



BUSINESS MANAGEMENT SYSTEM			
ONR Business Classification Scheme and Disposal Schedule			
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Business Classification Scheme and Disposal Schedule

Version 1

2016

Version	Date	Amended by	Comments
1.0	2016		
1.1	5/12/16	Simon Reynolds	1.6.4 Recruitment amended to 2 years to reflect latest Civil Service Commission guidance.
1.2	14/03/2017	Sandra Gartland	Programmes changed to Divisions to reflect new structures
1.3	01/06/2017	Simon Reynolds	HR Personnel files amended to reflect 100 year retention

INTRODUCTION

Purpose of the Business Classification Scheme (BCS)

The BCS is designed to help organise and manage ONR documentation in the EDM system (TRIM). This includes:

- Registered files - paper files created and recorded pre 2006.
- Electronic documents and records post 2006

An Electronic Document and Records Management (EDRM) system, TRIM, was introduced in 2006 to manage both electronic documents and paper-based files throughout ONR. This gives staff authorised access via desktop to ONR documentation and files via a single system. The BCS underpins the electronic system and provides the basis for processing and managing the lifecycle of ONR records.

Functional analysis

The BCS provides a common and consistent framework for handling documentation across ONR. It is intended to support programme and project-based working and is derived from a functional analysis of ONR. This approach was adopted throughout the Civil Service and endorsed by The National Archives. The actual headings were derived from the legacy of the HSE/ONR common process map, consultations with Divisions and examination of existing registered file categories.

The BCS is a three-level classification, which, for most areas has been organised as follows:

- Function - used as a top-level term to represent the major responsibilities that are managed by ONR to fulfil its goals.
- Activity - used to describe the major tasks performed by ONR to accomplish each of its functions. Several activities may be associated with each function.
- Process - used to describe the tasks, which take place on a regular basis to perform each activity.

For example:

Function: 1. Business support and management

Activity: 1.6 Human resource management

Process: 1.6.4 Recruitment

An exception to this is Section 6 - research where it was deemed more useful to break the classification down into different research topics based on ONR's research categories.

Some definitions

Before proceeding, it might be useful to review the definitions of some of the terms used in this classification scheme:

- Business Classification Scheme - a classification system used for managing paper files and electronic records. The National Archives definition is "structured scheme of categories in which files are grouped - a taxonomy".
- Documents - printed or electronic papers such as reports, letters, memos, or e-mail messages. The definition also includes handwritten notes and printed out graphical material. An electronic document is any of these held in machine-readable form or as a scanned image. Documents become records once they have been finalised in TRIM.
- Electronic record - one or more linked electronic documents plus record metadata - the electronic equivalent of a paper file.
- Folder - collection of documents/records on a specific topic that are held together for management and disposal as a single entity (either hard copy or electronic).
- Hybrid folder - is comprised of two parts, an electronic folder and an associated registered paper file. Both the electronic folder and the registered paper file have the same number and name.
- Metadata - information about documents or records that is used to manage and retrieve them. The general definition is "data about data".
- Records - "information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business". A record may consist of a collection of documents that together provide a complete 'story' about a particular activity or process. A general term that covers both electronic records and hard copy files. Records are documents that have been finalised in TRIM.
- Registered file - a paper file created and recorded pre 2006.
- Scanned document - an electronic image of a paper document. This is generally not a revisable document.
- 1st review of registered paper files ie created pre 2006 is currently carried out when a file is 7 years old.
- 2nd review of registered paper files ie created pre 2006 is currently carried out when a file is 15 years old.

How it works

The BCS has many similarities to the previous system of registered files, in that a folder (or file) is registered under a particular category. The main difference is that rather than allocating a block of categories to each Division, the BCS encompasses the whole of ONR.

When new documents are created they can be in either electronic or paper form. They should be filed on the appropriate electronic database for our corporate information or filed on a hard copy folder once registered electronically.

Electronic documents sit inside electronic folders in TRIM. These folders take on the classification title under which they are opened, for example a complete folder title would look like this:

BUSINESS SUPPORT & MANAGEMENT - Human Resource Management – Recruitment - RECRUITMENT PANELS - INTERNAL - 1 APRIL 2012 - 31 MARCH 2013

In exceptional circumstances documents may require access controls. Such circumstances would cover information that deals with sensitive personal issues or covers the development of high level corporate management matters. Access controls are managed at folder level, not at document level so documents and records acquire the access and security settings of their folder.

All of this information about folders and records in TRIM is known as 'metadata'. Other metadata such as creator and date created is assigned automatically.

A scope note is included under each heading in the BCS showing examples of the type of information applicable to that part of the BCS.

Benefits of the BCS

The BCS has been developed to enable ONR to effectively manage documentation and to support project-based working across the organisation. The specific benefits of this approach are:

- Assists with meeting e-government metadata standards and corporate data management. Compliance with the records management code of practice supports legislative compliance such as Freedom Of Information & Public Records Act 1958
- Consistent management of records - the system allows for application of standard disposal periods or security classifications for each category of record.
- Efficiency - allows for management of categories of record rather than individual records, saving time and effort.
- Encourages cross-departmental working and knowledge sharing - a common system for classifying records means that they are accessible to everyone in ONR (subject to access controls).
- Improved retrieval - there is one system for locating all ONR registered records, regardless of topic or originating department.
- Integrated system for electronic records and physical files
- Supports change management - it is a more robust system that is not dependent on the organisational structure. This means that it should not need to be changed whenever there is an internal reorganisation of ONR. This is because it is based on the functional analysis of ONR, which is more stable than the organisational structure.

Disposal schedule

A box containing the recommended disposal period is given for each heading in the BCS and the disposal period applies to all records in that category by default. This helps with the management and review of the records and ensures that they are destroyed at the right time.

There are exceptions to the default period for certain records and these are detailed in the guidance. Links are provided in the BCS where appropriate. Managers are invited to contact the Departmental Records Officer in ONR to discuss their disposal requirements if they differ from those recommended. Typically these will be driven by business need.

If in exceptional circumstances information is required for longer than its disposal period, the information can be retained for up to a maximum of 15 years. Any extensions applied are final and sections will not be consulted when the extension comes to an end.

Information that is required for longer will need a Retention Instrument which requires a business case and is subject to approval by the Secretary of State DCMS.

The source of the recommended period is given under the heading "Authority". The main drivers for disposal, and therefore the authorities for the recommended disposal periods are:

- Approved disposal - based on proposed disposal periods that have been considered and approved by The National Archives
- Business need
- Legislation - the relevant piece of legislation is listed
- National archive guidelines - published from The National Archives or its predecessor, the Public Record Office

Where permanent retention is indicated, this means transfer to The National Archives. Criteria will mainly centre on strategic and high-level policy documents that are likely to be of historical interest eg commission papers.

We should emphasise the importance of keeping the disposal schedule up to date, to reflect changing business needs, new legislation, revised guidelines for The National Archives, and different perceptions of risk management and new priorities for ONR.

Management of BCS and Disposal Schedule

The Business Classification Scheme is currently maintained by the Records Management Unit in ONR who will make amendments and additions as necessary whenever the legislation, National Archive guidance, Machinery of Government or business needs to retain types of information, changes. The BCS will be reviewed every 3 years.

