

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.