

## Records Disposal – Normal Administrative Practice

A great number of the records created, sent, and received by ACU can be covered by the organisations [Retention and Disposal Schedule](#) as they act as evidence of business transactions. However, there will always be records that don't quite fit into this category. Records of short term value, that lack evidentiary value, may be disposed of in due business process under Normal Administrative Practice (NAP). NAP allows records to be disposed of without formal authorisation from Records & Information Management Services. Types of records covered under NAP, as set out by the [National Archives of Australia](#), are detailed below.

### Facilitative, transitory or short term items

- appointment diaries, calendars (excluding those of VC & President, DVC, COO, Provost, Associate VC's, Campus Dean's, Pro-VS and Heads of Faculty)
- informal communications that don't act as evidence of business, such as; with compliments slips, personal emails, listserv messages, external newsletters
- duplicates of internal circulars and newsletters other than the master copy
- unsolicited letters offering goods or services
- email or documents that have been captured into corporate record keeping and approved business systems
- spam emails

### Rough working papers and/or calculations

- routine or rough calculations
- working papers and background notes that support the development of drafts
- spreadsheets or word processing documents that have been incorporated into correspondence or a separate final document
- system printouts used to verify data, or answer ad hoc queries that are not part of regular reporting procedures and not required for ongoing use

### Drafts not intended for further use or reference

- drafts in either paper or electronic form of reports, correspondence, addresses, speeches, planning documents, etc. that have minor edits for grammar, spelling etc.
- drafts that do not contain significant or substantial changes or annotations in relation to the final version
- drafts that do not contain significantly more information than the final version

### Copies of material retained for reference purpose only

- duplicates of agency procedures, manuals, guidelines, plans etc. other than the master copy
- copies of records made for reference purposes, or to support the development of other documents, including summaries of extracts of records held in the agency's records management system
- unsolicited promotional or advertising material received by ACU
- external publications

## NAP decision flowchart