Summary of Classification Headings

1. BUSINESS SUPPORT & MANAGEMENT
2. POLICY AND LEGISLATION DEVELOPMENT
3. STANDARDS: DEVELOPMENT
4. REGULATORY FUNCTIONS
5. EXTERNAL COMMUNICATIONS
6. RESEARCH AND SCIENTIFIC SUPPORT
7. STATISTICS AND DATA COLLECTION

Expansion of classification headings

1. BUSINESS SUPPORT & MANAGEMENT

- 1.1 Business Strategy
 - 1.1.1 Corporate Mission
 - 1.1.2 Strategic Planning
 - 1.1.3 Business Planning
 - 1.1.4 Corporate Policies
- 1.2 Organisational Planning
 - 1.2.1 Financial
 - 1.2.2 Planning Staffing Needs
 - 1.2.3 Developing Plans
- 1.3 Monitoring, Auditing, Reviewing
 - 1.3.1 Internal Audit and Assurance
 - 1.3.2 Business Evaluation and Monitoring
- 1.4 Risk Management
- 1.5 Corporate Knowledge Management
 - 1.5.1 Records Management
 - 1.5.2 Language Services
 - 1.5.3 Information Centres
 - 1.5.5 Intranet
- 1.6 Human Resource Management
 - 1.6.1 Employee Files
 - 1.6.2 Conditions of Employment
 - 1.6.3 Staff Health and Safety
 - 1.6.4 Recruitment
 - 1.6.5 Termination of Employment
 - 1.6.6 Pay and Pensions
 - 1.6.7 Working Time
 - 1.6.8 Training and Development
 - 1.6.9 Staff Performance
 - 1.6.10 Disciplinary Cases
 - 1.6.11 Staff Relations
 - 1.6.12 Staff Relocation
- 1.7 Financial Management
 - 1.7.1 Resources: Allocation
 - 1.7.2 Resources: Monitoring and Control
 - 1.7.3 Resources: Accounting
 - 1.7.4 Asset Management
- 1.8 Legal Services
 - 1.8.1 Legal Advice
 - 1.8.2 Civil Claims
- 1.9 Internal Guidance and Procedures
 - 1.9.1 Staff Guidance
 - 1.9.2 Administration
 - 1.9.3 Operations
- 1.10 IT and Communications Infrastructure
 - 1.10.1 IT Security
 - 1.10.2 IT Projects
 - 1.10.3 IT Support
- 1.11 Procurement

- 1.11.1 Terms and Conditions: Development
- 1.11.2 Supplier Information
- 1.11.3 Purchase Orders
- 1.11.4 Contracts
- 1.11.5 Contract Management
- 1.11.6 Disposals
- 1.12 Accommodation Services
 - 1.12.1 Furnishings and Equipment
- 1.13 Estate Management
 - 1.13.1 Major Property Events
 - 1.13.2 In-Year Activities
 - 1.13.3 Environmental Aspects
- 1.14 Health and Safety Commission (HSC) Support
 - 1.14.1 HSC
 - 1.14.2 Industry Advisory Committees
- 1.15.2 Internal Committees: notes and agenda
- 1.16 Health and Safety Laboratory
- 1.17 Internal Communications
- 1.18 Internal Meetings
- 1.21 Information Assurance and Security
 - 1.21.1 Governance Risk Management and Compliance SP1
 - 1.21.2 Protective Marking and Asset Control SP2
 - 1.21.3 Personnel Security SP3
 - 1.21.4 Information Security and Assurance SP4
 - 1.21.5 Physical Security SP5
 - 1.21.6 Counter Terrorism SP6
 - 1.21.7 Business Continuity SP7
- 1.22 ONR Board April 2014 onwards
- 1.23 ONR Executive Management Team (EMT)

2. POLICY AND LEGISLATION DEVELOPMENT

- 2.1 National Policy
- 2.2 National Legislation
- 2.3 EU Work
 - 2.3.1 Policy
 - 2.3.2 Legislation
 - 2.3.3 Nuclear Safety Co-operation
- 2.4 International Work
 - 2.4.1 Policy
 - 2.4.2 Legislation
 - 2.4.3 Treaties and Co-operation
- 2.5 Policy Review and Evaluation

3. STANDARDS: DEVELOPMENT

- 3.1 ONR Participation
- 3.2 British Standards: Preparation
- 3.3 European Standards: Preparation
 - 3.3.1 New Standards

3.4 International Standards: Preparation

4. REGULATORY FUNCTIONS

- 4.1 Local Authorities: Enforcement Activities
 - 4.1.1 Not used by ONR
 - 4.1.2 Monitoring and Auditing
- 4.2 Land Use Planning
 - 4.2.1 Planning Authorities: Advice
- 4.3 Working with Other Regulators
- 4.4 Permissioning
 - 4.4.1 Safety Reports/Cases: Assessment
 - 4.4.2 Permissioning Documents/Licensing/Statutory Notes
- 4.5 Inspection
- 4.6 Targeted Intervention
- 4.7 Investigations
- 4.8 Major Incident Investigations
 - 4.8.1 Incident Investigation Team: Activities
 - 4.8.2 Internal Inquiries
 - 4.8.3 Public Inquiries
- 4.9 Enforcement
- 4.10 Emergency Arrangements
 - 4.10.1 Duty Holders: On-site Arrangements
 - 4.10.2 Local Authorities: Off-site Arrangements
 - 4.10.3 National Emergencies
 - 4.10.4 ONR Emergency Arrangements
- 4.11 Decommissioning and Liabilities Management
- 4.12 Regulatory Assurance
 - 4.12.1 Regulatory Assurance - Programme Standard Information
 - 4.12.2 Regulatory Assurance - Regulatory Strategy

5. EXTERNAL COMMUNICATIONS

- 5.1 Proactive Communications
 - 5.1.1 Publications and Multi-media
 - 5.1.2 Events
 - 5.1.3 Stakeholder Engagement
 - 5.1.4 Website
- 5.2 External Enquiries
 - 5.2.1 General Enquiries: Responses
 - 5.2.2 Disclosure
- 5.3 External Agencies: Liaison
 - 5.3.1 Agency Agreements
 - 5.3.2 Memoranda of Understanding (MOUs)
 - 5.3.3 Other Government Departments (OGDs)
 - 5.3.4 Non-Governmental Organisations
 - 5.3.5 EU Agencies
 - 5.3.6 International Agencies
 - 5.3.7 National Agencies in Other Countries
- 5.4 Official Enquiries and Briefings

- 5.4.1 Official Enquiries: Responses
- 5.4.2 Official Briefings: Responses
- 5.4.3. Not used by ONR
- 5.4.4 Parliamentary Questions (PQs)
- 5.4.5 Media Briefing

6. RESEARCH AND SCIENTIFIC SUPPORT

- 6.4 Occupational Health Research
 - 6.4.1-5 Not used by ONR
 - 6.4.6 Workplace Health Surveillance
- 6.6 Risk Assessment Research
 - 6.6.1 General Methodologies and Criteria
 - 6.6.2 Risk Assessment Tools
 - 6.6.3 Risk Assessment Analyses
 - 6.6.4 Probabilities
 - 6.6.5 Consequences
 - 6.6.6 Mitigation
 - 6.6.7 Reliability
 - 6.6.8 Expert Systems
 - 6.6.9 Health Effects
 - 6.6.10 Risk Assessment: Scientific Support
- 6.7 Nuclear Safety Research
 - 6.7.1 Nuclear Research Index (NRI)
 - 6.7.2 Chemical Processes
 - 6.7.3 Civil Engineering
 - 6.7.4 Control and Instrumentation
 - 6.7.5 External Events
 - 6.7.6 Fuel
 - 6.7.7 Graphite
 - 6.7.8 Human Factors
 - 6.7.9 Nuclear Physics
 - 6.7.10 Nuclear Systems and Equipment
 - 6.7.11 Plant Life Management: Steel Components
 - 6.7.12 Plant Modelling
 - 6.7.13 Probabilistic Safety Analysis (PSA)
 - 6.7.14 Radiological Safety
 - 6.7.15 Waste and Decommissioning
 - 6.7.16 Nuclear Safety Support
- 6.8 Research Dissemination
- 6.9 Research Evaluation

