



Republic Of Zambia

REGISTRY SERVICE MANUAL

FOR

CLASSIFICATION, INDEXING AND NUMBERING OF OFFICIAL MAIL/PAPERS IN GOVERNMENT MINISTRIES AND DEPARTMENTS

PUBLIC SERVICE MANAGEMENT DIVISION
HUMAN RESOURCES INFORMATION AND PLANNING
RECORDS MANAGEMENT SYSTEMS AND POLICY DEVELOPMENT SECTION
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Registry Service Manual

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FOREWORD

The Public Service Management Division (PSMD) has continued to coordinate and monitor the implementation of records management systems in the Public Service in order to improve the efficiency and effectiveness of Government registries. In order to standardise classification of official documents in the Public Service, the Division publishes the Registry Service Manual in line with the provisions of the existing Government Notice on Allocation of Portfolios and Statutory Functions to Subjects and Composition of Government. The Manual enables government ministries and departments to classify official records for effective and efficient retrieval and storage.

In 2016, the Government of the Republic of Zambia realigned and created ministries in order to effectively and efficiently run Government. Accordingly, Government issued a Government Notice no 836 of 2016 on Allocation of Portfolios and Statutory Functions to Subjects and Composition of Government to guide operations of Government Ministries. The Gazette Notice is an important tool in defining Government operations as it provides statutory functions and Composition of Government Portfolios. The Gazette Notice premises the development of registry classification system of official documents in Government Ministries and Departments.

It is with this in mind that the Division reviewed the Registry Service Manual of 2014 in order to align with the provisions of the Gazette Notice number 836 of 2016 on Allocation of Portfolios and Statutory Functions to Subjects and Composition of Government to enable government Ministries and departments classify, index and number official documents. To that effect, the Division assigned numerical codes for each of the subjects provided in the Gazette Notice. In order to facilitate efficient and effective storage and retrieval of Government documents, it is envisaged that the Manual will enable Government Ministries, Provinces and Departments to systematically classify Government documents for easy storage and retrieval in the course of conducting Government Business. In this regard, all Government Ministries, Provinces and Departments are advised to use this manual as a principle reference tool for classifying Government documents.

It is the desire of the Division that client Ministries and institutions would adequately utilize the revised manual to develop and/or review their respective file indices. Further, it is the wish of the Division to continue to improve registry services in the Public Service to contribute timely decision making by effective coordination and monitoring records management system in the Public Service.

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Permanent Secretary
PUBLIC SERVICE MANAGEMENT DIVISION

ACKNOWLEDGEMENT

The Division wishes to express its profound gratitude to Ministries, Provinces and Government Institutions for providing valuable information that was used in the revision of the manual. The Division acknowledges that the task of reviewing the manual was made easier by the participation by Government Ministries and Institutions in the assignment.

Luwani Soko **(Mr)**

**Director – Human Resource Information and Planning
Public Service Management Division**

1.0 INTRODUCTION

- 1.0 The administration of public business is largely based on paper. The task of classifying, filing and supplying them in an acceptable and convenient form to management and users is of fundamental importance.
- 1.1 The main objective of the Records Management System and Policy Development Section of the Public Service Management Division is to effect improvements in the sphere of registry work in the Public Service by working towards a goal where all registries in Government Ministries/Institutions will operate under similar basic systems and procedures to meet local requirements.
- 1.2 For easy classification of public records, an instrument called Registry Service Manual has been developed to facilitate uniformity and standardization in classification of records in all public registries in the Public Service in line with Cabinet Office circular No 106 of 12th July, 1967, which directed that a common system of classification, indexing and numbering of subject papers in all Ministries, Provinces and other spending agencies are adhered to. This instrument gives guidance when numbering and allocating portfolio subjects, numbering of Domestic Subjects and interpretation of the three basic rules of classification. (See appendix A, B and C for more details.)
- 1.3 The classification system covered in this manual is based on the allocation of subjects to portfolios as propagated by Cabinet Office through issuance of successive Government Gazette Notices on allocation of portfolio and statutory functions and composition of government . It is important to note that a portfolio subject retains its original identification code throughout its life time irrespective of whether it changes from one Ministry to another.

2.0 CLASSIFICATION

- 2.1 Official incoming correspondence originates from a variety of sources and it is the responsibility of every office to ensure that this correspondence has been placed on the correct file in consultation with the records management staff. Furthermore, classification of correspondence procedures is detailed in Appendix C.

3.0 INDEXING

- 3.1 Indexing of records is essential for easy retrieval, coding of subjects and provision of retrieval keys .Therefore, it is necessary to record details:-
- When new files are opened
 - Pertains to Portfolio or Domestic subjects
 - When cross-referencing of related subject matters and
 - Identification and disposal of closed files.
- 3.2 There are various forms that have been designed to meet each specific requirement. An outline of some of the forms used is as follows:-

Name of form	Description	Appendix No
OM 1	File cover for Policy subject files	D
OM 2	Card to monitor the movement of first Files opened in the subject series	E
OM 3	Card to monitor movement of Sub sequent files opened in subject Series	F
OM 4	Card used for cross referencing of related Subject matters.	G
OM 5	Card for listing of Domestic Subjects	H
OM 6	Cards for monitoring the movement of staff files	I

- 3.3 While details of portfolio identification numbers currently in use are outlined in the present manual, precise procedures and systems operating a registry are contained in chapter V of the "Government Office Instructions". It is prudent that all senior officers (record users) in government Ministries and Department as well as Registry Supervisors make themselves fully conversant with the procedures.
- 3.4 In each portfolio, the parent Ministry will be responsible for the opening of individual files relating to a particular subject within its portfolio; such individual

files must be classified and identified by the parent ministry in the "Domestic Subjects" file number sequence. Papers that relate to the subject under a Ministry's own portfolio will be treated separately hence, referred to as Domestic

3.5 The manual is presented in the following

PART I a list in portfolio order of predetermined reference numbers and Subjects allocated to each portfolio. This list shows the reference number given to each subject with each portfolio.

PART II a list in numerical sequence of portfolio subjects and their identification numbers currently allocated to each ministry or division.

PART III is a cross – reference index, in alphabetical sequence, showing portfolio Subject and their correspondence identification number.

PART IV Appendices

3.6 CONCLUSION

3.6.1 The standard of registry service affects every aspect of work in Ministries/Institutions. When such service is poor, it is a source of frustration to all and a threat to the efficient conduct of public business. We believe that the introduction of a common system of classification, indexing and numbering of subject papers will in due course contribute to a general improvement in the standard of service provided by registries.

3.6.2 It must be stressed, however that the success of any registry system depends largely on an intelligent and interested approach by registry staff and on the extent to which users of the files and papers cooperate with registry staff.

