

**NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM**

**Business Support  
GLOSSARY OF DEFINITIONS**

**BSS/IMT ANNEX 1**

ISSUE 002

Approved By: *R P Pape*

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Cherry Lane Warehouse HSE's Central Stores,  
Unit 1, 4 Cherry Lane, Walton, Liverpool L4 6UG  
-used in part as offsite storage for non-current registered files

**DIAS** Directorate of Information and Advisory Services in HSE.

**DMS** NSD's computerised document management system which records details of files and file enclosures created 15/12/95.

**DBSU** Directorate Business Support Unit, part of NSD with responsibilities for records and information management.

**Enclosure** Any single document put on a file – e.g letters, memos, agendas and minutes of meetings, reports etc.

**File Holder** Person who currently has the file booked out in their name.

**FOU** Procedure in HSE whereby copies of HSE publications can be obtained by HSE staff when their work requires it.

**Official Holder** Person or section with responsibility for the original record (NOT any copies) and its retention.

**P/A** Files are Put Away (P/A) in Registry's store when not required.

**PRO** Public Record Office.

**Vital records** Records which have a legal status and are essential to the operation of NSD.