7. STATISTICS AND DATA COLLECTION

- 7.1 Not used by ONR
- 7.2 Statistics
 - 7.2.1 Capturing Statistics
 - 7.2.2 Quality Assurance and Standards
 - 7.2.3 Data Organisation
 - 7.2.4 Data Analysis

7.2.5 Dissemination

7.2.6 Evaluation

1. BUSINESS SUPPORT & MANAGEMENT

The internal management of ONR as an organisation and of its divisions which enables it to carry out functions 2-7.

1.1 Business Strategy

Formulating ONR policy and strategy to enable it to operate and deliver the services it is bound to deliver at both corporate and departmental levels.

1.1.1 Corporate Mission

Development, review and updating of the missions and goals for ONR and its programmes.

DISPOSAL PERIOD:	Paper Pre-2006	Review to be undertaken by ONR 20 years after file opened . NO FIRST REVIEW
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 15 years after folder closed.
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

1.1.2 Strategic Planning

Development of operational strategies to enable ONR to achieve its missions and goals

Communications

Priority programmes

Review of operational strategies

Use 1.1.4 'Corporate policies' for review of policies

DISPOSAL PERIOD:	All Records – Paper & Electronic (including general planning correspondence)	Review to be undertaken by ONR 7 years after folder closed
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

1.1.3 Business Planning

Development of annual business plan

Developing objectives

General planning correspondence

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 7 years after folder closed
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

1.1.4 Corporate Policies

Developing, reviewing and updating of policies and plans that affect whole of ONR to ensure consistency, for example:

Communications

Corporate identity

Equal opportunities and diversity

Purchasing

Enforcement policy statement

Policy statement on standards

Science and technology policy

Finance policy

Sustainable development

Use 1.6.2 'Conditions of employment' for policies relating to staff terms of employment, pensions, etc.

Use 1.9.2 'Administration' for procedures for staff undertaking administrative duties

Use 1.9.3 'Operations' for procedure for staff undertaking operational duties and responsibilities

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd Reviews to be undertaken by ONR 20 years after file opened.
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	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

1.2 Organisational Planning

Formulating and monitoring plans to deliver strategy at all levels within the organisation.

Use 1.1.4 'Corporate policies' for work relating to corporate policies

1.2.1 Financial

Planning use of financial resources

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 7 years after folder closed
AUTHORITY:	ONR Executive Management Team (EMT)	

1.2.2 Planning Staffing Needs

Planning of human resources, for example:

Reviewing staffing needs and planning for re-structuring

Human resources conference organisation and proceedings - organisational aspects of conferences.

Use 1.6.9 'Staff Performance' for Line Management of ONR staff

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 7 years after folder closed
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

1.2.3 Developing Plans

Development, review and updating of annual and periodic plans for programmes as well as corporately for ONR, for example:

Organisational plans

ONR plan of work

Programme plans

Disaster recovery plan

Health and safety plans

Communications plans

Use 1.13.2 'In-year activities' for estate planning

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 7 years after folder closed
AUTHORITY:	ONR Executive Management Team (EMT)	

1.3 Monitoring, Auditing, Reviewing

Reviewing the performance of the business including quality management, auditing and business efficiency.

1.3.1 Internal Audit and Assurance

Internal auditing and assurance of procedures and processes, for example:

Compliance audits

Financial audits

Operational audits

Record keeping audits

System audits

Use 1.7.3 'Accounting for the use of resources' for external audits

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 6 years after folder closed
AUTHORITY:	The National Archives	

1.3.2 Business Evaluation and Monitoring

Measurement of performance against targets and standards, for example:

Continuous improvement processes

Performance reviews

Quality assurance

Stakeholder perceptions

Corporate health and safety performance reviews

5 month and end of year progress reports against ONR plan of work

Selective trend information on ONR's key performance indicators

Use 1.6.11 'Staff relations' for staff attitude surveys

Use 1.1.2 'Strategic planning' for review of operational strategies

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 7 years after folder closed
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

1.4 Risk Management

Identifying risks

Minimising risks

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

1.5 Corporate Knowledge Management

Including all aspects of records management, library and information provision to staff, language services and initiatives to identify and disseminate corporate knowledge.

1.5.1 Records Management

Development, review and updating of ONR records plan (Business Classification Scheme & Retention Schedule).

Management of registered files

Electronic document and records management (EDRM)

Use 1.9.2 'Administration' for generic guidance for staff on records management procedures

Use 1.1.4 'Corporate policies' for records management policies

DISPOSAL PERIOD:	Paper Pre-2006	1st review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd reviews to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	The National Archives	

1.5.2 Language Services

Work of languages services, for example:

Translations

Interpreting service

Telephone interpreting service

Use 1.11.5 'Contract management' for management of contracts with external translators

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 7 years after folder closed
Notes: (i) Retain translation originals with relevant policy/procedural file		
AUTHORITY:	ONR Executive Management Team (EMT)	

1.5.3 Information Centres

Work of the Information Centres, for example:

Document supply

Search services

Journal circulation

Internal enquiries

Integrated Library Management Service

Collection and recording of management statistics

Use 5.2.1 'General enquiries - replies' for external enquiries

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 5 years after folder closed
AUTHORITY:	ONR Executive Management Team (EMT)	

1.5.5 Intranet

Operation of the Intranet service within ONR:

Preparation, reviewing, updating and uploading web pages for information purposes

Use 5.1.4 'ONR Website' for production of information intended primarily for public use

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 7 years after folder closed
AUTHORITY:	ONR Executive Management Team (EMT)	

1.6 Human Resource Management

Managing and developing ONR staff, including post-filling, performance management, conditions of employment, training and development, pay administration and staff welfare. Includes some activities associated with external staff involved in ONR activities.

Use 1.2.2 'Planning Staffing Needs' for reviews of staffing numbers, etc.

