	<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>	
26.1.3.2	Non-SA products	
26.1.3.3	Information on fresh produce markets in SA	
26.1.4	Regional development and institutional framework	
26.2	Rendering of economic information and statistics	
26.2.1	Global information	
26.2.1.1	Production prices	
26.2.1.2	Marketing	
26.2.1.3	Consumption	
26.2.1.4	Import and export	
26.2.1.4.1	Reports from Transnet and Spoornet	
26.2.1.4.2	Reports from Customs and Excise	
26.2.1.4.3	Import of tractors	
26.2.1.5	Tariffs—selling of surplus farming products	

NUMBER	SUBJECT	DISPOSAL
26.2.1.6	National accounts	
26.2.1.6.1	Excise reports	
26.2.1.6.2	Regional calculations	
26.2.1.6.3	Black states	
26.2.1.7	Financing and financial position of farmers	
26.2.1.8	Cost adjustments	
26.2.1.8.1	Not separately provided for	
26.2.1.8.2	Individual products	
	<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>	
26.2.1.9	Farming requisites and services	
26.2.1.10	Crop and stock estimates	
26.2.1.10.1	Routine enquiries received from cooperators	
26.2.1.10.2	Crop and stock estimates—Namibia	
26.2.1.10.3	Crop and stock estimates—National States	
26.2.1.11	Population and land use	
26.2.1.12	Agricultural statistics and information—Namibia	
26.2.2	Agricultural products	
26.2.2.1	Plant products	
26.2.2.1.1	Not separately provided for	
26.2.2.1.2	Individual products	
	<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>	
26.2.2.2	Horticultural products	
26.2.2.2.1	Not separately provided for	
26.2.2.2.2	Individual products	
	<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
26.2.2.3	Animals and animal products	
26.2.2.3.1	Not separately provided for	
26.2.2.3.2	Individual products	
	<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>	
26.2.2.4	Other	
26.2.2.4.1	Not separately provided for	
26.2.2.4.2	Individual products	
	<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>	
26.2.3	Market statistics and information	
26.2.4	Regional development	
26.2.5	Liaison <i>(Only for matters that cannot be dealt with on a specific subject file)</i>	
26.2.5.1	Not separately provided for	
26.2.5.2	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
27.P	Policy	
27.P.1	Not separately provided for	
27.P.2	Individual directorates	
	<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>	
27.1	Submissions	
27.1.1	Not separately provided for	
27.1.2	Individual subjects	
	<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>	
27.2	Provision of advice to Minister	
27.2.1	Not separately provided for	
27.2.2	Individual advice	
	<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>	
27.3	Enquiries/acknowledgement of receipt	
27.3.1	Not separately provided for	
27.3.2	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>	
27.4	Liaison <i>(Only for matters that cannot be dealt with on a specific subject file.)</i>	
27.4.1	Intergovernmental relations/liaison	
27.4.1.2	Not separately provided for	
27.4.1.3	Individual bodies/stakeholders	
	<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
27.4.2	International agricultural relations/liaison	
27.4.2.1	Not separately provided for	
27.4.2.2	Individual relations/liaison	
	<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>	
27.4.3	Other liaison	
27.4.3.1	Not separately provided for	
27.4.3.2	Individual liaison	
	<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>	
27.5	Committees, meetings and workshops	
27.5.1	Minutes and agendas	
	<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>	
27.6	Speeches	
27.6.1	Copies of	
27.6.1.1	Minister of Agriculture	
27.6.1.2	President and Deputy President	
27.6.1.3	Other Ministers	
27.6.1.4	Other departments, institutions and persons	
27.7	Cabinet memoranda	
27.7.1	Not separately provided for	
27.7.2	Memoranda per department	
	<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.

