

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM			
BUSINESS SUPPORT INFORMATION MANAGEMENT FOREWORD		BSS/IMT/FWD	
		ISSUE 001	
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1. PURPOSE & SCOPE

1.1 The purpose of this manual, as part of the Business Management System is to provide the policies and procedures for the management of NSD's **paper** records, so that the paper-based information that NSD needs in order to conduct its business, is easily and accurately recorded and tracked, from creation to final destruction or permanent preservation, and is equally easily and accurately retrieved when needed.

1.2 The management of **electronic** records is not specifically addressed in this manual. The policies on the information that is kept and why will apply equally to both paper and electronic records. However, NSD has not yet fully addressed the issues of managing paper and electronic records in tandem. The nature of the nuclear industry means that records that need to be kept long-term need to be kept for a very long time. To date the issues surrounding the long-term storage and migration of data from electronic sources have not been resolved to the point where NSD can confidently work with electronic files, as master copies rather than paper ones. HSE as a whole, has still to address the retention of electronic files.

1.3 This manual does **NOT** cover a replacement filing system for NSD's files.

1.4 This manual does not attempt to stipulate to what uses the information, that NSD creates or acquires, should be put.

2. POLICY

2.1 NSD will ensure that the information held is readily available and retrievable, so that decisions and judgements are soundly based on the knowledge available.

2.2 NSD will define in the retention schedule what information it needs to keep as evidence for its activities.

2.3 NSD will ensure that information is accurately recorded, handled, stored and filed to standards consistent with those demanded by the exactitudes of

regulating the nuclear industry, and within the resource constraints imposed on the Directorate. .

2.4 NSD will not keep information judged to be superfluous, redundant, of a temporary nature, or in duplicate (unless there is a specific need in the last instance).

2.5 NSD will ensure that where information it possesses should be made available to the public, this is done speedily and effectively.

2.6 NSD will ensure that its records management policies and procedures are consistent with those of HSE and the Public Records Office (PRO) and comply with all relevant legislation on the retention, copying and release of information.

2.7 NSD will ensure that these policies are reviewed on an annual basis for continued relevance.

2.8 NSD will train all staff to use and manage files in accordance with this manual.

3. ROLES AND RESPONSIBILITIES

3.1 The Records Manager is responsible for the content of the Records Management Policies and Procedures Manual and for ensuring that the content is kept up to date and accurately reflects NSD's information requirements.

3.2 The Records Manager is responsible for ensuring that these policies and procedures are followed and for organising periodic reviews and audits.

3.3 The Registry Manager (Band 5) is responsible for ensuring that files are created, handled and stored consistently according to the procedures given in this manual.

3.4 The Registry Manager is responsible for conducting second file reviews i. e. reviews of files over 25 years old.

3.5 All file holders are responsible for ensuring that the content of the files is complete and up to date.

3.6 Line managers are responsible for ensuring that their staff adhere to these policies and procedures.

3.7 All NSD staff are responsible for adhering to the procedures and for alerting the head of Directorate Systems Unit (DSU) to any changes or additions required.