1.6.1 Employee Files

ONR employee files

For use by Human Resources team only

DISPOSAL PERIOD:	Destroy 100 Years after Date of birth
AUTHORITY:	The National Archives

1.6.2 Conditions of Employment -

Conditions of employment for all ONR employees:

Official Secrets Act

Data Protection Act (subject to access requests by staff)

Equal opportunities

Termination of employment

Retirement

Redundancy

Pension contributions

Security & Vetting

Use 1.1.4 'Corporate policies' for policies that do not directly affect staff conditions of employment

Use 3.1 'ONR participation' to record details of ONR membership of BSI standards committees

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

DISPOSAL PERIOD: All Records – Paper & Electronic	Employee security and vetting records: Destroy 5 years after retirement or 10 years after leaving if before retirement age
AUTHORITY:	The National Archives

1.6.3 Staff Health and Safety

Management of health and safety as it relates to ONR staff:

Health and safety training

Monitoring health and safety arrangements

Risk assessment reports

Health surveillance

Risk assessment-based guidance and instructions for fieldworkers

Health and safety management information records including accident and ill health reports

Health promotion

Use 1.6.1 'Employee files' for HR staff records

DISPOSAL PERIOD: All Records – Paper & Electronic	Health surveillance records 40 years from date of last entry
	Examination, testing, monitoring and control records - 5 years after last action
	Planning, monitoring, reviewing and auditing ONR Health and Safety arrangements, ill health and accident reporting: 3 years after date created
	Local rules under IRR99 for ONR staff: 50 years from last action
	Personal Protective Equipment (PPE): Destroy 3 years after date created
AUTHORITY:	The National Archives

1.6.4 Recruitment

Job descriptions

Recruitment exercises

Post-filling

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 2 years after folder closed
AUTHORITY:	Civil Service Commissioners' Recruitment Code	

1.6.5 Termination of Employment

Termination of employment as it relates to ONR staff:

Early retirement and severance

Age retirement

Death in service

Redundancy

Use 1.6.2 'Conditions of employment' for general policies relating to staff terms and conditions

DISPOSAL PERIOD: All Records – Paper & Electronic	Records relating to individual employee files: until aged 72 or 5 years after death, whichever is earlier (see 1.6.1 above)
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AUTHORITY:	The National Archives
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DISPOSAL PERIOD: All Records – Paper & Electronic	Keep records relating to general matters about termination of employment for 5 years after last action
AUTHORITY:	ONR Executive Management Team (EMT)

1.6.6 Pay and Pensions

Administration of pay to employees:

Setting pay structure (ONR long term pay agreement)

Administration of payroll

Annual review of pay

Pay negotiations

DISPOSAL PERIOD: All Records – Paper & Electronic	Individual pay and pension records: until age 100 or 5 years after last action, whichever is earlier
	Individual employees personal payroll history: until age 72 or 5 years after death, whichever is earlier
AUTHORITY:	The National Archives

DISPOSAL PERIOD: All Records – Paper & Electronic	Corporate payroll records: 6 years from day created
AUTHORITY:	The National Archives

1.6.7 Working Time –

Administration of time worked by employees:

Ensuring compliance with working time regulations

Agreements to working over 48 hours per week

Records of time worked

Note: Individual time records are held locally

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be
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		undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
Note: Keep locally held records: 2 years from date created		
AUTHORITY:	The National Archives	

1.6.8 Training and Development

Developing, delivering and monitoring an induction process for new staff

Developing, delivering and monitoring internal training

Developing training programmes

Career development review process

Use 1.11.5 'Contract management' for management of contracts for training provided by external suppliers

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 6 years after folder closed
AUTHORITY:	The National Archives	

1.6.9 Staff Performance

(Line management of ONR staff)

Managing attendance/sickness

Managing/monitoring staff

Promotion

Staff appraisals

Use 1.6.1 'Employee files' for HR staff records

Use 1.1.4 'Corporate policies' for ONR policies

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 5 years after folder closed
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AUTHORITY:	The National Archives	

1.6.10 Disciplinary Cases

Management of staff conduct

Use 1.6.1 'Employee files' for HR staff records

Use 1.6.2 'Conditions of employment' for generic guidance

DISPOSAL PERIOD:	All Records – Paper & Electronic	Records of serious disciplinary actions in sealed envelope in employee file. Otherwise retain both paper and electronic for 6 years after folder closed
AUTHORITY:	ONR Executive Management Team (EMT)	

1.6.11 Staff Relations

Consultation with employees

Staff surveys

Negotiations with Trade Unions on general issues

Handling 'qualifying disclosures'

Investors in People (IiP)

DISPOSAL PERIOD: All Records – Paper & Electronic	Review by ONR 5 years after folder closed
EXCEPTION	Records relating to external complaints, which should be retained for 10 years after file opened
AUTHORITY:	The National Archives

1.6.12 Staff Relocation

Relocation of new and existing ONR staff

Use 1.9.2 'Administration' for procedures for managing staff relocations

Use 1.7.2 'Monitoring and controlling resources' for financial records relating to relocating

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 6 years after end of financial year to which they relate
AUTHORITY:	ONR Executive Management Team (EMT)	

1.7 Financial Management

Control and management of ONR's financial resources, including bidding, budgeting, accounting and charging for ONR activities, centrally and departmentally.

Use 1.11 'Procurement' for records relating to the payments for goods and services

1.7.1 Resources: Allocation

Budgeting

Allocating budgets to Programmes

Zero-based budgeting exercises

Departmental Investment Strategies (Capital Plan)

Managing and planning departmental budgets

Use 1.2.1 'Resource planning' for planning use of financial resources

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 6 years after end of financial year to which they relate
AUTHORITY:	ONR Executive Management Team (EMT)	

1.7.2 Resources: Monitoring and Control

Expenditure forecasts

Mid-year reviews

Use 1.7.3 'Accounting for the use of resources' for management of invoices

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 6 years after end of financial year to which they relate
AUTHORITY:	ONR Executive Management Team (EMT)	

1.7.3 Resources: Accounting

Managing and reporting income and expenditure:

Handling expense claims

Invoicing

Setting fees and charges

Revenue recovery

Statutory reporting (ONR annual accounts; VAT reporting)

Use 1.11 'Procurement' for procurement of goods and services from external sources

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 6 years after end of financial year to which they relate:
		<ul style="list-style-type: none"> • bank account records • expenditure • ledger records • receipt and revenue • annual financial statements (periodic statements when cumulated) • Payment for subscription to professional bodies
		Keep financial statements prepared for annual report and management one year after publication of report
		Keep expenditure and revenue returns for one year after year to which returns relate
	Note: Charges to licensees and memorandum trading account (MTA) - review 6 years after end of financial year to which they relate	
	Note: EU reimbursements – review 7 years after folder closed.	
AUTHORITY:	The National Archives	

1.7.4 Asset Management

Management of ONR’s financial assets and investments

Administration of pension schemes

Land and buildings

Vehicles: PUS

Office machinery: photocopiers

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 6 years after end of financial year to which they relate
AUTHORITY:	The National Archives	

1.8 Legal Services

Providing legal services to support the business.

Use 2.2 'National legislation' for formulation of health and safety legislation

Use 4.9 'Enforcement' for the prosecution of duty-holders

1.8.1 Legal Advice

Provision of legal advice to ONR

Use 4.9 'Enforcement' for individual prosecutions of duty holders

Use 1.8.2 'Civil claims' for individual legal case files

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed
AUTHORITY:	ONR Executive Management Team (EMT)	

1.8.2 Civil Claims

Individual legal civil claims case files

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 15 years after last action
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

1.9 Internal Guidance and Procedures

Drafting, distributing, reviewing and updating verbal and written guidance on internal procedures and working practices.

