

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
Business Support FILE AUDITS		BSS/IMT/009
		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 It is the purpose of this procedure to provide guidance on the frequency and conduct of file audits conducted by Registry staff / Enclave Manager.

2. Policy

2.1 An audit will be conducted every 4 months of all files booked out to staff.

2.2 Only the location of files will be audited, the contents of files will **NOT** be audited.

2.3 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.

2.4 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 The Registry / Enclave Manager is responsible for the organisation and conduct of the audit.

4. Definitions

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

5. Procedure

5.1 See **flowchart 1 - Restricted and below File Audits**

5.2 See **flowchart 2 - Confidential and above File Audits**

6. Associated Document

6.1 **BSS/IMT/008 - Missing Files**

6.2 **Audit 1 & Audit 2** - Covering minute sent to staff with printout from the DMS of the list of files booked out to them.

To:

Date:

REGISTRY FILE AUDITS

Could you please confirm for me that you are still holding the files booked out to you on the enclosed DMS Hitlist.

If you are no longer holding any of these files, please indicate where you think they may be. Also please add any files that you are holding that are not on the list within 14 days if possible.

If you require any assistance please let me know.

Thanks

Allan Morris
Registry
Room 004, SPH
x3627

Audit 1

To:

Date:

ENCLAVE FILE AUDITS

Could you please confirm for me that you are still holding the files booked out to you on the enclosed DMS Hitlist.

If you are no longer holding any of these files, please indicate where you think they may be. Also please add any confidential files that you are holding that are not on the list within 7 days if possible.

If you require any assistance please let me know.

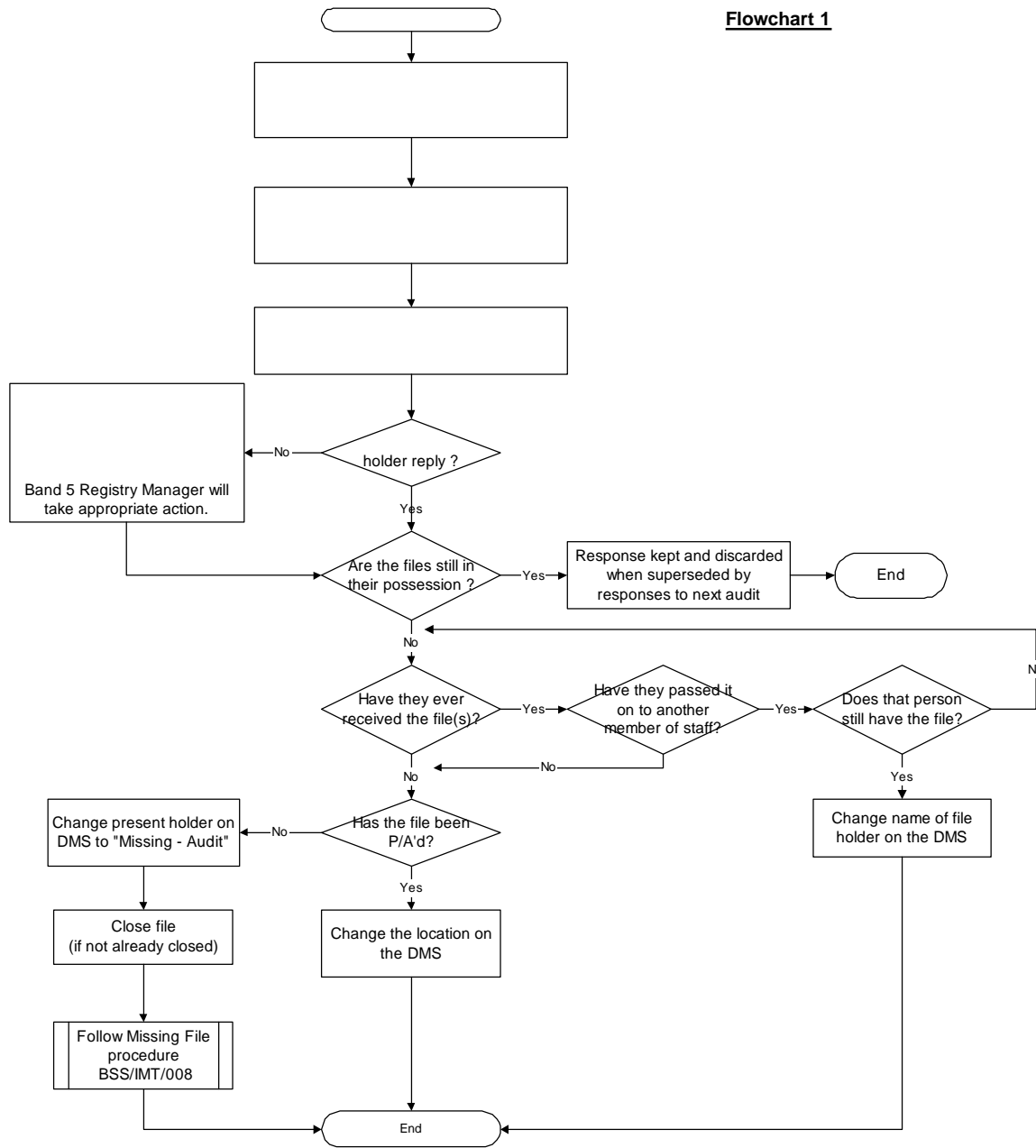
Thanks

Paula Brimble / Liz Bibby
Division 3
Room 807, SPH
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Audit 2

Flowchart for Restricted and below File Audits

Flowchart 1



Flowchart for Files Confidential and above

Flowchart 2

