



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.

The introductions to *General Disposal Schedule 15 for State Government Agencies* (GDS 15) and *General Disposal Schedule 20 for Local Government Authorities* (GDS 20) detail the NAP test that is applied to material to ensure that it can be disposed of according to NAP.

Types of material that can be destroyed under NAP

Material that can be destroyed under NAP includes:

- 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- superseded copies of instructions, guidelines, standards etc not included in a general or agency records disposal schedule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.

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 an EDRMS

State Records recommends that agencies capturing ephemeral or transitory value materials within their EDRMS add either *0.0.0* or *NAP* to the item number field when applying NAP to this material.

Further Information

- 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)

Version control

Version number	Date of issue	Details
1.2	July 2013	Change to item numbers to be used for NAP in an EDRMS

Classification: Public