1.9.1 Staff Guidance

Staff Handbook

Use 1.1.4 'Corporate policies' for policies

Use 1.6.2 'Conditions of employment' for guidance to staff on conditions of employment

DISPOSAL PERIOD:	Paper Pre-2006	1st review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	The National Archives	

1.9.2 Administration

General Administrative Procedures

Job Guides

Use 1.1.4 'Corporate policies' for development, reviewing, etc. of policies

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 2 years after folder closed
AUTHORITY:	The National Archives	

1.9.3 Operations

Development, distribution and review of guidance to staff on the carrying out of operational duties and responsibilities including:

HOW2 documents

Enforcement Management Model (EMM)

Technical Inspection and Assessment guides (TIGs / TAGs and standards)

Inspection

Investigation

Complaints

Enforcement

Notice

Prosecution

DISPOSAL PERIOD:	Paper Pre-2006	1st review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	The National Archives	

1.10 IT and Communications Infrastructure

Developing the use of IT and communications equipment and enabling access to electronic information.

1.10.1 IT Security

IT security incident reporting scheme

Use 1.1.4 'Corporate policies' for policies relating to IT security

Use 1.9.2 'Administration' for security procedures for staff to follow

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

1.10.2 IT Projects

Management of in-house projects relating to the development of IS/IT systems for the benefit of the organisation.

Use 1.5.5 'Intranet' for projects involving work on ONR's Intranet

Use 1.11.5 'Contract management' for projects contracted out to contractors other than STERIA

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 5 years after folder closed
AUTHORITY:	ONR Executive Management Team (EMT)	

1.10.3 IT Support

Planned programmes for changes or modifications to existing systems and their implementation.

Use 1.10.2 'IT projects' for new projects or development of replacement systems

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 5 years after folder closed
AUTHORITY:	ONR Executive Management Team (EMT)	

1.11 Procurement

Procuring goods and services from external sources, including contract and project management.

1.11.1 Terms and Conditions: Development

Drawing up and revision of terms and conditions of purchase in order to protect ONR in law, including:

Purchase of services

Purchase of goods

Disposals

Commissioning of research

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
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	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

1.11.2 Supplier Information

Information about suppliers and their products or services, for example appraisals, records of disputes, etc.

Use 1.11.5 'Contract management' for management of individual supplier contracts

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

1.11.3 Purchase Orders

Procurement of goods and services by means of a purchase order

Supplier information

Use 1.7.3 'Accounting for use of resources' for invoice payments

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 6 years after end of financial year to which they relate
AUTHORITY:	The National Archives	

1.11.4 Contracts

Procurement of services or a piece of work or research by means of a contract, for example: research contracts

DISPOSAL PERIOD: All Records – Paper & Electronic	Statements of interest and unsuccessful tender documents: 2 years after folder closed	
	Keep agreed specifications, evaluation criteria, and invitation to tender for 6 years from end of contract	
	Keep records relating to contracts for goods worth less	

	than £5,000 for 2 years
	Keep records relating to services for 7 years after payment of the last account
	For contracts for goods over £5,000, keep successful tender and other contractual documents for 6 years from end of contract
AUTHORITY:	The National Archives

1.11.5 Contract Management

Management and monitoring of contracts, including outsourcing.

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 6 years after the end of contract
AUTHORITY:	The National Archives	

1.11.6 Disposals

The sale or disposal of ONR assets (other than real estate)

Use 1.13.1 'Major property events' for disposal of ONR buildings

Use 1.12.1 'Furnishings and equipment' for disposal of ONR furniture and equipment

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 6 years after disposal of assets
AUTHORITY:	The National Archives	

1.12 Accommodation Services

Managing in house administrative activities and services, consumables, equipment, messengers, reprographics and other office services.

1.12.1 Furnishings and Equipment

Furniture and equipment

DISPOSAL PERIOD:	All Records – Paper & Electronic	Destroy 2 years after folder closed
AUTHORITY:	The National Archives	

1.13 Estate Management

Managing land and acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of premises, including environmental considerations. Includes buildings and land owned, rented or leased by the organisation.

1.13.1 Major Property Events

Lease expires

Lease breaks

Acquisitions

Disposals and dilapidations

Vacant/surplus space

Rent reviews

Major projects

DISPOSAL PERIOD:		
Records relating to a specific property:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 onwards	Review to be undertaken by ONR 7 years after folder closed.
Records relating to a specific project:	All Records – Paper & Electronic	Review 7 years after completion of project
AUTHORITY:	ONR Executive Management Team (EMT)	

1.13.2 In-Year Activities

Maintenance

Asbestos

Specialist inspections and surveys

Minor works

Emergency works

Environmental management systems

Estate planning

Development of annual and five year plans

DISPOSAL PERIOD:		
(i) Records relating to a specific property:	All Records – Paper & Electronic	5 years after property has been disposed of or is no longer occupied by ONR
(ii) Records relating to a specific project:	All Records – Paper & Electronic	5 years after completion of project.
(iii) Records of health and safety inspections:	Paper Pre-2006	1st Review to be undertaken by ONR years after file opened. If decision made to Retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
(iv) Records relating to Estate planning:	All Records – Paper & Electronic	Review 7 years from date created
AUTHORITY:	ONR Executive Management Team (EMT) *Limitation Act 1980	

1.13.3 Environmental Aspects

Maintenance of existing Environmental Management Systems (EMS)

Development of new Environmental Management Systems for: buildings or functions

Use 1.13.2 'Managing in-year activities' for maintenance of existing ONR buildings

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

1.14 Health and Safety Commission (HSC) Support

All aspects of Commission and Executive business including administrative support to the Chairman and the Advisory Committees

1.14.1 HSC – historic – no longer to be used for new records

Commission activities, for example:

Appointment of HSC members

Meetings: agendas, papers, minutes

Correspondence

[Annual] Reports

Use 5.4.1 'Official enquiries - responses' for enquiries put to the HSC Chairman (Chairman's Office case - COs)

DISPOSAL PERIOD:	Paper Pre-2006	Review to be undertaken by ONR 20 years after file opened. NO FIRST REVIEW
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 15 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

1.14.2 Industry Advisory Committees

Committees and sub-committees that include non-ONR members

Constitution and appointment of members

Meetings: agendas, papers, minutes

Correspondence

[Annual] Reports and Reviews

Industry Advisory Committees

Topic Advisory Committees

DISPOSAL PERIOD:	Paper Pre-2006	1st review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid &	Review to be undertaken by

	Paper Only 2006 Onwards	ONR 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

1.15.2 Internal Committees: notes and agenda

Internal ONR committees and groups, for example: the Audit Committee, Health & Safety Committee

Meetings: agendas, papers, minutes

Correspondence

DISPOSAL PERIOD:	Paper Pre-2006	Review to be undertaken by ONR 20 years after file opened. NO FIRST REVIEW
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 15 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

1.16 Health and Safety Laboratory

Administration of HSL working agreements with ONR

Memorandum of understanding

Framework agreement

Annual Plans

DISPOSAL PERIOD:	Paper Pre-2006	Review to be undertaken by ONR 20 years after file opened. NO FIRST REVIEW
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 15 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

1.17 Internal Communications

Core Matters

Staff briefing

Briefings

Communications partners

Use 1.1.4 'Corporate policies' for development, reviewing, etc. of policies

Use 1.9.2 'Administration' for development and review of procedures

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed
AUTHORITY:	ONR Executive Management Team (EMT)	

1.18 Internal Meetings

Management meetings

Team/Section meetings

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

1.21 Information Assurance and Security

The HMG Security Policy Framework (SPF) outlines the mandatory security requirements and management arrangements to which all Departments and Agencies (defined as including all bodies directly responsible to them) must adhere.

