



Managing Normal Administrative Practice (NAP) in an EDRMS

What is Normal Administrative Practice?

Normal Administrative Practice (NAP) is the concept that is applied to the routine destruction of material of a transitory or ephemeral nature where it is obvious that no information of continuing value to the organisation will be lost. It applies to the routine destruction of drafts, duplicates and publications created, acquired or collected by agency staff in the course of their official duties.

General Disposal Schedule 15 for State Government Agencies (GDS 15) and General Disposal Schedule 20 for Local Government Authorities (GDS 20) provide the NAP Test that should be applied to material to ensure that it can be disposed of against NAP.

Types of material that can be destroyed under NAP

Material that can be destroyed under NAP include:

- word processing documents and spreadsheets in electronic format after updating, printing, or transfer to electronic recordkeeping systems
- drafts and rough notes not intended for further use
- brochures, catalogues, price lists, unsolicited promotional material, etc received from external sources
- calendars, diaries, appointment schedules etc that are not core attendance records
- superseded copies of instruction, guidelines, standards etc not included in a general or agency records disposal schedule
- extra copies of records no longer required for reference purposes
- copies of published items kept for personal reference
- unimportant messages or notes eg those required for only a few hours or a few days
- system printouts used to verify or monitor data, or answer ad hoc queries, that are not part of regular reporting procedures and are not required for ongoing use
- transitory electronic data or documents not relating to or supporting the business.

Remember that NAP is provided in the interests of efficient recordkeeping practices and extends to material of ephemeral or transitory value only.

Issues surrounding NAP in an Electronic Document and Records Management System (EDRMS)

The issue of destroying material under NAP has posed some concerns for agencies and authorities that manage records using an Electronic Document and Records Management System (EDRMS). These systems require a disposal item number when activating a disposal action. For example, a state government agency destroying records relating to non-strategic agency committees or work groups established for operational or

administrative purposes will use the item number 16.20.2 within GDS 15. A local government authority may dispose of records relating to the enforcement of development regulatory responsibilities that do not lead to court action against GDS 20, item number 3.71.4. Currently the application of NAP does not have associated item numbers within the two GDS' to aid in disposal in an electronic environment. Agencies that capture material within an EDRMS that can be disposed of under NAP are therefore unable to do so.

Documenting NAP in EDRMS

As an interim measure to assist agencies and authorities, State Records has prepared the following disposal table with item numbers to enable the destruction of ephemeral and transitory material against NAP within an EDRMS.

Review of GDS 15 and GDS 20

The inclusion of disposal item numbers to manage material being disposed of against NAP will be included in the current review being undertaken by State Records of GDS 20. A similar update will be reflected in GDS 15 when this schedule is next reviewed (currently scheduled for 2012-2013).

Further Information

- State Records of South Australia, *Adequate Records Management – Meeting the Standard* (2002)
- State Records of South Australia, *General Disposal Schedule No. 15 for State Government Agencies* (as amended)
- State Records of South Australia, *General Disposal Schedule No. 20 for Local Government Authorities* (as amended)

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DISPOSAL TABLE FOR DESTRUCTION OF EPHEMERAL/TRANSITORY MATERIAL CAPTURED WITHIN AN EDRMS

Item No.	Description of Records	Status	Disposal Action
0.	NORMAL ADMINISTRATIVE PRACTICE		
0.0	Ephemeral/Transitory Material Includes drafts, duplicates and publications created, acquired or collected by agency/council officers in the course of their official duties. Such material has no ongoing value.		
0.0.1	Transitory or short-term items, eg phone messages, notes, compliment slips, office notices and circulars.	Temporary	Destroy/delete according to NAP
0.0.2	Rough working papers and/or calculations created in the preparation of official records.	Temporary	Destroy/delete according to NAP
0.0.3	Drafts not intended for further use or reference, excluding official version drafts of agreements, submissions and legal documents.	Temporary	Destroy/delete according to NAP
0.0.4	Duplicate copies of material retained for reference purposes only.	Temporary	Destroy/delete according to NAP
0.0.5	Published material which does not form an integral part of an agency/council record.	Temporary	Destroy/delete according to NAP
0.0.6	System printouts used to verify or monitor data, or answer ad hoc queries, that are not part of regular reporting procedures and not required for ongoing use.	Temporary	Destroy/delete according to NAP
0.0.7	Transitory electronic data or documents not relating to or supporting the agency/authority business.	Temporary	Destroy/delete according to NAP