

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
<b>BUSINESS SUPPORT ISSUE, TRANSFER AND RETURN OF FILES</b>		<b>BSS/IMT/004</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 ensure that files are issued, transferred and returned in a systematic manner to minimise the risk of their being lost and to ensure that so far as is reasonably possible, the current location of any file will always be known and will be accurate.

## 2. Policy

2.1 Files will be issued within 24 hours from Registry or the Enclave Liaison Officer (ELO).

2.2 Files will be returned promptly by file holders once they are no longer required.

2.3 Files or documents which are protectively marked to a specific classification 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.

2.4 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 / ELO have the following responsibilities:

- 1) To issue a file within 24 hours of a request being

received.

2) To ensure that all files returned are P/A'd and that the DMS is amended to show this.

3) To check before any file is P/A'd that there are no outstanding actions upon the file - i.e. On the minute sheet that it is not intended to be forwarded to someone else first.

4) To ensure that all files that have been P/A'd , are stored appropriately and are readily retrievable when needed.

5) To advise if a requested file is held at Cherry Lane warehouse and to verify whether the file is needed urgently (i.e. the same day it is requested) or whether it can wait for the next planned visit to Cherry Lane.

### 3.2 All staff have the following responsibilities:

1) To return files to Registry / the Enclave when they are no longer required.

2) To ensure that all files are transferred around the building in a manner appropriate to their classification i.e. that restricted files are wrapped or enveloped accordingly, if being sent through the internal mail system, (or else are delivered by hand and not left on the member of staff's desk if they are temporarily out of the office and that, where appropriate are securely stored until staff return).

3) To ensure that they know of the whereabouts of all files booked out in their name.

4) To ensure that all files in their possession are stored appropriately - particularly restricted and confidential files. (HSE Staff Handbook, Chapter 4, Appendix 3)

5) To inform Registry / ELO if transferring a file to another member of staff and ensure that the control book is updated for confidential (and above) material.

