

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM			
Business Support MISSING FILES		BSS/IMT/008	
		ISSUE 003	
Approved By:	A WILLIAMS	Issue Date: 112/06/03	
Open Government Status: Fully Open		Review Date: 12/06/06	

1. Purpose & Scope

1.1 The purpose of this procedure is to identify, locate and retrieve missing files.

2. Policy

2.1 If a file is not in its designated location i.e. either in the possession of the member of staff to whom it is booked out, or in the correct storage location in Registry / Enclave, then it is deemed to be 'missing' and staff in NSD's Registry / Enclave team will take action to try and recover it.

3. Responsibilities

3.1 If a file holder knows that they have lost a file, it is their responsibility to advise the Registry Manager / Enclave manager of the circumstances of its loss.

3.2 It is the responsibility of all staff in Registry / Enclave to ensure that all files stored in Registry/Enclave are accurately filed and that non-Registry / Enclave staff are not allowed unauthorised access to the file storage area. All confidential and above MOD / AWE files are held in the 9th floor Enclave.

3.3 It is the responsibility of staff in Registry / Enclave to implement the procedure for checking for possible locations for a missing file.

3.4 It is the responsibility of any member of staff who takes action over a file which appears to be missing, to inform the Registry / Enclave team member with responsibility for tracing missing files, to add the file to the 'missing files' list. Enclave staff should inform the Enclave manager.

3.5 It is the responsibility of any member of staff **finding** a missing file, to alert a member of the Registry or Enclave team with responsibility

for tracing missing files, so that the file can be deleted from the list. Enclave staff should notify the Enclave manager.

4. Definitions

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

5. Procedure

5.1 See **flowchart 1 - Missing Files**

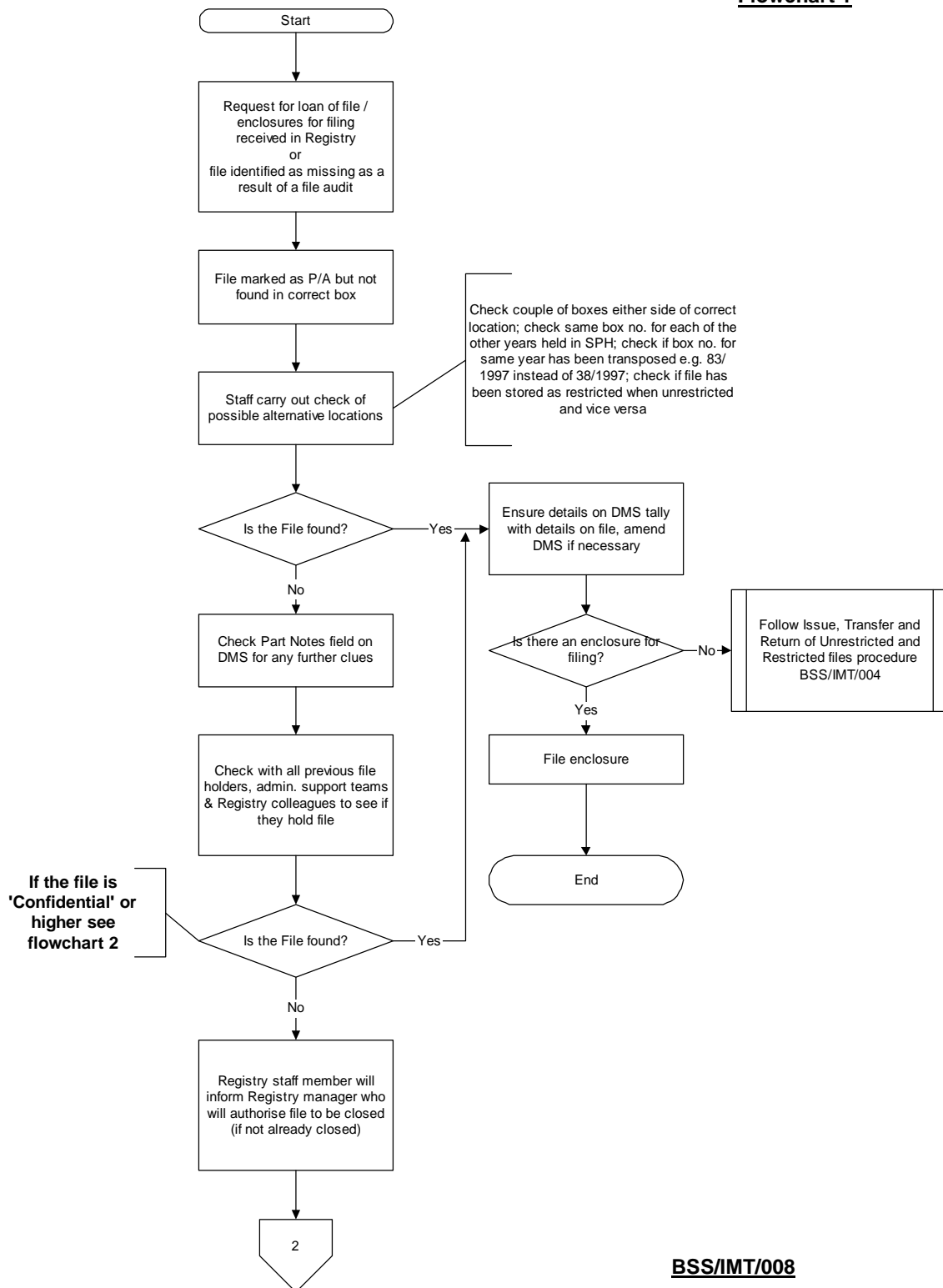
5.2 See **flowchart 2 - Missing Files classified Confidential or above.**