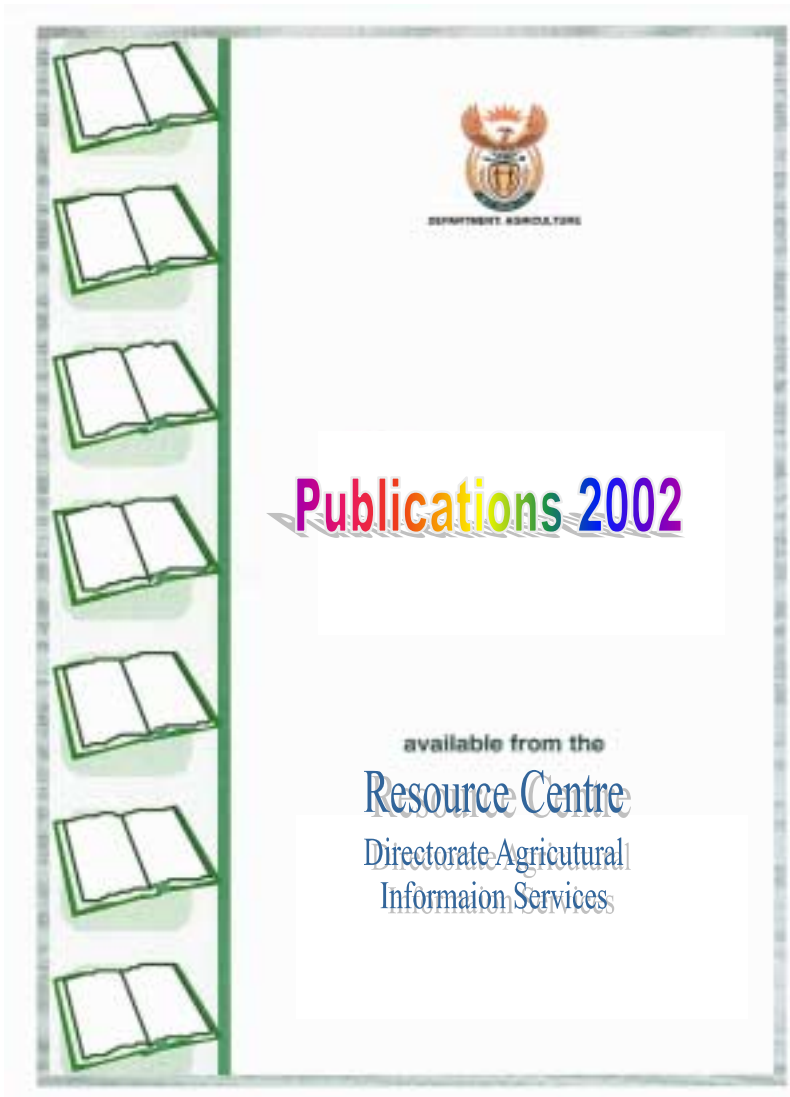
After the information officer has made a decision on the request the requester must be notified of such a decision in the way in which the requester wanted to be notified in.

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

Introduction**Free publications**

Periodicals
Economics

Info Paks Catalogue**Priced publications**

Economics
Soil conservation
Chemical agents
Annual reports: Department of Agriculture
Horticulture
Animal production
Meat hygiene
Grazing and pasture management
Farming operations

Technical Communications

Crops
Miscellaneous
Soils
Entomology and nematology
Veld and pastures

Leaflets**Introduction**

This list contains both *free* and *priced* publications published by the Department of Agriculture.

Departmental publications

No VAT will be added. Other countries: Add 25 % to the local price. Postage and banking cost extra.

Unless otherwise stated, all publications are obtainable from:

The Director
Resource Centre
Directorate Communication
Private Bag X144
Pretoria 0001

Tel (012) 319 7141 or 319 7085
Fax (012) 319 7260

Hours: Monday to Friday, 07:30 to 16:00

It is important when ordering that you

- mention the title and number of the publication
- include the amount indicated with your order
- print your name and address in block letters
- indicate your choice of language.

Libraries, universities and other institutions interested in exchange agreements should direct enquiries to:

The Chief Librarian
 Central Agricultural Library
 Private Bag X388
 Pretoria 0001
 Tel (012) 319 7060

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

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

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)
Johne'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

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, defoliant 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)

