Recordkeeping Email Alert - Sentencing Records

Sentencing is the process of using Normal Administrative Practice (RDA), Records & Document Authority (RDA), or Single Instance Disposal Authority (SIDA), to decide whether to retain, destroy or transfer a record.

Normal Administrative Practice (or NAP) allows for the destruction of ephemeral material of a facilitative or duplicate nature created, acquired or collected by the agency. Including:

* working papers used solely to assist in the preparation of other records;
* drafts not intended for retention; or
* extra copies of documents and published material kept solely for reference.