PART I: LIST OF PORTIFOLIO CODES FOR GOVERNMENT MINISTRIES AND DEPARTMENTS

CODE: 1	STATE HOUSE [OFFICE OF THE PRESIDENT]
CODE: 2	MINISTRY OF HIGHER EDUCATION
CODE: 3	MINISTRY OF AGRICULTURE
CODE: 4	MINISTRY OF HOME AFFAIRS
CODE: 5	MINISTRY OF INFORMATION AND BROADCASTING
CODE: 6	MINISTRY OF FOREIGN AFFAIRS
CODE: 7	MINISTRY OF LABOUR AND SOCIAL SECURITY
CODE: 8	MINISTRY OF COMMERCE, TRADE AND INDUSTRY
CODE: 9	MINISTRY OF GENERAL EDUCATION
CODE: 10	MINISTRY OF WORKS AND SUPPLY
CODE: 11	MINISTRY OF TRANSPORT AND COMMUNICATIONS
CODE: 12	MINISTRY OF LANDS AND NATURAL RESOURCES

CODE: 13	MINISTRY OF TOURISM AND ARTS
CODE: 14	MINISTRY OF HEALTH
CODE: 15	MINISTRY OF MINES AND MINERAL DEVELOPMENT
CODE: 16	MINISTRY OF YOUTH, SPORT AND CHILD DEVELOPMENT
CODE: 18	MINISTRY OF COMMUNITY DEVELOPMENT AND SOCIAL SERVICES
CODE: 19	MINISTRY OF ENERGY
CODE: 20	MINISTRY OF WATER DEVELOPMENT, SANITATION AND ENVIRONMENTAL PROTECTION
CODE: 21	MINISTRY OF CHIEFS AND TRADITIONAL AFFAIRS
CODE: 22	MINISTRY OF GENDER
CODE: 23	MINISTRY OF RELIGIOUS AFFAIRS AND NATIONAL GUIDANCE
CODE: 24	MINISTRY OF FISHERIES AND LIVESTOCK
CODE: 25	MINISTRY OF HOUSING AND INFRASTRUCTURE DEVELOPMENT
CODE: 50	MINISTRY OF DEFENCE
CODE: 52	CABINET OFFICE [OFFICE OF THE PRESIDENT]
CODE: 53	PUBLIC SERVICE MANAGEMENT DIVISION [OFFICE OF THE PRESIDENT]
CODE: 54	MINISTRY OF LOCAL GOVERNMENT
CODE: 55	OFFICE OF THE AUDITOR GENERAL
CODE: 64	MINISTRY OF JUSTICE
CODE: 70	OFFICE OF THE VICE PRESIDENT
CODE: 71	MINISTRY OF FINANCE
CODE: 72	MINISTRY OF NATIONAL DEVELOPMENT PLANNING
CODE: 74	JUDICIARY

**Allocation of Portfolios and Statutory Functions to Subjects and
Composition of Government**

First Schedule: Allocation of Subjects to Portfolios

1. OFFICE OF THE PRESIDENT

Constitution of Offices
Constitutional Matters
Co-ordination of Government Business
Decentralisation
Electronic Government
Honours and Awards
Human Resources Management and Development
Independence Celebrations
National Coat of Arms and Flag Control
Prerogative of Mercy
Presidential Affairs
Provincial and District Administration
Provincial and District Boundaries
Public Private Partnership Policy
Public Service
Public Service Management
State Security
State Visits
Strategic and Performance Management Systems

Statutory Bodies/Institutions:

Anti-Corruption Commission
Anti-Financial and Economic Crimes Commission
Civil Service Commission
Decentralisation Secretariat
Emoluments Commission
Human Rights Commission
Industrial Development Corporation
Judicial Service Commission

Local Government Service Commission
National Economic Advisory Council
Office of Public Protector
Public Private Partnership Unit
Smart Zambia Institute
State Audit Commission
Teaching Service Commission
Zambia Correctional Service Commission
Zambia Police Service Commission
Zambia Security Intelligence Service

2. OFFICE OF THE VICE PRESIDENT

Subjects:

Disaster and Drought Mitigation
Elections
Parliamentary Business
Resettlement

Statutory Bodies/Institutions:

Electoral Commission of Zambia
National Institute of Public Administration
National School of Government
Parliamentary Service Commission

3. MINISTRY OF DEFENCE

Subjects:

Combined Cadet Force
Home Guards
National Defence Policy
War Graves and Memorials
Zambia Defence Force

4. MINISTRY OF FOREIGN AFFAIRS

Subjects:

Co-ordination of Missions Abroad
Diplomatic Corps in Zambia
External Communication
Foreign Policy

Foreign Service Training
International and Regional Cooperation
International Relations
Repatriation of Destitute Zambians
Treaties (Agreements and Conventions)
UN Agencies and International Organisations

Statutory Bodies/Institutions:

Zambia Anti-Personnel Mines Action Centre
Zambia Institute of Diplomacy and International Studies

5. MINISTRY OF NATIONAL DEVELOPMENT PLANNING

Subjects:

Census and Statistics
Development Coordination
Monitoring and Evaluation Systems
National Visioning
National Development Planning
Population Policy
Public Investment Planning, Project Preparation and Appraisal
Regional Planning
Rural Development
Socio-economic Modelling and Forecasting
Climate Change (Coordination)

Statutory Bodies/Institutions:

Census and Statistics Office
Zambia Institute for Policy Analysis and Research
Climate Change Secretariat

6. MINISTRY OF FINANCE

Subjects:

Banking and Financial Policy
Capital Market Development Policy
Climate Change (Financing)
Currency and Coinage
Economic Policy Analysis and Management
Financial and Economic Affairs
Government Accounts

Insurance Policy
Internal Audit
Loans and Investments
Lotteries
Micro Finance
Miscellaneous and Credit Guarantees
National Budgeting
Pensions Policy and Schemes
Public Debt Policy
Public Expenditure
Public Finance Management
Public Procurement
Public Resource Mobilisation
Revenue Collection
Revenue Policy
Stock Exchange
Stores Policy
Strong Rooms – Custody of Accountable Documents

Statutory Bodies/Institutions:

Bank of Zambia
Betting Control and Licensing Board
Development Bank of Zambia
Directorate of State Enterprises
Indo-Zambia Bank
Lotteries Control Board
Micro Bankers Trust
National Road Fund Agency
National Savings and Credit Bank
Pensions and Insurance Authority
Public Service Micro Finance Company
Public Service Pensions Fund
Securities and Exchange Commission
Standing Accidents Board and Provincial Standing Accidents Committees
State Lottery Board of Zambia
War Pensions Board/Fund
Zambia Finance and Leasing Company
Zambia Institute of Chartered Accountants
Zambia Institute of Purchasing and Supply
Zambia National Building Society

Zambia National Commercial Bank
Zambia National Insurance Brokers Limited
Zambia Public Procurement Authority
Zambia State Insurance Corporation

7. MINISTRY OF LOCAL GOVERNMENT

Subjects:

Business Hours
Council Nurseries
Feeder/ Township Roads
Film Censorship
Fire Services
Levies
Liquor Licensing
Local Authorities Training
Local Government Policy
Markets and Bus Stations
Registration of Marriage
Rates
Street Lighting
Theatres and Cinemas Policy
Urban and Regional Planning
Amusement and Play Parks
Plant Nurseries
Cemeteries and Burial Sites
Crematoriums

Statutory Bodies/Institution

Chalimbana Local Government Training Institute
Film Censorship Board
Gwembe District Special Fund (Dissolution)
Local Authorities Superannuation Fund Control Board
National Fire Services Training School

8. MINISTRY OF HOME AFFAIRS

Subjects:

Anti-Human Trafficking
Anti-terrorism
Arms and Ammunition

Citizenship
Correctional Administration
Crime Prevention and Control
Custodial and Correctional Services
Deportation
Drugs and Psychotropic Substances
Forensic Services
Home Affairs Policy
Immigration
Law and Order
Money Laundering
National Archives
Passports and National Registration
Preservation of Public Security
Protection of Place and Areas
Refugees
Registration of Births and Deaths
Registration of Societies

Statutory Bodies/Institutions:

Citizenship Board
Drug Enforcement Commission
National Anti-Terrorism Centre
National Forensic Science Centre
Police Public Complaints Commission
Zambia Police Service
Zambia Correctional Service

9. MINISTRY OF HEALTH

Subjects:

Curative Services
Drugs
Food and Nutrition Policy
Health Care
Health Information System
Health Personnel Training
Health Policy
Health Services
Laboratory and Research Services

Mental Health Policy

Statutory Bodies/Institutions

Chest Diseases Laboratory
Food and Drugs Board
General Nursing Council of Zambia
Health Professions Council of Zambia
Health Research Authority
Malaria Control Centre
Medical Stores Limited
Mwachisompola Health Demonstration Zone Institute
National Food and Nutrition Commission
National HIV/AIDS/STI/TB Council
National Public Health Institute
Radiation Protection Authority
Regional Centre for Disease Control
Tropical Disease Research Centre
Zambia Flying Doctor Services
Zambia Medicines Regulatory Authority
Zambia Red Cross Society