6. Associated Documents

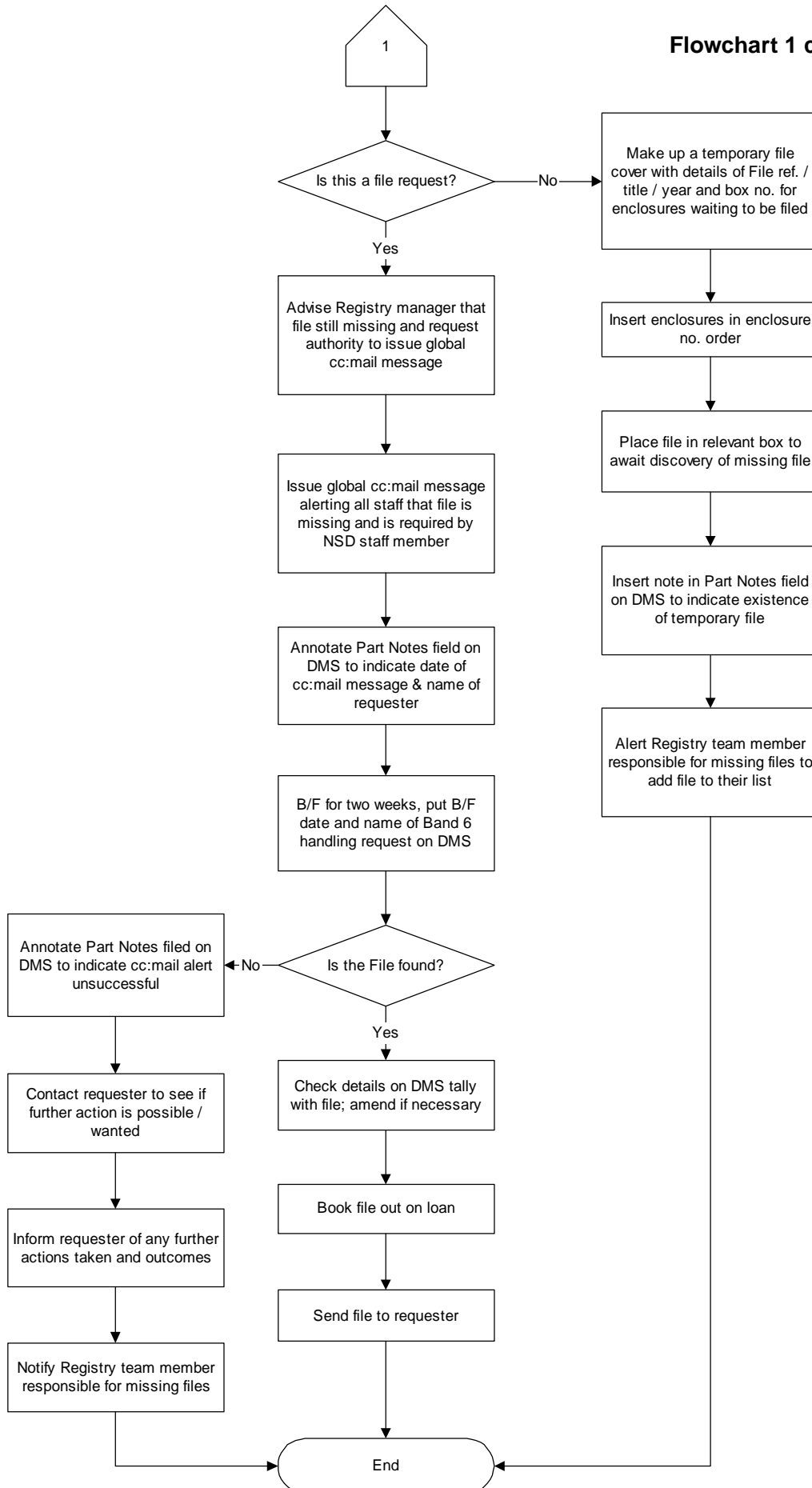
6.1 **BSS/IMT/004 - Issue, transfer and return of Unrestricted and Restricted files**

Flowchart for Missing Files

Flowchart 1



Flowchart 1 cont.



NSD BMS BSS/IMT/008

Flowchart for Missing Files Classified 'Confidential' or above

Flowchart 2