1.21.1 Governance Risk Management and Compliance

Information assurance forum

Reports and risk registers

Audits and independent reviews

Training and awareness

Security and Information Assurance (IA) planning

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

1.21.2 Protective Marking and Asset Control

Protective marking and asset control policy

Breaches and losses

Notifiable posts controls

Release of information controls

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.

AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)
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1.21.3 Personnel Security

Personnel security policy

Vetting

Criminal records checks and Police National Computer (PNC)

Personnel security investigations

Statistics and finance relating to personnel security

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR years after folder closed
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

1.21.4 Information Security and Assurance

Information assurance and security policy

Technical risk assessments

Risk management and accreditation document set (RMADS)

System accreditation

GSI codes of connection (COCO)

Encryption and cryptography

Remote working / mobile computing

Security and information and communication technology (ICT) contracts

Incident reporting and investigation

Disposal and destruction of equipment

Annual health checks and penetration testing

Removable media policy

ONR network security policy

Community security policy

Mobile devices

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

1.21.5 Physical Security

Physical security policy at ONR premises

Security containers and cabinets

Physical security assessments and baseline controls at premises

Physical security incidents and investigations

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

1.21.6 Counter Terrorism

Counter terrorism security policy and plans

Government response and threat levels

Counter terrorism incidents, reports and reviews

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

1.21.7 Business Continuity

Business continuity policy

Business continuity assurance

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by ONR 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 7 years after folder closed.
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

1.22 ONR Board April 2014 onwards

All aspects of administration of ONR Board business including Board meetings

ONR Board meetings: agendas, papers, minutes

DISPOSAL PERIOD:	Paper Pre-2006	Review to be undertaken by ONR 20 years after file opened. NO FIRST REVIEW
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 15 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

1.23 ONR Executive Management Team (EMT)

All aspects of administration of ONR EMT business including EMT meetings

ONR EMT meetings: agendas, papers, minutes

DISPOSAL PERIOD:	Paper Pre-2006	Review to be undertaken by ONR 20 years after file opened. NO FIRST REVIEW
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by ONR 15 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

2. POLICY AND LEGISLATION DEVELOPMENT

Developing policy directly related to Nuclear Safety and Security

Contributing to policies for which ONR is not directly responsible

Drafting and developing legislation or codes of practice to advance policies

Drafting legislative guidance

Use 5.1.1 'Publications and multi-media' for legislative guidance

Use 1.1.2 'Strategic planning' for planning implementation of policies

2.1 National Policy

Collection of evidence

Communicating with stakeholders

Consideration of alternatives to legislation

Preparation of Regulatory Impact Assessment (RIA)

Consultation with stakeholders

Responding to other government departments' (OGDs) consultations

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened.) If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

2.2 National Legislation

Formulating and drafting new legislation at national level on behalf of the UK government or the devolved legislatures

Reviewing existing legislation

Use 5.1.1 'Publications and multi-media' for legislative guidance

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

2.3 EU Work

Contributing to and commenting on the formulation, drafting and revision policy and legislation at European Union level.

2.3.1 Policy

ONR's involvement in the development and review of EU strategies and policies in general

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

2.3.2 Legislation

Formulation, drafting and review of EU legislation

Consultation with stakeholders

Working groups

Regulatory impact assessments (RIAs)

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If
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		decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

2.3.3 Nuclear Safety Co-operation

Euratom Treaty

European co-operation on nuclear safety

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. (Managed by RMU) If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed. (Managed by RMU).
AUTHORITY:	ONR Executive Management Team (EMT)	

2.4 International Work

Work with international organisations to develop policy and formulate legislation at international level

2.4.1 Policy

Contributing to international treaties, conventions and surveys

Contributing to international programmes

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid &	Review to be undertaken by

	Paper Only 2006 Onwards	Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

2.4.2 Legislation

Expert Working Groups - participation

Formulation, drafting and revision of international legislation

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

2.4.3 Treaties and Co-operation

Bi-lateral national agreements

Agreements between the UK and other countries

Nuclear events scale

INES reports and analysis

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

2.5 Policy Review and Evaluation

Evaluation and review of national/international policies and legislation

Use 1.1.4 'Corporate policies' for review of ONR policies

Use 1.1.2 'Strategic planning' for review of operational strategies

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

3. STANDARDS: DEVELOPMENT

Formulation, drafting and revision of health and safety standards

Use 5.1.1 'Publications and multi-media' for preparation of guidance to standards

3.1 ONR Participation

Management information of staff involved in the development of standards,

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

3.2 British Standards: Preparation

Formulating or contributing to and commenting on the drafting and review of health and safety standards at national level.

Consultation with stakeholders

Drafting of standards

Use 5.1.1 'Publication and multi-media' for production of ONR guidance on standards

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

3.3 European Standards: Preparation

Co-operating with European agencies to formulate, draft and review European standards.

3.3.1 New Standards

Preparations for a new standard

Consultation with stakeholders

Use 5.1.1 'Publication and multi-media' for production of ONR guidance on standards

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. (Managed by RMU) If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed. (Managed by RMU).
AUTHORITY:	ONR Executive Management Team (EMT)	

3.4 International Standards: Preparation

Co-operating with international agencies, for example: International Organisation for Standardisation (ISO); International Maritime Organisation (IMO); International Labour Organisation (ILO); International Electro technical Commission (IEC) to formulate, draft and review international standards.

Drafting

Revisions

Negotiation

Consultation with stakeholders

Review

Use 5.1.1 'Publication and multi-media' for production of ONR guidance on international standards

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to
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		be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

4. REGULATORY FUNCTIONS

Regulation of duty holders to promote compliance, including assessment and permissioning, inspection, investigation and enforcement.

4.1 Local Authorities: Enforcement Activities

Providing advice, information and guidance to enable local authorities to perform their statutory activities relating to assessment, permissioning and enforcement of health and safety legislation, including:

4.1.1 Not used by ONR

4.1.2 Monitoring and Auditing

Liaison with local authorities (LAs) both in general and individually

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 100 years after folder closed. (Regulatory decisions relating to operating plants)
AUTHORITY:	ONR Executive Management Team (EMT)	

4.2 Land Use Planning

Issuing advice and approval for new developments, installations or infrastructure

4.2.1 Planning Authorities: Advice

Regulatory and advisory activities ONR is legally required to provide towards land use planning and control, for example:

Advising planning authorities on residual risk and giving notification of consultation zone for future development

Participation in planning inquiries if necessary

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9
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		years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 100 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

4.3 Working with Other Regulators

Provision of advice, information and guidance to enable other regulators to perform their statutory activities relating to assessment, permissioning and enforcement of health and safety legislation

Use 5.3 'External agencies - liaison' for work with non-regulatory organisations

Use 4.1 'Local Authorities - enforcement activities' for work with local authorities

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

4.4 Permissioning

Processing safety reports/cases and issuing the relevant permissioning documents

Use 4.9 'Enforcement' for action resulting from non-compliance

4.4.1 Safety Reports/Cases: Assessment

Assessment reports

Project assessment reports

NSC minutes: papers and references

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 100 years after folder closed.
EXCEPTIONS:	NSC minutes; papers and references Nuclear Safety Case System: review 7 years after folder closed, licensee retains a copy under LC13.	
AUTHORITY:	ONR Executive Management Team (EMT)	

4.4.2 Permissioning Documents/Licensing/Statutory Notes

Applications from duty holders for 'permission documents', including licences, certification, exemptions, consents, approvals and appraisals

