

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
Business Support OPENING A NEW FILE/PART		BSS/IMT/002
		ISSUE 002
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1. Purpose & Scope

1.1 This procedure describes the processes involved in opening a new registered file for use within NSD.

2. Policy

2.1 If a file does not already exist for a new project or a discrete piece of work which is better tracked by being managed as a separate file, a file will be opened to accommodate this work.

2.2 NSD will adhere to HSE policy on the use of major and minor files, i.e. if the information on a file is likely to be short-lived and not of lasting importance, a minor file should be opened rather than a major file. Minor files are closed at 2 years and destroyed automatically when 5 years old. Minor files can be converted to major files if necessary (and vice-versa).

2.3 All requests for **new** files to be opened (not simply new parts for existing files) will be sent to Registry with a completed file request form (Newfile).

2.4 Files or documents which are protectively marked to the classifications listed below are held within the Secure Enclave within Division 3 and controlled by the Enclave Liaison Officers (ELOs). These classifications are;

- 1) all MoD and AWE files which are protectively marked confidential or above,
- 2) anything which is marked 'Atomic'
- 3) Secret & Top Secret markings.

2.5 It is important to note that procedures for handling these classifications may differ from standard procedures. Where this applies

full instructions will be given.

3. Responsibilities

3.1 Registry staff / ELOs are responsible for opening a new file (or a new file part) within 24 hours upon receipt of a formal request to do so.

3.2 Registry staff / ELOs are responsible for checking all requests for new files against the DMS to ensure that such a file does not already exist.

3.3 The Records Manager is responsible for ensuring that all new files opened adhere to the structure of the filing system.

3.4 The Records Manager is responsible for amending the filing structure if the need arises and ensuring that any subsequent cross-referencing from old to new files is made.

3.5 Registry staff / ELOs are responsible for obtaining signatures for receipt of files marked confidential or above.

3.6 All recipients of files marked confidential or above are responsible for reading and adhering to instructions shown on **form Conf 1**.

4. Definitions

4.1 See **BSS/IMT/Annex 1** - Glossary of Definitions.

5. Procedure

5.1 See **flowchart** .

6. Associated Documents

6.1 **Newfile form**

6.2 DMS User Manual

6.3 **BSS/IMT/007** - Handling of classified documents / files

6.4 **Form Conf 1** - Movement of files classified confidential or above.

Flowchart for Opening a New File / Part