10. MINISTRY OF HIGHER EDUCATION

Subjects:

Apprenticeship Training
Biosafety
Bursaries (Higher Education Loans and Scholarships)
Competence Based Training
Higher Education
Higher Education Policy
Higher Education Standards and Evaluation
Science and Technology Policy
Technical and Vocational Teacher Training
Technical Colleges
Technical Education and Entrepreneurship
Technical Training
Technologist Training
Trades Training Institutes
Training Policy

Statutory Bodies/Institution

Chalimbana University
Copperbelt University
Evelyn Hone College of Applied Arts and Commerce
Higher Education Authority
In-Service Resource Centres
In-Service Training and Education Centre
King Lewanika University
Lusaka and Kitwe Vocational Training Centres
Mulilakupikwa University
Mulungushi University
National Biosafety Authority
National Council for Technical Education and Vocational Training Centres
National Science and Technology Council
Nkumbi International College
Northern Technical Institutes and Research Support
Palabana University
Paul Mushindo University
Robert Kapasa Makasa University
Technical and Vocational and Entrepreneurship Training Authority
University of Zambia
Zambia Educational Publishing House
Zambia Institute of Business Studies and Industrial Practice (ZIBSIP)
Zambia Qualifications Authority

11. MINISTRY OF GENERAL EDUCATION

Subjects:

Adult Literacy
Basic Education
Continuing Education
Early Education
Education Policy
Education Standards and Evaluation
Educational Broadcasting
High School Education
Library Services
School Guidance Services
Teacher Training

Statutory Bodies/Institution

Education Boards
Examination Council of Zambia

National Centre for UNESCO
National Correspondence College
Teacher Training Colleges
Teaching Council of Zambia
Zambia Educational Publishing House

12. MINISTRY OF YOUTH, SPORT AND CHILD DEVELOPMENT

Subjects:

Child Development
Child Policy
Co-ordination of Sports Organisations
Co-ordination of Youth Organisations
Sports Development
Sports Policy
Street Children
Youth Entrepreneurship
Youth Policy
Youth Skills Development

Statutory Bodies/Institution:

National Sports Council of Zambia
National Youth Development Council
National Olympic Committee
Youth Development Resource Centres
Zambia Professional Boxing and Wrestling Control Board

13. MINISTRY OF COMMERCE, TRADE AND INDUSTRY

Subjects:

Business Names
Business Regulation
Commercial, Industrial and Trade Policy
Companies
Competition and Consumer Protection
Co-operatives Development
Copyright
Industrialisation Policy
Industrial Research
Intellectual Property

Investment Policy
Medium and Small Scale Enterprises (SME's) Development
Privatisation Policy
Standardisation, Standards and Quality Assurance
Weights and Measures

Statutory Bodies/Institutions:

Citizen Economic Empowerment Commission
Competition and Consumer Protection Commission
Competition and Consumer Protection Tribunal
Credit Unions and Savings Associations
Kafue Textiles of Zambia
Patents and Companies Registration Agency
Village Industry Service
Zambia Bureau of Standards
Zambia Development Agency
Zambia Institute of Marketing
Zambia Weights and Measures Agency

14. MINISTRY OF TRANSPORT AND COMMUNICATIONS

Subjects:

Airports, Aerodromes and Air-strips
Aviation Training
Canals and Waterways
Civil Aviation and Airways Policy
Communications Policy
Flight Services
Government Communications
Meteorological Services
Railways Policy
Road Traffic Policy
Road Transport Policy

Statutory Bodies/Institutions:

Civil Aviation Authority
Postal Services Corporation
Road Transport and Safety Agency
Tanzania-Zambia Railways Authority
Zambia Air Service Training Institute
Zambia Airports Corporation Limited
Zambia Information and Communications Technology Authority
Zambia Railways Limited

15. MINISTRY OF HOUSING AND INFRASTRUCTURE DEVELOPMENT

Subjects:

Architecture
Aviation Infrastructure
Building and Construction Industry Policy
Education Infrastructure
Health Infrastructure
Maritime Infrastructure
National Housing Policy
Quantity Survey
Railway Infrastructure
Road Infrastructure
Urban and Rural Housing

Statutory Bodies/Institutions:

Engineering Institution of Zambia
National Council for Construction
National Housing Authority
Quantity Surveyors Institute
Road Development Agency
Zambia Institute of Architects

16. MINISTRY OF WORKS AND SUPPLY

Subjects:

Control of Government Transport
Evaluation of Government Property
Government Fleet Management
Government Housing Policy
Government Printing and Gazetting
Insurance of Government Property
Office Accommodation and Maintenance Services
Preventive Maintenance Policy
State Functions

17. MINISTRY OF COMMUNITY DEVELOPMENT AND SOCIAL SERVICES

Subjects:

Adoption Services
Child Welfare Services

Community Development Policy
Community Development Training
Disability Affairs Policy
Food Programme Management
Group Housing
Juvenile Correctional Services
Non-formal Education Skills and Skills Training
Non-Governmental Organisations Policy
Probation Services
Persons with Disabilities
Rehabilitation of Persons with Disabilities
Social Welfare Policy
Supporting Self-help Initiative
Welfare Service and Counselling Organisations

Statutory Bodies/Institutions:

Children's Homes
Council of Non-Governmental Organisations
Insakwe Probation Hostel
Juvenile Correctional Institutions
Nakambala Approved School
National Trust for the Disabled
National Vocational Rehabilitation Centre
Ndola Training Centre for Persons with Disabilities
Non-Governmental Organisations Registration Board
Old People's Homes
Shelter's for Victims of Gender Based Violence
Transit Homes
Zambia Agency for Persons with Disabilities
Zambia National Library and Cultural Centre for the Blind

18. MINISTRY OF LANDS AND NATURAL RESOURCES

Subjects:

Beaconing
Control of Unauthorised Settlements
Forestry Extension and Development
Forestry Policy
Land Administration
Land Audit
Land Policy
Land Surveys and Mapping
Natural Resources Policy

Registration of Lands and Deeds
Natural Resources Research and Training

Statutory Bodies/Institutions:

Agricultural Lands Board
Compensation and Advisory (Land Acquisition)
Lands Commission
Lands Tribunal
Survey Control Board
Zambia Forestry College

19. MINISTRY OF AGRICULTURE

Subjects:

Agricultural Credit
Agricultural Development
Agricultural Marketing Policy
Agricultural Research and Specialist Services
Agricultural Training
Agriculture Policy
Agriculture Extension
Field Services
Food Security
Irrigation Development
Seeds, Standards and Grades

Statutory Bodies/Institutions:

Agriculture Colleges and Training Institutions
Cotton Board
Food Reserve Agency
Natural Resources Development College
Nitrogen Chemicals of Zambia
Plant Quarantine and Phytosanitary Service
Seed Control and Certification Institute
Tobacco Board of Zambia
Warehouse Licensing Authority
Zambia Agricultural Research Institute
Zambia Coffee Board

20. MINISTRY OF FISHERIES AND LIVESTOCK

Subjects:

Animal Health
Animal Identification
Dairy Industry Development

Field Services
Fisheries and Livestock Credit
Livestock Development
Livestock Policy
Fisheries Development
Fisheries Policy
Fisheries and Livestock Extension
Fisheries and Livestock Marketing Policy
Fisheries and Livestock Research and Specialist Services
Veterinary and Fisheries Training
Veterinary and Tsetse Control Services

Statutory Bodies/Institutions:

Animal Diseases Control Fund
Dairy Industry Development Board
Fisheries and Livestock Colleges and Training Institutions

21. MINISTRY OF JUSTICE

Subjects:

