

Notification of Records Destroyed - (NAS 45)

1. Agency controlling the records (include CA number if known) and postal address:

2. Series title/description of records destroyed (include CRS number if allocated):

3. Name and telephone no. of agency contact person:

4. Who sentenced the records (please circle):

- contractor
- agency officer
- other

5. Specify Record Disposal Authority(ies) and/or AFDA entry/class number(s) used to authorise destruction, given in full:

6. Date range of records destroyed:

7. Quantity of records destroyed (in shelf metres):

8. Date(s) of destruction:

9. Method of destruction (please circle):

- shredding
- pulping
- data deletion (e.g. from hard or floppy disk)
- other

10. Certificate of agency representative:

I hereby state that the records described above have been destroyed in accordance with the disposal action specified in the relevant disposal authority(ies):

.....
Agency representative responsible for records
(name printed)

.....
Designation

.....
Date

.....
(signature)

COMPLETING THE NOTIFICATION OF RECORDS DESTROYED FORM (NAS 45)

Commonwealth agencies are required to notify the Archives within 30 days of the destruction of Commonwealth records under the Archives Regulations 1984, r. 7. Please send the NAS 45 form(s) to:

National Archives of Australia
PO Box 7425
CANBERRA MAIL CENTRE ACT 2610

NOTE: Agencies should retain a copy of completed forms and a list of records destroyed.

1. Agency controlling the records (include CA number if known) and postal address

State the name of the Commonwealth agency which controls the records you have destroyed. You may also be aware of the CA (Commonwealth Agency) number, a number allocated by the Archives. Please give this number if you can and the full name and address of the agency.

2. Series title/description of records destroyed (include CRS number if allocated)

The records you have destroyed will form part of a larger group of records which may have a series title (e.g. Dep't of Communication and the Arts, Central Office Correspondence Files, Annual Single Number Series) and Commonwealth Record Series (CRS) number. If there is a title and number allocated, write it down for this entry, otherwise provide a clear and easily understood description of the records.

3. Name and telephone number of agency contact person

Insert the name and telephone number of the person in the agency we can contact if we have any queries about the information on the form.

4. Who sentenced the records

Indicate whether agency staff undertook the sentencing or a contractor was hired by the agency to sentence records on its behalf.

5. Specify Record Disposal Authority (RDA) and/or Administrative Functions Disposal Authority (AFDA) and entry/class number(s) used to authorise destruction

Each disposal authority has a unique number which is readily identifiable on the document. You may have used more than one disposal authority in your sentencing project (e.g. both the Administrative Functions Disposal Authority and a specific Records Disposal Authority for your agency), if so, indicate their numbers here. You should also record beside the Authority number, the number(s) of the disposal class(es) you sentenced the records against. These class numbers are in the left hand column of the disposal authorities. Please give the entry/class number(s) in full.

6. Date range of records destroyed

Please record, in years only, the approximate date range between the oldest and most recent records you have destroyed (e.g. when sentencing file records, check both the date range of folios within the files and the file covers themselves).

7. Quantity of records destroyed (in shelf metres)

Estimate this by calculating roughly how many metres of space all the records you destroyed would have occupied if they were packed loosely together and lined up along a shelf.

8. Date(s) of destruction

Write the date(s) destruction took place.

9. Method of destruction

If the disposal action for the class(es) of records you are destroying was simply "destroy x years after ..." you should either shred or pulp the records. If the disposal action on the authority was for some other method of destruction (e.g. re-using magnetic tape), then that is the destruction action you should carry out. The method of destruction should ensure that information cannot be resurrected.

Circle the method of destruction used. If another method was employed please indicate it here.

10. Certificate of agency representative:

The person who approved the destruction of your records (i.e. agency officer who is responsible for the records management or archives function in your agency) should certify the destruction.