

Using NAP at the Archives

NAP (Normal Administrative Practice) can be used to destroy certain information and data when it's no longer required for business purposes. NAP applies to all information and data – emails, documents, data, etc.

The information and data you create and capture in your everyday duties contributes to effective Information and Data Governance. You are responsible for deciding what low risk information and data can be destroyed.



Delete with Confidence

- Duplicate information and data already saved into the RkS or another business system (email)
- SPAM
- External publications (e.g. Newsletters and promotional material)
- NAP's authorised in a records authority
- Group emails if you are not the sender
- Reference copies of newsletters, procedures, guidelines, manuals, policies
- Low value facilitative information or data



Needs Consideration

- Low-risk emails such as system reminders and alerts, 'for your information' communications, email bounce backs.
- Invitations, diaries and calendars (with the exception of SES)
- Duplicates of the National Archives' publications and promotional material.
- Drafts, rough or routine calculations and working papers.
- Business information held in shared work spaces such as shared drives and business systems.
- Documents prepared with the involvement of senior staff; these are often important and may not be appropriate for destruction using NAP.



Do not delete

Valuable business information that is required:

- For accountability purposes
- For the ongoing efficient administration of agency business
- To protect rights and entitlements of individuals, groups, or the Government, or because of its cultural or historical value, or to meet community expectations.