## 4. Definitions

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

4.2 PRO - Public Records Office

## **5. Procedure**

5.1 See Flowchart 1 - Transfer of Files

5.2 See Flowchart 2 - Transfer of Files Classified 'Confidential' or above

5.3 See Flowchart 3 - Return of Files to Registry

5.4 See Flowchart 4 - Return of Files to the Secure Enclave

## **6. Associated Documents**

6.1 Reg 4

6.2 HSE Staff Handbook, Chapter 4, Appendix 3, 'Information Security in HSE

6.3 BSS/IMT/007 - Handling of Protectively Marked documents

6.4 BSS/IMT/008 - Missing Files

6.5 Conf 1. - Movement of AWE or MOD Files classified 'Confidential' and above

---

**CONF1**

# **MOVEMENT OF AWE OR MOD FILES**

## **CLASSIFIED 'CONFIDENTIAL' OR ABOVE**

**You have taken receipt of a file which is classified 'Confidential' or above.**

**Please ensure that :**

**w You have read HSE STAFF HANDBOOK, CHAPTER 4  
Appendix 3 - INFORMATION SECURITY IN HSE.**

**w You have the relevant storage facilities required for storage  
of the file.**

**w You have signed for receipt of the file with either NSD Registry or  
Division 3 Admin. Support.**

**w You sign for receipt of any confidential (or above) documentation  
passed to you by your Admin. Support.**

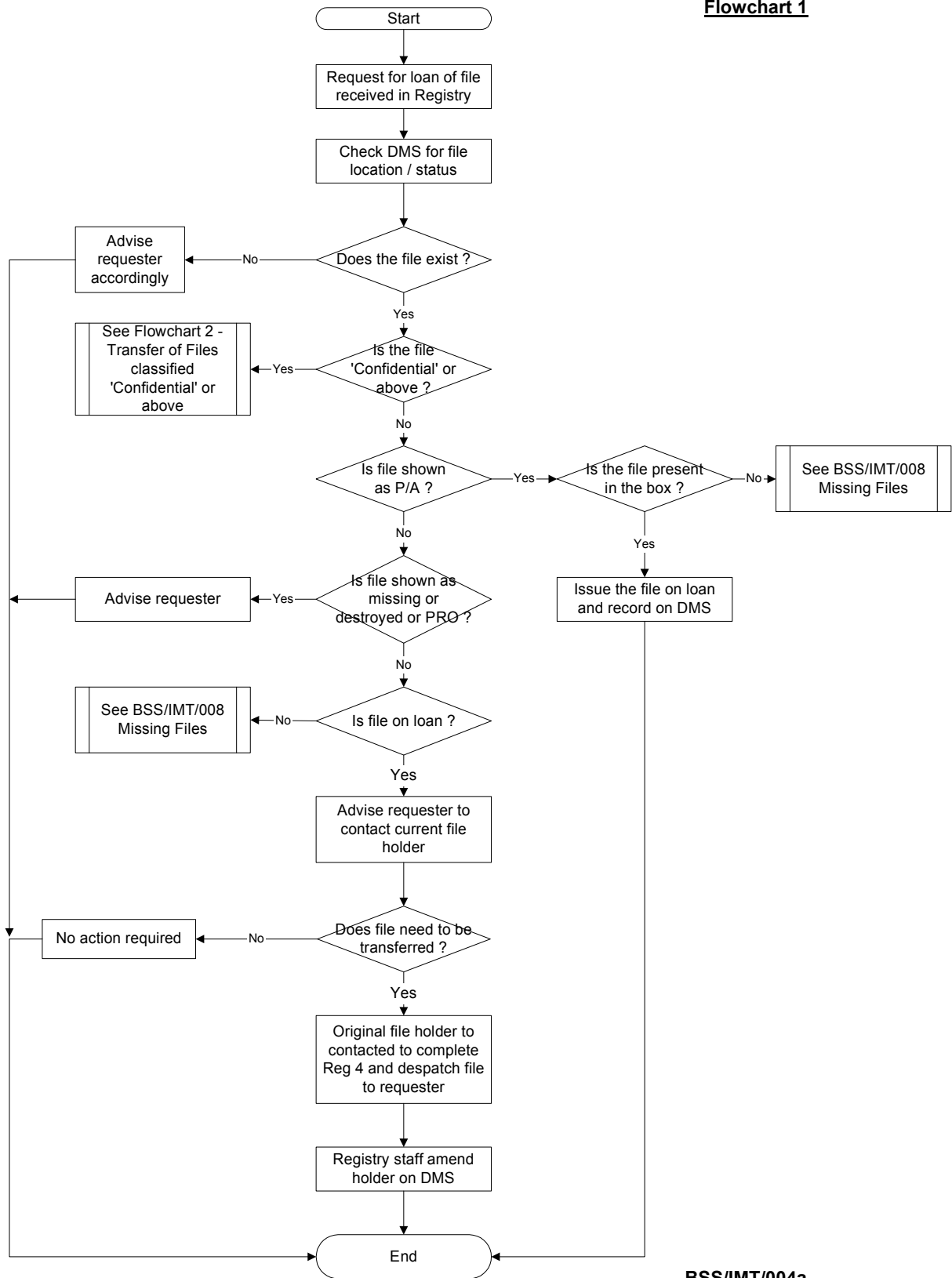
**w Any copies of confidential (or above) documents are made by  
your Admin. Support (as they will be controlled).**

**w Destruction of copies are carried out by your Admin. Support (as  
they will be controlled).**

**Please ensure that files / documents marked confidential or above  
are kept no longer than is absolutely necessary to complete your  
work. Spot checks may be carried out.**