Statutory notifications to ONR for example:

Site licences

Licence Conditions

Licence instruments (consents, approvals, direction, withdrawals, exemption certificates and QA check sheets)

Letters and minutes of start-up meetings

Fire certifications

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Site licences, licence conditions, licence instruments, letters and minutes of start-up meetings - Review to be

		undertaken by Division 100 years after folder closed.
		Fire certifications: review to be undertaken by Division 40 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

4.5 Inspection

Intervention Reports

Use 4.7 'Investigations' for investigation of incidents or accidents

Use 4.9 'Enforcement' for action resulting from non-compliance

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. (Managed by RMU) If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 100 years after folder closed. (Regulatory decisions relating to operating plants)
AUTHORITY:	ONR Executive Management Team (EMT)	

4.6 Targeted Intervention

Regulating duty holders other than by site visits, for example: seminars, workshops and correspondence and requiring a positive response from duty holders

Liaising with intermediaries with the direct purpose of improving standards

Use 5.1.3 'Stakeholder engagement' for seminars, etc. that are aimed at a wider audience than just duty holders

DISPOSAL PERIOD:	All Records - Paper & Electronic	Review to be undertaken by Division 100 years after folder closed (Regulatory decisions relating to operating plants)
AUTHORITY:	ONR Executive Management Team (EMT)	

4.7 Investigations

Investigation of incidents/accidents in response to a complaint, by information reported under RIDDOR or other reason, but not those designated major (Fast stream reports and Fast 2's, UK INES)

Use 4.5 'Inspection' for routine workplace inspections

Use 4.9 'Enforcement' for actions resulting from non-compliance

Use 4.8 'Major incident investigations' for investigation of an accident designated as a major incident by ONR

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

4.8 Major Incident Investigations

This section contains the records associated with the investigation of incidents/accidents designated 'major incident' by ONR

4.8.1 Incident Investigation Team: Activities

Use 5.1.1 'Publications and multi-media' for production of ONR reports into results of investigations

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 100 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

4.8.2 Internal Inquiries

Internal inquiries into accidents/incidents which do not result in the official publication of the results of the investigation

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. (Managed by RMU) If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

4.8.3 Public Inquiries

ONR participation in a public inquiry following a major incident

ONR participation in monitoring progress on recommended actions

Use 4.2.1 'Planning authorities - Advice' for ONR participation in planning inquiries

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 100 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

4.9 Enforcement

Improvement Notices

Prohibition notices

Prosecutions

Use 4.5 'Inspection' for routine workplace inspections

Use 4.7 'Investigations' for investigations into accidents or incidents

Use 4.8 'Major incident investigations' for investigations into designated major accidents

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 100years after folder closed.
AUTHORITY: ONR Executive Management Team (EMT)		

4.10 Emergency Arrangements

Development, testing, approval, regulation, monitoring and review of emergency response plans, including the co-ordination of arrangements, for example:

Emergency preparedness and response including incident check sheets and logs
 ONR's arrangements for its involvement in any emergency, for example: nuclear incident

Duty officer guidance

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY: ONR Executive Management Team (EMT)		

4.10.1 Duty Holders: On-site Arrangements

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened.
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		(Managed by RMU) If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

4.10.2 Local Authorities: Off-site Arrangements

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. (Managed by RMU) If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

4.10.3 National Emergencies

Reports of practice exercises and recommendations for action

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. (Managed by RMU) If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

4.11 Decommissioning and Liabilities Management

ONR's involvement in the decommissioning and liabilities management of nuclear and other hazardous installations, EIAD R99, applications and letters, licensee documents and reports

DISPOSAL PERIOD:	Paper Pre-2006	Review to be undertaken by ONR 20 years after file opened. NO FIRST REVIEW
	Electronic /Hybrid & Paper Only 2006 Onwards	Review 7 years after installation decommissioned
AUTHORITY:	ONR Executive Management Team (EMT)	

4.12 Regulatory Assurance

Information that provides assurance that regulation is delivering safe operation

DISPOSAL PERIOD:	Paper Pre-2006	1st Review (9 years after file opened)
	Electronic /Hybrid & Paper Only 2006 Onwards	Review 7 years from closure of folder
AUTHORITY:	The National Archives / ONR Board	

4.12.1 Regulatory Assurance - Programme Standard Information

Standard information regarding the delivery of regulatory assurance

DISPOSAL PERIOD:	Paper Pre-2006	1st Review (9 years after file opened)
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	The National Archives / ONR Board	

4.12.2 Regulatory Assurance - Regulatory Strategy

Information that generates and monitors strategic activity in regulation

DISPOSAL PERIOD:	Paper Pre-2006	1st Review (9 years after file opened)
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	The National Archives / ONR Board	

5. EXTERNAL COMMUNICATIONS

Providing information and advice both proactively and in response to all external stakeholders, including duty holders and employees, government and international organisations, professional and industry bodies, other authorities and members of the public.

5.1 Proactive Communications

Preparing and providing information to explain and publicise legislation or guidance, including:

5.1.1 Publications and Multi-media

Writing, production and distribution of ONR publications in all formats

Use 5.1.4 'ONR Website' for information issued solely on the Internet

Use 5.4.5 'Media briefing' for press releases

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed
EXCEPTIONS:	One copy of all original and revised publications are kept permanently as part of ONR's archives	
AUTHORITY:	ONR Executive Management Team (EMT)	

5.1.2 Events

Planning, holding and results of events held or attended specifically to publicise guidance or advice

Use 5.4.5 'Media briefing' for press releases

Use 5.1.3 'Stakeholder engagement' for seminars, etc. aimed at specific industries or specific groups of stakeholders

Use 4.6 'Targeted intervention' for events aimed at specific groups of duty holders, i.e. those who have a direct responsibility for health and safety of their employees

DISPOSAL PERIOD:	All Records - Paper & Electronic	Review 5 years after folder closed
AUTHORITY:	The National Archives / ONR Executive Management	

	Team (EMT)
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5.1.3 Stakeholder Engagement

Meetings/correspondence with local liaison committees (LLCs) pressure groups, professional and industry groups and unions to publicise specific guidance or advice and to receive feedback. Includes reports to local liaison committees, licensees / IAEA minutes, letters to licensees

Use 4.6 'Targeted intervention' for seminars, etc. that are aimed at duty holders

Use 2.1 'National policy' for consultation with stakeholders on national policies

Use 2.3.1 'EU policy' for consultation with stakeholders on EU policies

Use 2.3.2 'EU legislation' for consultation with stakeholders on EU legislation

Use 3.3 'European standards - Preparation' for consultation with stakeholders on European standards

Use 3.4 'International standards' for consultation with stakeholders on international standards

Use 4.3 'Working with other regulators' for consultation with other health and safety regulators

Use 4.1 'Local Authorities - enforcement activities of local authorities' for consultation with local authorities

DISPOSAL PERIOD:	Paper Pre-2006	1st review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2 nd review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 15 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

5.1.4 ONR Website

Provision of information and advice via the ONR website, for example:

Planning the structure of the website

Drafting content and publishing web pages

Monitoring, reviewing and updating website content

DISPOSAL PERIOD:	All Records - Paper & Electronic	Destroy 7 years after folder closed
AUTHORITY:	ONR Executive Management Team (EMT)	

5.2 External Enquiries

Responding to general enquiries via correspondence, email and telephone, including general enquiries from outside ONR, FOI requests, letters to members of the public, open government data protection

Use 5.4.1 'Official enquiries - responses' for official requests for information from MPs, etc.