Agreements
Administration of Estates
Advanced Legal Education
Arbitration
Debt Recovery
Domestication of International Treaties and Conventions
Extradition
Human Rights and Governance
Inquests
International Law
Judiciary
Law Revision and Reform
Laws of Zambia
Legal Advice and Policy
Legal Aid
Legal Practitioners
Litigation
Prosecution

Statutory Bodies/Institutions:

Council of Law Reporting
Judicial Complaints Commission
Legal Aid Board

National Prosecutions Authority
Zambia Institute of Advanced Legal Education
Zambia Law Development Commission

22. MINISTRY OF MINES AND MINERAL DEVELOPMENT

Subjects:

Cadastral Survey and Exploration
Explosives Policy
Geological Survey and Mapping
Mineral Exploration
Mineral Processing and Research
Mines and Mineral Development
Mines and Minerals Policy
Mine Safety

Statutory Bodies/Institutions:

Kariba Minerals Limited
Maamba Collieries Limited

23. MINISTRY OF ENERGY

Subjects:

Development of Renewable Energy Sources
Electricity
Energy Policy
Nuclear Energy Policy
Oil Pipeline and Refineries
Petroleum
Petroleum Storage and Pricing

Statutory Bodies/Institutions:

Energy Regulation Board
Indeni Petroleum Refinery Company Limited
Lublend Limited
Kariba North Bank Limited
National Petroleum Company
Rural Electrification Authority
Zambezi River Authority
Zambia Electricity Supply Corporation Limited

24. MINISTRY OF WATER DEVELOPMENT, SANITATION AND ENVIRONMENTAL PROTECTION

Subjects:

Environmental Policy
Environmental Protection and Pollution Control
Environmental Research and Training
Water Policy
Water Supply and Sanitation
Water Resources Management and Development

Statutory Bodies/Institutions:

Environmental Protection Fund
National Water Supply and Sanitation Council
Water Resources Management Agency
Water Utility Companies
Zambia Environmental Management Agency

25. MINISTRY OF CHIEFS AND TRADITIONAL AFFAIRS

Subjects:

Administration of Chiefs' Affairs
Folklore and Preservation of Oral Traditions
Indigenous Knowledge
Promotion of Traditional Crafts
Registration of Villages
Research in Culture
Traditional Ceremonies
Village Registers

Statutory Bodies/Institutions:

House of Chiefs

26. MINISTRY OF INFORMATION AND BROADCASTING

Subjects:

Broadcasting and Television Services
Cinematography Policy
Information Services
Information and Media Policy
Theatre Policy

Statutory Bodies/Institutions:

Independent Broadcasting Authority
Times of Zambia
Zambia Daily Mail
Zambia National Broadcasting Corporation

Zambia Printing Company
ZAMCOM Education Trust

27. MINISTRY OF GENDER

Subjects:

Gender
Gender Based Violence
Gender Equity and Equality
National Gender Policy
Women Empowerment

Statutory Bodies/Institutions

Anti-Gender Based Violence Committee
Gender Equity and Equality Commission

28. MINISTRY OF TOURISM AND ARTS

Subjects:

Accommodation Establishments
Arts Policy
Arts Centers
Casinos
Culture Industries
Culture Policy
Culture Centers
Hostels and Rest Houses
Museums
National Heritage
National Parks and Wildlife
Promotion of Tourism Souvenirs
Research in Arts
Safari Operations
Tourism Policy
Travel Agencies

Statutory Bodies/Institutions:

Hostels Board of Management
Hotel Managers Registration Council
Hotel and Tourism Training Institute
National Arts Council
National Heritage Conservation Commission

National Museum Board
Zambia Tourism Agency

29. MINISTRY OF LABOUR AND SOCIAL SECURITY

Subjects:

Educational and Occupational Assessment Services
Employment Policy
Factories
Industrial and Labour Relations
Labour Policy
Productivity Management
Productivity Policy
Occupational Safety and Health Policy
Occupational Safety and Health Services
Social Safety Net
Social Security Policy

Statutory Bodies/Institutions:

National Pensions Scheme Authority
National Social Safety Net Board
Occupational Health and Safety Institute
Workers' Compensation Fund Control Board

30. MINISTRY OF RELIGIOUS AFFAIRS AND NATIONAL GUIDANCE

Subjects:

Christian Affairs
Interdenominational Dialogue
National Guidance
National Values, Principles and Ethics
Public Religious Celebrations
Preservation of Christian and Religious Sites
Religious Affairs

PART II: LIST OF PORTFOLIO SUBJECTS AND CODES

CODE	SUBJECT
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CODE: 1	STATE HOUSE [OFFICE OF THE PRESIDENT]
---------	---------------------------------------

1/1	Head of State
1/3	Prerogative of Mercy
1/5	Constitution of Offices
1/7	State Visits
1/9	Presidential Affairs
1/11	Recognition of Chiefs
1/12	Industrial Development Corporation
52/8	State Security
72/9	Public Private Partnership Policy

CODE: 2	MINISTRY OF HIGHER EDUCATION
---------	------------------------------

2/1	Trades Training Institutes
2/2	Technical Colleges
2/5	Technical and Vocational Teacher Training
2/10	Zambia Educational Publishing House
2/13	National Council for Technical Education and Vocational Training Centres
2/15	Technical and Vocational and Entrepreneurship Training Authority [TEVETA]
2/16	Science and Technology Policy
2/16	Science and Technology Policy

2/17	Training Policy
2/18	Northern Technical Institutes and Research Support
2/19	In-Service Training and Education Centre
2/20	Competence Based Training
2/21	National Biosafety Authority
2/22	Zambia Institute of Business Studies and Industrial Practice (ZIBSIP)
2/24	Higher Education Authority
2/25	Vocational Training Centres
2/26	Zambia Qualifications Authority
2/27	Higher Education Policy
2/28	Public Universities
2/29	Private Universities
9/2	Bursaries (Higher Education Loans and Scholarships)
9/8	Higher Education Standards and Evaluation
9/23	In-Service Resource Centres

CODE: 3 MINISTRY OF AGRICULTURE

3/2	Agriculture Policy
3/3	Agricultural Research and Specialist Services
3/8	Tobacco Board of Zambia
3/37	Agricultural Marketing Policy
3/43	Agricultural Training
3/44	Agriculture Extension
3/45	Food Security
3/46	Agricultural Credit
3/47	Irrigation Development

3/48	Seeds, Standards and Grades
3/49	Zambia Coffee Board
3/50	Food Reserve Agency
3/51	Nitrogen Chemicals of Zambia
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71/22	Internal Audit
	International and Regional Cooperation use International Relations
6/6	International Conferences
64/24	International Law
6/16	International Relations
8/29	Investment Policy
3/47	Irrigation Development
J	
74/18	Judicial Complaints Commission
74/17	Judicial Service Commission
CODE: 74	JUDICIARY
74/1	Judiciary Policy
	Juvenile Correctional Institutions use Juvenile Correctional Services

18/7	Juvenile Correctional Services
K	
8/34	Kafue Textiles of Zambia
	Kariba Minerals Limited <u>use</u> Mines and Mineral Development
	Kariba North Bank Limited <u>use</u> Zambia Electricity Supply Corporation Limited
	King Lewanika University <u>use</u> Public Universities
L	
14/14	Laboratory and Research Services
7/1	Labour Policy
12/8	Land Administration
	Land Audit <u>use</u> Land Administration
3/28	Land Policy
3/24	Land Surveys and Mapping
	Lands Commission <u>use</u> Land Policy
12/10	Lands Tribunal
	Law and Order <u>use</u> Zambia Police Force
64/9	Law Revision and Reform
	Laws of Zambia <u>use</u> Law Revision and Reform
64/1	Legal Advice and Policy
74/16	Legal Aid
	Legal Aid Board <u>use</u> Legal Aid
64/11	Legal Practitioners
74/5	Legitimacy, maintenance and probate
54/35	Levies
9/5	Library Services