**Flowchart for the Transfer of Files**

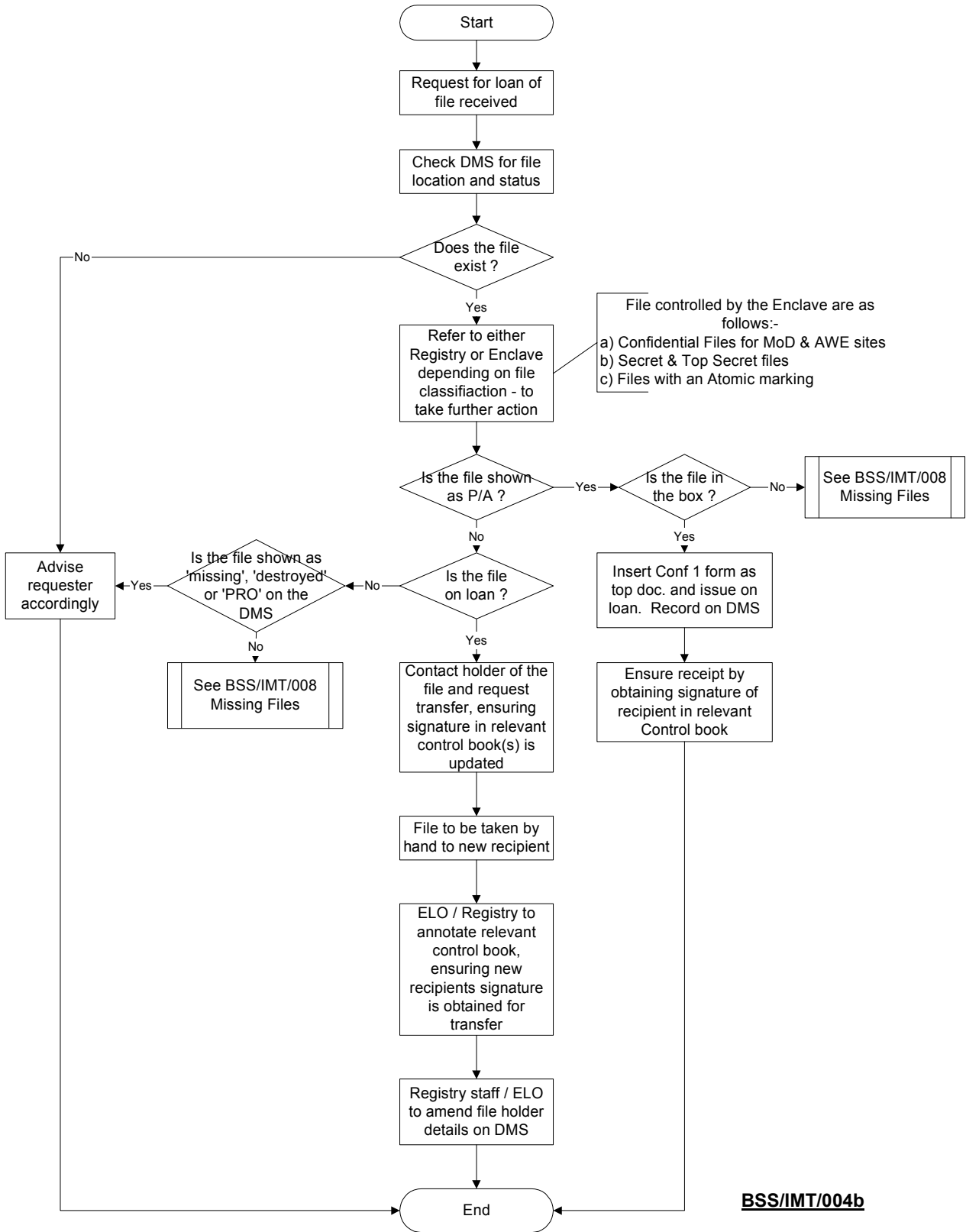
**Flowchart 1**



**BSS/IMT/004a**

**Flowchart for the Transfer of files  
classified