

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
<b>Business Support CLOSING A FILE</b>		<b>BSS/IMT/003</b>
		ISSUE 002
Approved By: <i>G MacDonald</i>	G MacDonald	Issue Date: 17/09/01
Open Government Status: Fully Open		Review Date: 16/09/04

## 1. Purpose & Scope

1.1 The purpose of this procedure is to define when and how a file must be closed by Registry or the Enclave Liaison Officer (ELO).

## 2. Policy

2.1 Files will be closed when whichever of the following arises first:

- 1) The subject of the file is concluded
- 2) The file is 2 years old if it's a minor file
- 3) The file is 5 years old if it's a major one
- 4) The file part is physically full and requires a new part to be opened

2.2 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.

2.3 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 The member of staff using the file is responsible for asking Registry / ELO to close the file, if the topic is complete.

3.2 If the file is booked out to a member of staff, that person or a member of their admin team is responsible for asking for the file part to be closed and a new one opened (if required).

3.3 Registry / ELO staff have the following responsibilities:

1) To close a file on the DMS.

2) To split a file into 2 parts if it is too full and to take the necessary action to amend the file information held on the DMS.

3) To check whether there is sufficient room on the file, if new papers are to be added to a file which has been P/A'd and to open a new part if there is not.

4) To close a file if it has been open for 5 years.

3.4 The admin staff in the Divisions are responsible for completing the 'Closed' sheet and writing 'CLOSED' on the front cover of the file if a file is kept by the file holder and is not returned to Registry for Registry staff to action.

3.5 It is the responsibility of Registry Manager and the ELO to conduct a rolling programme of file closures so that all files over 5 years old are systematically closed, to ensure compliance with the Public Records Acts.

## **4. Definitions**

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

## **5. Procedure**

5.1 See **appropriate flowchart**

## **6. Associated Documents**

6.1 **'Closed' sheet** (Form Closefile)

6.2 Public Records Act 1958 Ch. 51

6.3 Public Records Act 1967 Ch. 44

6.4 DMS User Manual

6.5 **BSS/IMT/002** - Opening a new file / part.

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FILE NUMBER.

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**CLOSED**

ON -----

In accordance with H.Q. code section D/RO code supplement. Any further action should be taken on a new file which may be obtained from Registry.

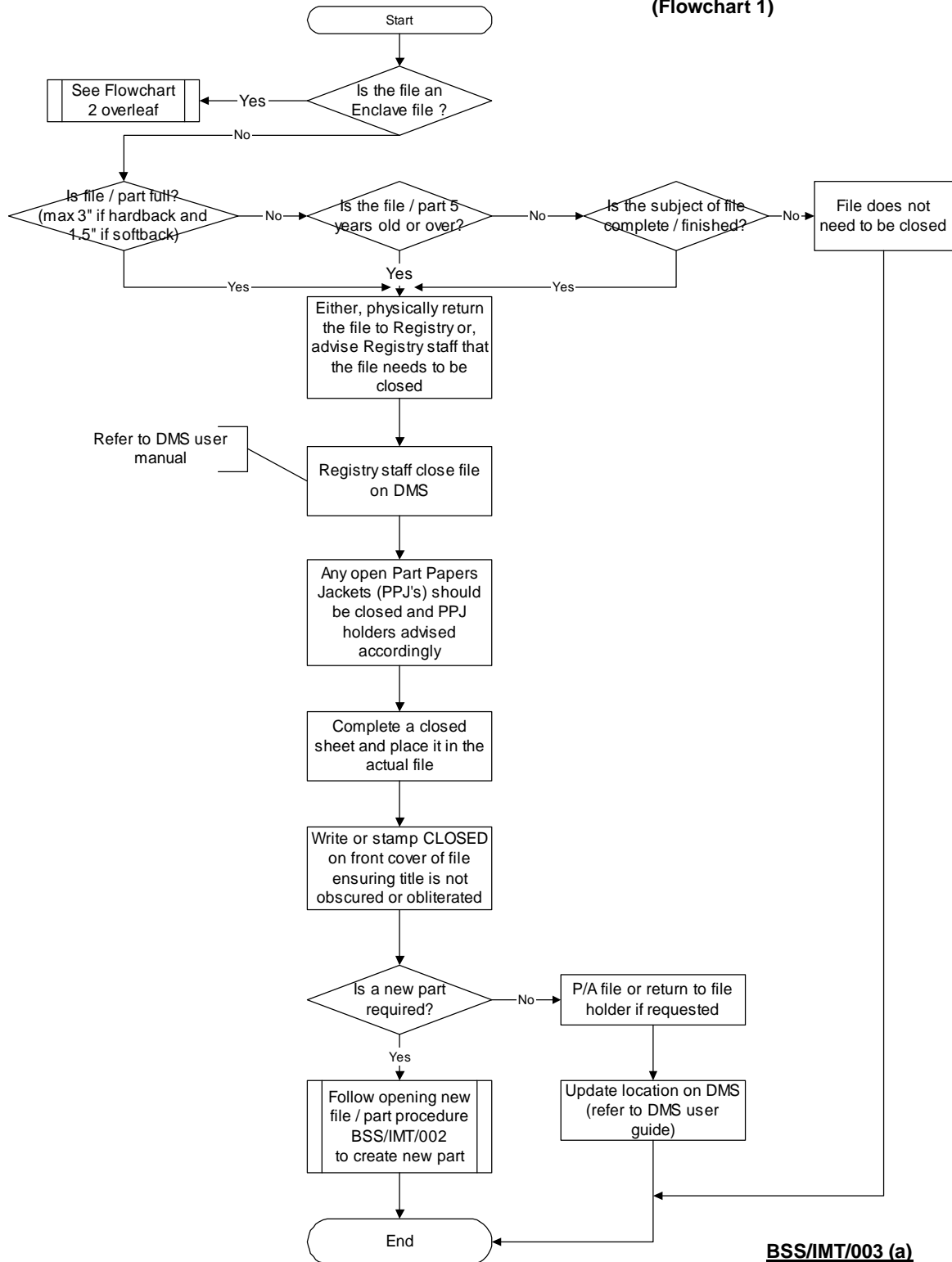
Registry action, when appropriate:

Continued on -----

**Form CLOSEFILE**

**Flowchart for Closing a File / Part**

(Flowchart 1)



**Flowchart for Closing a File / Part in the Enclave**

(Flowchart 2)