54/4	Liquor Licensing
64/9	Litigation
3/55	Livestock Development
24/3	Livestock Policy
71/38	Loans and Investments
54/21	Local Authorities Superannuation Fund Control Board
54/29	Local Authorities Training
54/34	Local Government Policy
52/17	Local Government Service Commission
71/9	Lotteries
	Lotteries Control Board <u>use</u> State Lottery Board of Zambia
	Lublend Limited <u>use</u> Petroleum Storage and Pricing
2/25	Lusaka and Kitwe Vocational Training Centres
M	
	Maamba Collieries Limited <u>use</u> Mines and Mineral Development
14/22	Malaria Control Centre
52/12	Management Development
25/5	Maritime Infrastructure
54/25	Markets and Bus Stations
14/5	Medical Stores Limited
8/30	Medium and Small Scale Enterprises (SME's) Development
14/19	Mental Health Policy
10/16	Meteorological Services
	Micro Bankers Trust <u>use</u> Micro Finance
18/20	Micro Finance

15/2	Mine Safety
15/4	Mineral Exploration
15/1	Mineral Processing and Research
12/3	Mines and Mineral Development
15/9	Mines and Minerals Policy
CODE: 3	MINISTRY OF AGRICULTURE
CODE: 21	MINISTRY OF CHIEFS AND TRADITIONAL AFFAIRS
CODE: 8	MINISTRY OF COMMERCE, TRADE AND INDUSTRY
CODE: 18	MINISTRY OF COMMUNITY DEVELOPMENT AND SOCIAL SERVICES
CODE: 50	MINISTRY OF DEFENCE
CODE: 19	MINISTRY OF ENERGY
CODE: 71	MINISTRY OF FINANCE
CODE: 24	MINISTRY OF FISHERIES AND LIVESTOCK
CODE: 6	MINISTRY OF FOREIGN AFFAIRS
CODE: 22	MINISTRY OF GENDER
CODE: 9	MINISTRY OF GENERAL EDUCATION
CODE: 14	MINISTRY OF HEALTH
CODE: 2	MINISTRY OF HIGHER EDUCATION
CODE: 4	MINISTRY OF HOME AFFAIRS
CODE: 25	MINISTRY OF HOUSING AND INFRASTRUCTURE DEVELOPMENT
CODE: 5	MINISTRY OF INFORMATION AND BROADCASTING
CODE: 64	MINISTRY OF JUSTICE
CODE: 7	MINISTRY OF LABOUR AND SOCIAL SECURITY
CODE: 12	MINISTRY OF LANDS AND NATURAL RESOURCES
CODE: 54	MINISTRY OF LOCAL GOVERNMENT

CODE: 15	MINISTRY OF MINES AND MINERAL DEVELOPMENT
CODE: 72	MINISTRY OF NATIONAL DEVELOPMENT PLANNING
CODE: 23	MINISTRY OF RELIGIOUS AFFAIRS AND NATIONAL GUIDANCE
CODE: 13	MINISTRY OF TOURISM AND ARTS
CODE: 11	MINISTRY OF TRANSPORT AND COMMUNICATIONS
CODE: 20	MINISTRY OF WATER DEVELOPMENT, SANITATION AND ENVIRONMENTAL PROTECTION
CODE: 10	MINISTRY OF WORKS AND SUPPLY
CODE: 16	MINISTRY OF YOUTH, SPORT AND CHILD DEVELOPMENT
71/40	Miscellaneous and Credit Guarantees
	Money Laundering <u>use</u> Drug Enforcement Commission
72/5	Monitoring and Evaluation Systems
	Mulilakupikwa University <u>use</u> Public Universities
	Mulungushi University <u>use</u> Public Universities
75/3	Museums
14/23	Mwachisompola Health Demonstration Zone Institute
N	
	Nakambala Approved School <u>use</u> Juvenile Correctional Services
	National Anti-Terrorism Centre <u>use</u> Anti-terrorism
4/10	National Archives
18/18	National Arts Council
2/21	National Biosafety Authority
71/1	National Budgeting
9/9	National Centre for UNESCO
52/4	National Coat of Arms and Flag Control

	National Correspondence College <u>use</u> Continuing Education
	National Council for Construction <u>use</u> Building and Construction Industry Policy
2/13	National Council for Technical Education and Vocational Training Centres
50/2	National Defence Policy
72/1	National Development Planning
52/22	National Economic Advisory Council
	National Fire Services Training School <u>use</u> Fire Services
	National Food and Nutrition Commission <u>use</u> Food and Nutrition Policy
	National Forensic Science Centre <u>use</u> Forensic Services
22/1	National Gender Policy
23/4	National Guidance
13/7	National Heritage Conservation Commission
	National Heritage <u>use</u> National Heritage Conservation Commission
14/16	National HIV/AIDS/STI/TB Council
	National Housing Authority <u>use</u> National Housing Policy
54/23	National Housing Policy
53/6	National Institute of Public Administration
	National Museum Board <u>use</u> Museums
	National Olympic Committee <u>use</u> Sports Policy
13/17	National Parks
7/13	National Pensions Scheme Authority
	National Petroleum Company <u>use</u> Petroleum Storage and Pricing
	National Prosecutions Authority <u>use</u> Prosecutions
14/24	National Public Health Institute
72/12	National Road Fund Agency

	National Savings and Credit Bank use Banking and Financial Policy
70/5	National School of Government
	National Science and Technology Council use Science and Technology Policy
7/25	National Social Safety Net Board
	National Sports Council of Zambia use Sports Policy
	National Trust for the Disabled use Disability Policy
23/5	National Values, Principles and Ethics
	National Visioning use National Development Planning
18/21	National Vocational Rehabilitation Centre
	National Water Supply and Sanitation Council use Water Supply and Sanitation
	National Youth Development Council use Youth Policy
	Natural Resources Development College use Agricultural Colleges and Training Institutions
12/16	Natural Resources Policy
12/15	Natural Resources Research and Training
	Ndola Training Centre for Persons with Disabilities use Disability Policy
3/51	Nitrogen Chemicals of Zambia
	Nkumbi International College use Technical Colleges
18/3	Non-formal Education Skills and Skills Training
18/2	Non-Governmental Organisations Policy
	Non-Governmental Organisations Registration Board use Non-Governmental Organisations Policy
2/18	Northern Technical Institutes and Research Support
19/9	Nuclear Energy Policy

O

74/3	Oaths
	Occupational Health and Safety Institute use Occupational Safety and Health Services
	Occupational Safety and Health Policy use Occupational Safety and Health Services
7/23	Occupational Safety and Health Services
10/10	Office Accommodation and Maintenance Services
53/16	Office of Public Protector
CODE: 55	OFFICE OF THE AUDITOR GENERAL
CODE: 70	OFFICE OF THE VICE PRESIDENT
8/6	Oil Pipeline and Refineries
18/17	Old People's Homes

P

	Palabana University use Public Universities
70/3	Parliamentary Business
70/6	Parliamentary Service Commission
54/9	Passports and National Registration
8/40	Patents and Companies Registration Agency
	Paul Mushindo University use Public Universities
53/19	Payroll Support Services
71/56	Pensions and Insurance Authority
53/13	Pensions Policy and Schemes
53/20	Performance Systems, Monitoring and Evaluations
	Persons with Disabilities use Disability Policy