as 'Confidential' or above**

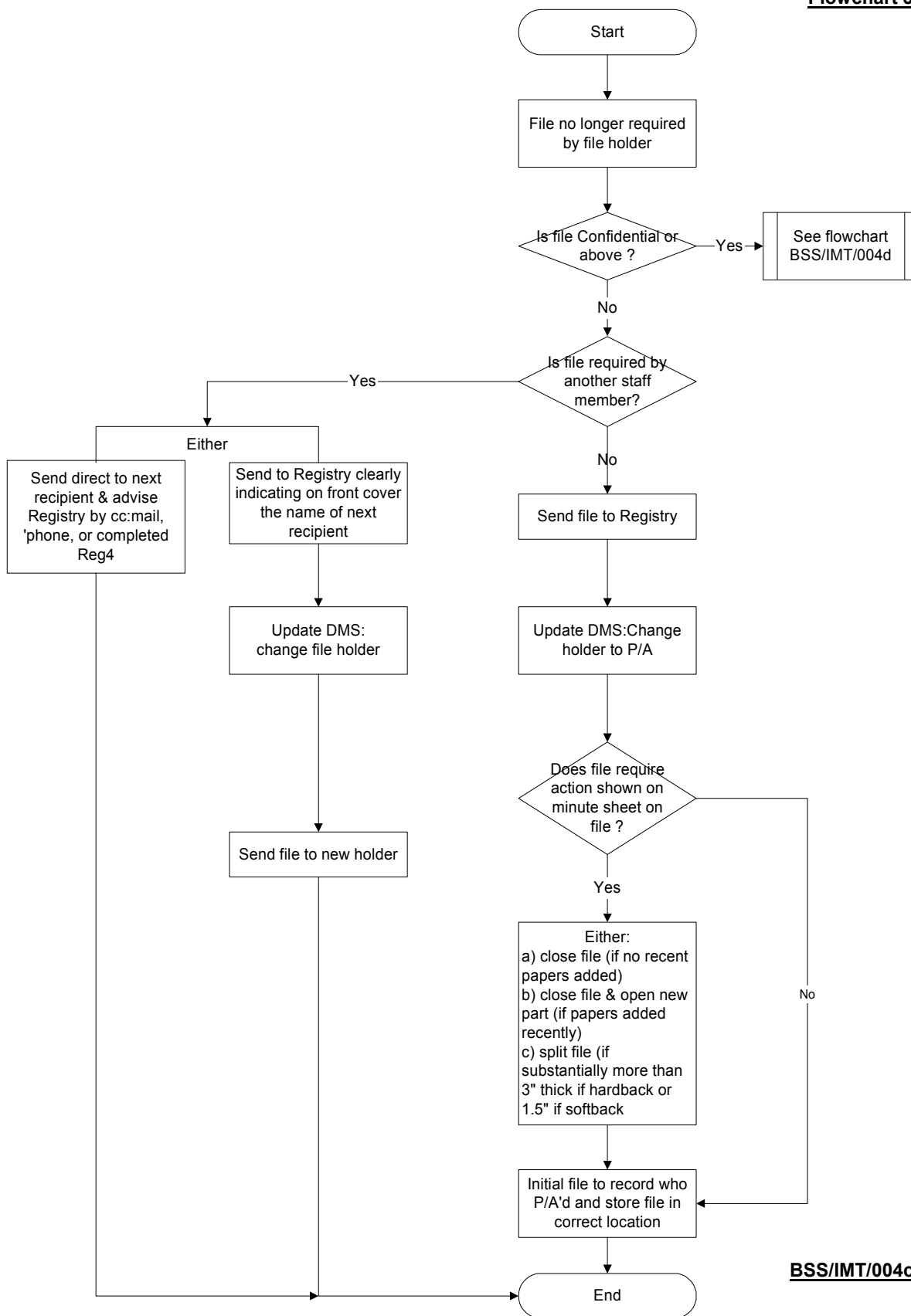
**Flowchart 2**



**BSS/IMT/004b**

**Flowchart for Return of Files to Registry**