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 oppervlaktes tans onder bewerking, die oppervlaktes onder veld en die oppervlaktes 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 veldekotope 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>Import control of controlled goods: 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 magdaBo@nda.agric.za or JeanetteA@nda.agric.za.</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 magdaBo@nda.agric.za or JeanetteA@nda.agric.za.</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 State Treasury shall apply. The current fees are:</p> <p>Within official office hours:</p> <p>Inspection fee R80,00/30 minutes</p> <p>Supervision over treatments R80,00/30 minutes</p> <p>Outside official office hours: from R160.00/30 minutes</p> <p>Laboratory tests:</p> <p>Laboratory tests for <i>Insects</i> R105,00 Nematodes R130,00 <i>Bacteria</i> R210,00 <i>Fungi</i> R180,00 <i>Viruses</i> from R45,00</p> <p>Fees are subject to an annual revision and approval.</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 WillieG@nda.agric.za</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 Noell@nda.agric.za or RobertR@nda.agric.za</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 Private Bag X258 PRETORIA 0001	Cost provided on request for different products (amount reviewed on annual basis)	Ms Portia Mahlangu Tel: (012) 319-6048 Fax: (012) 319-6055 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 Private Bag X258 PRETORIA 0001	R0,70 per copy (amount reviewed on annual basis)	Mr E. Mosupye Tel.: (012) 319-6068 Fax: (012) 319-6055 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 Private Bag X258 PRETORIA 0001	R0,80 per copy supporting colour charts R3,00 per A4 copy	Ms . Motsepe Tel.: (012) 319-6444 Fax: (012) 319-6055 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 Private Bag X5015 STELLENBOSCH 7599	Imports R250,00 per application Exports R440,00 per application	Ms H. Brinkhuis Tel.: (021) 809-1680 Fax: (021) 809-6392/6 E-mail: HillaryB@nda.agri.za
5. Inspection on imports and local markets	Send request to Directorate Plant Health and Quality Private Bag X07 Point DURBAN 4069	a) Bulk import R150 per application b) Labelled products R60 per application. c) Trade samples R8 per portion.	Ms E. Kearns Tel.: (031) 337-2755/6 Fax: (031) 368-2408 E-mail: ElsabeK@nda.agric.za

Services available	How to access the information	Cost involved	Contact
	Send request to Directorate Plant Health and Quality Private Bag X5015 STELLENBOSCH 7599	a) Bulk import R150 per application b) Labelled products R60 per application . c) Trade samples R8 per portion.	Ms Mariette Moller Tel.: (021) 809-1641 Fax: (021) 887-9457 E-mail: MarietaM@nda.agric.za
6. Inspections on exports	Perishable Products Export Control Board (PPECB) P.O. Box 15289 PANORAMA 7506	Cost provided on request for different products (amount reviewed on annual basis).	Mr Frikkie van Tiddens Tel : (021) 930-1134 Fax : (021) 939-6868 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: (a) ELISA test
(iv) Test for occurrence of viruses: (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
F Plant improvement Services rendered in respect of the maintenance and provision of plant propagation material (not prescribed by legislation) (a) Provision of propagation material derived from nucleus plant kept on a Departmental quarantine station (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
(3) General liquor analyses (a) Density of sample (psychrometric method) Specific gravity/Total dry extract/Total alcoholic strength/Apparent alcoholic strength/Potential alcoholic strength/Obscured alcoholic strength/ 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 DoA website Directorate Marketing	Unknown Free of charge Free of charge

(B) DIRECTORATE FOOD SAFETY AND QUALITY ASSURANCE

Description of service	How to access	Cost
<ol style="list-style-type: none"> 1. Registration of all fertilising material Registration of all animal feeds (including pet foods) Registration of all agricultural remedies Registration of all stock remedies 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). 3. Registration of sterilising plants that produce raw materials such as carcass and bonemeal used in the manufacturing of some animal feeds and fertilisers. 4. Registration of pest control operators (PPCOs) who apply agricultural remedies. 	DoA website	Free of charge

(C) AGRICULTURAL STATISTICS

Description of service	How to access	Cost, if any and where to obtain
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
8 Publications		
8.1 Abstract of Agricultural Statistics	DoA website Directorate: Agricultural Information Services	Free of charge 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 DoA website Directorate Marketing	Unknown Free of charge 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 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]

FOR DEPARTMENTAL USE	
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/ 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>			
1. If the record is in written or printed form:			
Copy of record*		Inspection of record	
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc):			
View of images		Copy of the images*	Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:			
Printed copy of record		Printed copy of information derived from the record*	Copy in computer readable form* (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
*if you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			NO
Postage is payable.			
<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]**STATE YOUR REFERENCE
NUMBER****A. Particulars of public body****The Information Officer/Deputy Information Officer:****B. Particulars of requester/third party who lodges the internal appeal**

- (a) *The particulars of the person who lodge the internal appeal must be given below.*
- (b) *Proof of the capacity in which appeal is lodged, if applicable, must be attached.*
- (c) *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.*

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*This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.*

Full names and surname:

Identity number:

B. The decision against which the internal appeal is lodged*Mark the decision against which the internal appeal is lodged with an X in the appropriate box:*

<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

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.	