	Petroleum use Petroleum Storage and Pricing
19/1	Petroleum Storage and Pricing
54/38	Plant Nurseries
3/56	Plant Quarantine and Phytosanitary Service
4/21	Police Public Complaints Commission
	Population Policy use Census and Statistics
10/12	Postal Services Corporation
1/3	Prerogative of Mercy
23/7	Preservation of Christian and Religious Sites
4/17	Preservation of Public Security
1/9	Presidential Affairs
10/8	Preventive Maintenance Policy
2/29	Private Universities
	Privatisation Policy use Zambia Development Agency
18/8	Probation Services
	Productivity Management use Productivity Policy
7/24	Productivity Policy
21/4	Promotion of Tourism Souvenirs
21/7	Promotion of Traditional Crafts
64/13	Prosecution
	Protection of Place and Areas use Zambia Police Force
54/1	Provincial Administration
54/17	Provincial and District Boundaries
71/27	Public Accounts Committee and Auditor General's Report
71/53	Public Debt Policy

	Public Expenditure <u>use</u> Government Accounts and Expenditure
	Public Finance Management <u>use</u> Financial and Economic Affairs
7/9	Public Holidays
72/6	Public Investment Planning, Project Preparation and Appraisal
72/9	Public Private Partnership Policy
	Public Private Partnership Unit <u>use</u> Public Private Partnership
	Public Procurement <u>use</u> Zambia Public Procurement Authority
23/6	Public Religious Celebrations
71/54	Public Resource Mobilisation
1/6	Public Service
53/21	Public Service Management
CODE: 53	PUBLIC SERVICE MANAGEMENT DIVISION [OFFICE OF THE PRESIDENT]
	Public Service Micro Finance Company <u>use</u> Micro Finance
	Public Service Pensions Fund <u>use</u> Pensions Policy and Schemes
2/28	Public Universities
Q	
	Quantity Survey <u>use</u> Building and Construction Industry Policy
	Quantity Surveyors Institute <u>use</u> Building and Construction Industry Policy
R	
14/17	Radiation Protection Authority
25/6	Railway Infrastructure
10/30	Railways Policy
54/6	Rates
53/17	Records Management Systems and Policy Development
4/14	Refugees

14/25	Regional Centre for Disease Control
	Regional Planning use Rural Development
4/20	Registration of Births and Deaths
12/6	Registration of Lands and Deeds
54/22	Registration of Marriage
4/15	Registration of Societies
21/5	Registration of Villages
	Rehabilitation of Persons with Disabilities use Disability Policy
23/3	Religious Affairs
6/12	Repatriation of Destitute Zambians
21/6	Research in Arts
21/6	Research in Culture
54/14	Resettlement
	Revenue Collection use Revenue Policy
71/5	Revenue Policy
11/6	Road Development Agency
10/1	Road Infrastructure
10/33	Road Transport and Traffic Policy
10/2	Road Transport and Safety Agency
10/41	Road Transport Policy
	Robert Kapasa Makasa University use Public Universities
72/8	Rural Development
	Rural Electrification Authority use Electricity
S	
13/5	Safari Operations

9/19	School Guidance Services
2/16	Science and Technology Policy
	Securities and Exchange Commission use Capital Market Development Policy
	Seed Control and Certification Institute use Seeds, Standards and Grades
3/48	Seeds, Standards and Grades
18/24	Shelter's for Victims of Gender Based Violence
74/6	Sheriffs
52/23	Smart Zambia Institute
	Social Safety Net use National Social Safety Net Board
7/22	Social Security Policy
7/10	Social Welfare Policy
	Socio-economic Modelling and Forecasting use Public Investment Planning, Project Preparation and Appraisal
16/8	Sports Development
7/11	Sports Policy
8/31	Standardisation, Standards and Quality Assurance
10/7	Standing Accidents Board and Provincial Standing Accidents Committees
52/24	State Audit Commission
51/5	State Functions
CODE: 1	STATE HOUSE [OFFICE OF THE PRESIDENT]
	State Lotteries use Lotteries
71/12	State Lottery Board of Zambia
52/8	State Security
1/7	State Visits
71/13	Stock Exchange

71/7	Stores Policy
18/12	Street Children
54/37	Street Lighting
71/47	Strong Rooms – Custody of Accountable Documents
18/6	Supporting Self-help Initiative
	Survey Control Board use Land Surveys and Mapping
T	
10/42	Tanzania-Zambia Railways Authority
9/13	Teacher Training
	Teacher Training Colleges use Teacher Training
9/27	Teaching Council of Zambia
9/6	Teaching Service Commission
2/15	Technical and Vocational and Entrepreneurship Training Authority
2/2	Technical Colleges
	Technical Education and Entrepreneurship use Technical Education, Vocational and Entrepreneurship Training Authority
2/5	Technical Educational and Vocational Teacher Training [TEVETA]
	Technical Training use Higher Education Policy
	Technologist Training use Higher Education Policy
5/16	Theatre Policy
54/3	Theatres and Cinemas Policy
	Times of Zambia use Information and Media Policy
3/8	Tobacco Board of Zambia
5/9	Tourism Policy
2/1	Trades Training Institutes

18/10	Traditional Ceremonies
2/17	Training Policy
18/18	Transit Homes
13/14	Travel Agencies
6/8	Treaties (Agreements and Conventions)
14/26	Tropical Disease Research Centre
u	
6/7	United Nations (UN) Agencies and International Organisations
	University of Zambia use Public Universities
54/16	Urban and Regional Planning
	Urban and Rural Housing use National Housing Policy
v	
3/43	Veterinary and Fisheries Training
3/25	Veterinary and Tsetse Control Services
24/1	Veterinary Field Services
8/32	Village Industry Service
	Village Registers use Registration of Villages
w	
50/3	War Graves and Memorials
71/15	War Pensions Board/Fund
3/58	Warehouse Licensing Authority
3/13	Water Policy
	Water Resources Management Agency use Water Policy
12/11	Water Resources Management and Development

54/27	Water Supply and Sanitation
	Water Utility Companies use Water Supply and Sanitation
8/8	Weights and Measures
18/13	Welfare Service and Counselling Organisations
13/19	Wildlife Community Resource Boards
13/20	Wildlife Game Management Areas
13/21	Wildlife Hunting Licences and Permits
13/18	Wildlife Management and Conservation
22/4	Women Empowerment
7/3	Workers' Compensation Fund Control Board
Y	
16/4	Youth Development Resource Centres
	Youth Entrepreneurship use Youth Policy
16/1	Youth Policy
	Youth Skills Development use Youth Policy
Z	
19/6	Zambezi River Authority
	Zambia Agency for Persons with Disabilities use Disability Policy
3/60	Zambia Agricultural Research Institute
	Zambia Air Service Training Institute use Aviation Training
10/34	Zambia Airports Corporation Limited
6/17	Zambia Anti-Personnel Mines Action Centre
	Zambia Bureau of Standards use Standardisation, Standards and Quality Assurance
3/49	Zambia Coffee Board

4/13	Zambia Correctional Service
52/25	Zambia Correctional Service Commission
	Zambia Daily Mail use Information and Media Policy
4/6	Zambia Defence Force
8/35	Zambia Development Agency
9/12	Zambia Educational Projects Implementation Unit [ZEPIU]
2/10	Zambia Educational Publishing House
10/25	Zambia Electricity Supply Corporation Limited
	Zambia Environmental Management Agency use Environmental Protection and Pollution Control
	Zambia Finance and Leasing Company use Banking and Financial Policy
14/1	Zambia Flying Doctor Services
	Zambia Forestry College use Natural Resources Research and Training
10/43	Zambia Information and Communications Technology Authority
72/14	Zambia Institute for Policy Analysis and Research
	Zambia Institute of Advanced Legal Education use Advanced Legal Education
25/7	Zambia Institute of Architects
2/22	Zambia Institute of Business Studies and Industrial Practice (ZIBSIP)
71/48	Zambia Institute of Chartered Accountants
	Zambia Institute of Diplomacy and International Studies use Foreign Service Training
8/33	Zambia Institute of Marketing
71/49	Zambia Institute of Purchasing and Supply
64/21	Zambia Law Development Commission
14/27	Zambia Medicines Regulatory Authority