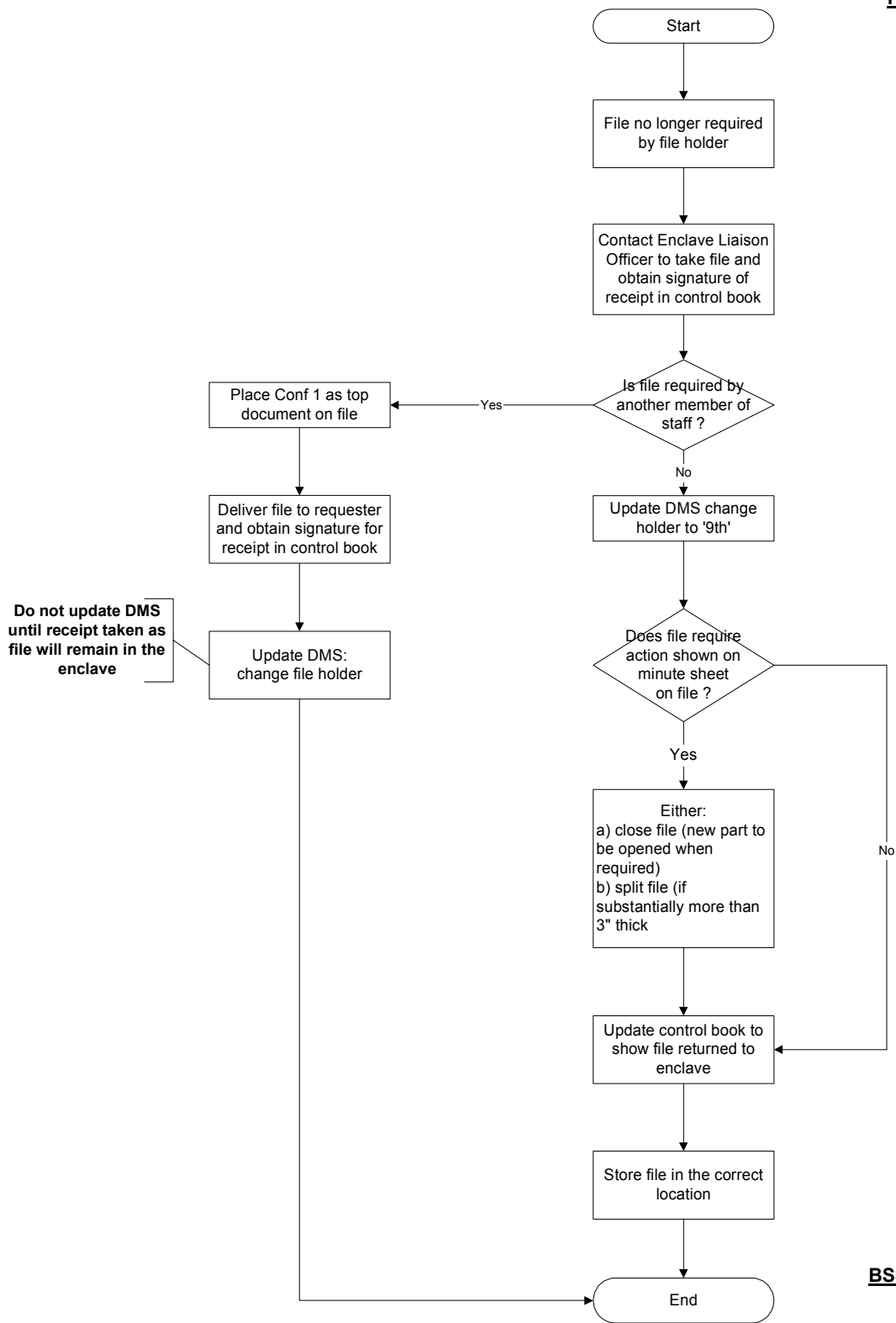
**Flowchart 3**



**BSS/IMT/004c**

**Flowchart for Return of Files to the Secure Enclave**

**Flowchart 4**



**BSS/IMT/004d**