5/12	Zambia National Broadcasting Corporation
71/23	Zambia National Building Society
	Zambia National Commercial Bank use Banking and Financial Policy
	Zambia National Insurance Brokers Limited use Insurance Policy
	Zambia National Library and Cultural Centre for the Blind use Disability Policy
4/5	Zambia Police Service
53/15	Zambia Police Service Commission
5/5	Zambia Printing Company
	Zambia Professional Boxing and Wrestling Control Board use Sports Policy
71/3	Zambia Public Procurement Authority
2/26	Zambia Qualifications Authority
	Zambia Railways Limited use Railways Policy
7/14	Zambia Red Cross Society
	Zambia Security Intelligence Service use State Security
	Zambia State Insurance Corporation use Insurance Policy
	Zambia Telecommunications Company Limited use Telecommunications
	Zambia Tourism Agency use Tourism Policy
	Zambia Weights and Measures Agency use Weights and Measures
53/3	Zambianisation – Civil Service
5/10	ZAMCOM Education Trust

APPENDIX A : NUMBERING AND ALLOCATION OF PORTIFOLIO SUBJECTS

The main features of the system of classification, indexing and numbering of subject papers described in the Registry Service Manual represents a new approach to the challenge of classification and filing in the Public Service in Zambia. The main features are summarized below:-

These comprise of 3 parts as follows:-

- A number given to the Ministry/Department /Division /Commission
- A second number is given to the Portfolio Subject
- A third number is given to the individual file title

It is important to note that in the Registry Service Manual, the first two codes that indicate the Ministry responsible and the subject are pre-determined to enhance standardization in classification

The number given to individual files that are referred to as file title code is not pre-determined in the Registry Service Manual and therefore, is allocated by the Records Manager to suit his/her convenience.

- (a)** The classification of subject papers is based on the allocation of subject papers to portfolios and by reference to the source and contents of the papers.
- (b)** Most of the subjects and reference numbers used for the purpose of classifying subject papers have been for use in all Ministries. (see parts I, II, and III)
- (c)** Papers that relate to the subjects under a Ministry's portfolio (and to subject not allocated to any Ministerial portfolio) will be treated separately. These papers will be classified by reference to an individual list of Domestic Subjects compiled for each registry.

2. The Portfolio Identification numbers comprise three parts as follows:-

- (a) A number is given to the Ministerial Portfolio or to an office, Division or a Department within a portfolio.

For example:

71 = Ministry of Finance

53 = Public Service Management Division (PSMD)

- (b) A second number is given to the Portfolio Subjects

For example:

71/18 = Loss of Public Money
53/10 = Civil Service Establishment

- (c) A third number is given to the individual file in a series. For example: 71/18/1.

The three parts of the file reference number are separated by two oblique strokes, e.g. 71/18/1. Whenever a number is quoted in correspondence, etc., the letter used to identify the Ministry, Office, Division or Department in which the file is opened should be prefixed. An example of a complete file reference number with prefix letters would appear MOD/71/18/1, in which:-

MOD	=	Ministry of Defence
71	=	Code number given to the Ministry of Finance (Ministry responsible for the Portfolio Subject)
18	=	Losses of Public Money/Stores (code number give to the Portfolio Subject)
1		Theft of Motor Spares (File Title)

3. The numbers given to portfolio and to subjects within portfolios are predetermined so that, in most cases, these numbers are the same in every Registry, in which this system of Classification, Indexing and Numbering of subject papers is used. The numbers given to individual files are not predetermined. The numbers to the subjects in the Domestic list are also not predetermined; a number is given to a Domestic Subject only when the subject is brought into use. The portfolio identification numbers range from **1 – 100** while the domestic file identification numbers range from **101** and above.
4. Since the manual was first compiled, there have been frequent Cabinet reshuffles in (a) formation of new Ministries (b) the transfer of new portfolios from one Ministry to another, and (c) creation of new portfolios. These previously necessitated a change of portfolio subject file numbers in all Registries and caused considerable effort to be expended in producing amendments to the manual.

5. In a fast growing and changing Public Service, such as ours the system proved too inflexible to readily absorb these changes without a great deal of effort and expense. It has, therefore, been decided that once a portfolio subject has been allocated a number, that number will remain unchanged, irrespective of any subsequent transfer of the portfolio.

S

6. The net result of this amendment to the system will result in "Foreign" numbers being included in a Ministry's list of portfolios. This is clearly illustrated in the portfolio of the "Ministry of Health" on page 17 of the manual. It will be noted that such portfolio subjects, previously the responsibility of the Ministry of Labour and Social Security retain their original numbers in the 7/series e.g. Health Services 7/6.
7. Health Professions Council of Zambia 7/7, Food and Nutrition 7/8, Pharmacy and Poisons 7/9, Zambia Red Cross Society 7/14. Newly created portfolios in the Ministry have been allocated the Ministerial code number in the 14 series. Thus, the portfolio subject "Zambia Flying Doctor Service" is allocated the number 14/1. Should there be any further allocation of newly created portfolios, to this Ministry, the portfolio subject number will run from 14/17 upwards but if already existing portfolio is received the portfolio subject will retain the existing number. The portfolio subject numbers will thus remain constant throughout the Public Service, irrespective of any future reshuffle of portfolios.
8. Upon receipt of this amended Registry Service Manual, Registry Supervisors should note the requirement of making all necessary amendments to their indices.

APPENDIX B: NUMBERING OF DOMESTIC SUBJECTS

1. The allocation of subjects to portfolios is the basis of the classification system; however the number of subjects allocated to a particular Ministry, Division or Department is not sufficient for the classification of all the papers arising within that particular Ministry, Division or Department.
2. Therefore, for the portfolio subjects belonging to each particular Ministry, Division or Department, a separate and individual list of separate and individual list of subjects is prepared including subjects not allocated to any Ministerial portfolio. This list of subjects is referred to as the List of Domestic Subjects. See also Appendix "H".
3. The Domestic Identification numbers also comprise three parts as follows:-
 - (a) A number is given to represent the Headquarters, Division or Department within the same Ministry starting from **101** and above.
 - (b) The second number is given to an individual subject within the Domestic Subject series.

(c) The third number represents an individual file title under the same Domestic Subject.

4. An example of a full domestic reference number opened in the Human Resource Information and Planning Registry will appear HRIP/101/5/1 which means:-

HRIP = Human Resource Information and Planning.

101 = Code Number allocated to HRIP department

5 = The fifth subject on the list of Domestic Subjects compiled in the Department i.e. "Treasury Authority".

1 = The file title representing the first file opened under the subject – State House.

The domestic file identification ranges from 101 and above because the numbers from 1 – 100 are preserved for portfolio file identification.

NOTE:

GIVING OF TITLES OF FILES

When new files are opened, care must be taken to ensure that the titles of the files convey a clear and concise indication of the subject matter. Titles such as '**miscellaneous**' or '**general**' should not be used.

APPENDIX C: THE THREE BASIC RULES OF CLASSIFICATION

1. Rule One – Papers from Government Sources

For papers received within the Public Service, i.e. from a Ministry, Office, Division or Department, it is likely that most of them can be classified by reference to the source of the paper, e.g. Public Service Management Division. Reference to

Part II of the index of Subjects allocated to portfolio will then identify the appropriate subject and its number.

2. For example, Public Service Management Division circulars with the following headings:-

- (a) Recruitment Procedures
- (b) Pensions and Gratuities
- (c) Overtime Rates

As the source of the papers is the Public Service Management Division, reference to the list of subjects allocated to this portfolio should indicate the appropriate subject is "Civil Service Recruitment"(Ref No.53/8 and the file title would be "Recruitment Procedures". In example (b) and (c) above the only appropriate subject is "Civil Service – Conditions of Service" (Ref. No. 53/9).

3. Rule Two – Papers from Non-Government Sources

For papers received from organizations outside the Civil Service, the Source of the papers should be ignored. Reference should be made to Part II of the Index of Subjects allocated to portfolios and if the appropriate subject is found, the paper will be classified by the portfolio subject and it's number.

4. Some papers received in a registry will originate from the Ministry, Office, Division, Department responsible for the paper or even from a private firm or individual; but whatever their source, these papers will be classified according to the allocation of subjects to portfolios. For example papers on the following headings originating from Non-Government sources may be received in the registry.

- (a) International Labour Organization
- (b) World Health Organization
- (c) Lusaka Agricultural Show

Papers on International Labour Organisation and World Health Organization will be classified under the portfolio of the Ministry of Foreign affairs and Tourism using the portfolio subject; International Organizations and it's reference No. 6/7. Papers on Lusaka Agricultural show will be classified under the portfolio of the Ministry of Commerce and Industry, using the Portfolio Subject "Competition and Consumer Protection" and it's reference No. 8/22

5. Rule Three – Other Papers

For papers that relate to your own portfolio subjects or that cannot be classified under Rule 1 and 2 above, reference should be made to the list of Domestic Subjects. The paper will be classified by the appropriate domestic subject and it's number. For example, papers originated from any source on the following subjects:-

- (a) Registry Inspection
- (b) Authority to employ
- (c) Registry in-service courses

These papers relate to the Human Resource Information and Planning own portfolio subjects. Reference should therefore be made to the list of domestic subjects compiled for the Human Resource Information and Planning- using subject No. HRIP/101/7 and HRIP/101/3 respectively.

These subjects are already on the list of domestic subjects of the Human Resource Information and Planning.

APPENDIX D: FILE COVER FOR POLICY SUBJECT FILES

The file cover (see specimen attached) has spaces on the front for entering the file number (twice), the file title and the subject used to define the file series and the "Referred to", "folio" and "Date" columns. Spaces are provided on the inside of the file cover for recording (a) the numbers and title of related files and (b) the index headings under which the file has been cross referenced. When any file is closed (or is sent to National Archives) the dates on which the file begins and ends (i.e. the dates of the first and last paper on the file) will be entered on the front of the file cover.

FILE BEGINS			FILE ENDS			PART				
PART			FILE TITLE						FILE NO.	
FILE NO.										
SUBJECT										
SUBJECT										
Referred to	Folio	date	Referred to	folio	date	Referred to	Folio	date		
						DISPOSAL INSTRUCTIONS				
						DATE				

Form OM1

APPENDIX E: OPENING OF FIRST FILE IN A PORTFOLIO OR DOMESTIC SUBJECT FILE SERIES

Before opening a new file series, it is essential to ensure that new file series is necessary and this will be done by reference to "Part II of the Index of Domestic Subjects used" to see whether the subject has been used to classify previous papers. (When a subject is used for the first time, a tick will be entered immediately to the right of the number shown against the relevant subject in the list. The absence of a tick against a number will indicate that the subject has not been used, i.e. that no files have been opened under that subject).

Registry staff will take the action described below i.e. where the subject has not been used.

- (1) Determine the subject and a reference number to be used by examining the papers and selecting the appropriate subject from the "Index of subjects allocated to portfolios" or from the "list of Domestic Subjects used". The main guides to classification are (a) the source of the paper, (b) the heading given to the paper, and (c) the content of the paper. The examples in Appendix "C" provide a guide to classification. Where the Registry staff is in doubt as to the appropriate subject, a Senior Officer should be consulted.
- (2) In part II of the index of Subjects allocation to Portfolios or the list of Domestic subjects used place a tick immediately to the right of the code number shown against the selected subject to indicate that the subject has been brought into use.
- (3) Determine an appropriate file title; this will often be the same as the appropriate file title, a Senior Officer should be consulted.
- (4) Record the file, number and subject on a numerical index sheet (Form OM2)(see specimen attached)
- (5) Determine appropriate cross-reference.
- (6) Record details of cross-reference on new or existing cross-reference index sheet (form OM4).
- (7) Prepare the file in the following manner:-
 - (a) On the front of the file cover, enter the file number (twice), the file title, and the subject of the file.
 - (b) Inside the file cover "Related Files" enter file numbers and titles of those files that are related to the new file. (Where appropriate, insert file number of new file on the front of the old file cover and mark old file cover "closed").

- (c) Inside the file cover under "Cross Referenced Under" enter the index heading of the appropriate cross reference index sheets (Form OM4).
- (d) Sort the papers into date order with any enclosures behind the appropriate covering paper and affix them in the file by means of a metal fastener.
- (e) Number each paper in the file with consecutive folio numbers giving any enclosures sub folio numbers. E.g. sub folio number 25/1 etc being enclosures to main folio number 25
- (f) On the front of the file cover, enter the word "Registry" and the current date on the first line of the file ladder and, the next line, the name or title of the officer to whom the file is to be sent and the folio number.
- (g) Enter on the numerical index sheet (Form OM2) the name or title of the officer to whom the file is to be sent and the current date.
- (h) Insert the numerical index sheet (Form OM2) in numerical order in the binder
- (i) Pass the file to the officer whose name or title appears on the front of the cover.

FILE TITLE						File number MFA/53/8/1					
Recruitment of stenographers											
File begins			Ends			subject					
Referred to	folio	Date	Referred to	folio	date	Civil Service Recruitment					
						Referred to	folio	date	Referred to	folio	date

FORM OM2

APPENDIX F: OPENING THE SECOND AND SUBSEQUENT FILES IN THE EXISTING FILE SERIES

Before opening a new file in an existing file series (using either a Portfolio Subject or a Domestic Subject) it is essential to ensure that a new file is necessary and this will be done by referring to the file index to see whether the title of the file already opened. Where no appropriate file exists, registry staff will take the action described below:-

- (a) Refer to the file index to ascertain the last file number used in the existing file series and allocate the next consecutive number to the new file.
- (b) Determine an appropriate file title, in regard to existing file titles in the file series, consulting the Registry Supervisor if in doubt.
- (c) Record the file title and number on a file index.
- (d) Record details of related files on the front cover of subject file cover.
- (e) Prepare the file in the following manner:
 - (i) On the front of the file cover, enter the file number (twice), the file title and the subject.
 - (ii) Inside the file cover under "Related files" enter the file numbers and titles of those files which are related to new file.
 - (iii) Sort the papers into date order with any enclosures behind the appropriate covering paper and affix them in the file with consecutive folio numbers giving enclosures sub folio numbers to the covering paper.
 - (iv) Number each paper in the file with consecutive folio numbers giving enclosures sub folio number to the covering paper.
 - (v) On the front of the file cover, enter the word "Registry" and the current date on the first line of the file ladder and on the next line, the name or title of the officer to whom the file is to be sent.
- (f) Enter on the file movement card the name or title of the officer to whom the file is to be sent to and the current date.
- (g) Insert the card in numerical order on the binder
- (h) Pass the file to the officer whose name or title appears on the front of the file cover

APPENDIX H: NUMERICAL LIST OF PRESCRIBED DOMESTIC SUBJECTS

List of Domestic Subjects is used to determine the next consecutive number to be given to a domestic subject. A list of numbers and subjects used will be maintained together with a domestic file index. When a domestic subject is used for the first time, an entry will be made to the existing list of domestic subjects already provided.

NO.	SUBJECT
101/1	ORGANISATION AND ADMINISTRATION
101/2	REPORTS AND RETURNS
101/3	VISITS, VISITORS AND TOURS[LOCAL]
101/4	CIRCULARS AND CIRCULAR MINUTES [INTERNAL]
101/5	CONFERENCES, SEMINARS AND MEETINGS (LOCAL)
101/6	BOOKS, PAMPHLETS AND PUBLICATIONS
101/7	SPEECHES AND PRESS STATEMENTS
101/8	PROJECTS

Form OM5