5.2.1 General Enquiries: Responses

DISPOSAL PERIOD:	All Records - Paper & Electronic	Review 2 years after last action
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

5.2.2 Disclosure

Responses to enquiries requiring the disclosure or otherwise of information governed by legislation or national policy, for example:

Open Government Data protection

Fol Requests

Use 1.6.2 'Conditions of employment' for subject access requests by current or ex-ONR staff under the Data Protection Act

DISPOSAL PERIOD:	All Records - Paper & Electronic	Destroy 2 years after last action.
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

5.3 External Agencies: Liaison

Co-operating with and providing advice and assistance to external bodies to ensure best practice and effective joint working, including national and foreign governments, international agencies, other enforcement agencies, European Focal Point.

Use 4.3 'Working with other regulators' for liaison with other health and safety regulators

5.3.1 Agency Agreements

Formulation and enactment of agency agreements with other government departments

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened.) If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

5.3.2 Memoranda of Understanding (MOUs)

Formulation and enactment of memoranda of understanding (MOUs) with other government departments and agencies such as local authorities. Also includes statements of intent.

DISPOSAL PERIOD:	All Records - Paper & Electronic	Review 5 years after lifespan of agreement
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

5.3.3 Other Government Departments (OGDs)

Initiatives that are undertaken jointly between the ONR and OGDs, for example:

Bilateral meetings

DISPOSAL PERIOD:	All Records - Paper & Electronic	Review 5 years after lifespan of programme
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

5.3.4 Non-Governmental Organisations

ONR's co-operation with and participation in non-governmental groups, charities, trade associations and professional societies

Use 5.1.3 'Stakeholder engagement' for meetings, etc. to publicise specific guidance

Use 4.1.2 'Monitoring and auditing' for liaison with local authorities

Use 2.1 'National policy' for consultation with stakeholders on national policies

Use 2.3.1 'EU policy' for consultation with stakeholders on EU policies

Use 2.3.2 'EU legislation' for consultation with stakeholders on EU legislation

Use 3.3.1 'Preparatory work' for consultation with stakeholders on European standards

Use 3.4 'International standards' for consultation with stakeholders on international standards

DISPOSAL PERIOD:	All Records - Paper & Electronic	Review 5 years after lifespan of programme
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

5.3.5 EU Agencies

Work undertaken by ONR either jointly or on behalf of EU agencies

DISPOSAL PERIOD:	All Records - Paper & Electronic	Review 5 years after lifespan of programme
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

5.3.6 International Agencies

Work undertaken by ONR either jointly or on behalf of international agencies including non- EU agencies in Europe.

Use 5.3.5 'EU agencies' for work with EU agencies

DISPOSAL PERIOD:	All Records - Paper & Electronic	Review 5 years after lifespan of programme
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

5.3.7 National Agencies in Other Countries

Work carried out jointly or on behalf of agencies in other countries, for example:

Secondments

Assistance to developing countries

Use 1.6.1 'Employee files' for HR records relating to individual staff members working on secondment

DISPOSAL PERIOD:	All Records - Paper & Electronic	Review 5 years after lifespan of programme
AUTHORITY:	The National Archives / ONR Executive Management Team (EMT)	

5.4 Official Enquiries and Briefings

Responding to enquiries of a formal or official nature, such as briefing ministers, preparing responses to parliamentary questions

5.4.1 Official Enquiries: Responses

Official enquiries and their responses forwarded to the relevant ONR section for draft reply

DISPOSAL PERIOD:	Paper Pre-2006	10 years after file opened
	Electronic /Hybrid & Paper Only 2006 Onwards	Review 7 years after folder closed. Note: Retain duplicate of responses relating to major policy/procedural issues with relevant files
AUTHORITY:	ONR Executive Management Team (EMT)	

5.4.2 Official Briefings: Responses

Briefing requests and their responses received by the ONR Secretariat from:

Private Offices of other Government Departments

Parliamentary Select and Standing Committees

MPs

DISPOSAL PERIOD:	All Records - Paper & Electronic	Destroy 7 years after folder closed Note: Retain duplicate of briefings relating to major policy/procedural issues with relevant files
AUTHORITY:	ONR Executive Management Team (EMT)	

5.4.3 Not used by ONR

5.4.4 Parliamentary Questions (PQs)

ONR responses to oral and written PQs received from a government department

DISPOSAL PERIOD:	Paper Pre-2006	Review to be undertaken by ONR 20 years after file opened. NO FIRST REVIEW
	Electronic /Hybrid & Paper Only 2006 Onwards	Review 7 years after folder closed. Note: (i) PQ information will appear in public domain in "Hansard" (ii) Retain duplicate of responses relating to major policy/procedural issues with relevant files
AUTHORITY:	ONR Executive Management Team (EMT)	

5.4.5 Media Briefing

Preparation, publication and distribution of press releases, the holding of press conferences and other official communications with the media.

Use 4.8 'Major incident investigations' for press releases, etc. relating to a major accident

DISPOSAL PERIOD:	All Records - Paper & Electronic	Review 7 years after folder closed Note: Retain duplicate of final drafts relating to major policy/procedural issues with relevant files
AUTHORITY:	The National Archives	

6. RESEARCH AND SCIENTIFIC SUPPORT

Gathering relevant information and knowledge and making it available within the ONR to establish priorities and to facilitate policy formulation and work planning.

A separate folder should be created for each project under the appropriate topic. If it is necessary to break a research project down further the following headings are suggested for specific parts of the project:

Planning/Data gathering/Data analysis

Use 1.11.4 'Procurement by contract' for commissioning research projects and research contracts

6.4 Occupational Health Research

6.4.1-5 Not used by ONR

6.4.6 Workplace Health Surveillance

DISPOSAL PERIOD:	All Records - Paper & Electronic	(Final research reports and working papers); review 15 years after folder closed
AUTHORITY:	ONR Executive Management Team (EMT)	

6.6 Risk Assessment Research

6.6.1 General Methodologies and Criteria

6.6.2 Risk Assessment Tools

6.6.3 Risk Assessment Analyses

6.6.4 Probabilities

6.6.5 Consequences

6.6.6 Mitigation

6.6.7 Reliability

6.6.8 Expert Systems

6.6.9 Health Effects

6.6.10 Risk Assessment: Scientific Support

DISPOSAL PERIOD:	All Records - Paper & Electronic	(Final research reports and working papers); review 15
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		years after folder closed
AUTHORITY:	ONR Executive Management Team (EMT)	

6.7 Nuclear Safety Research

6.7.1 Nuclear Research Index (NRI)

Compilation and publication of the NRI

DISPOSAL PERIOD:	All Records - Paper & Electronic	Review 5 years after final report has been produced
AUTHORITY:	ONR Executive Management Team (EMT)	

For sections 6.7.2 - 6.7.15

File individual research projects under this topic area by project title, project number and contractor

General discussions with licensees on progress of programmes of research, etc. in this area will be filed here but separate from individual research projects

6.7.2 Chemical Processes

6.7.3 Civil Engineering

6.7.4 Control and Instrumentation

6.7.5 External Events

6.7.6 Fuel

6.7.7 Graphite

6.7.8 Human Factors

6.7.9 Nuclear Physics

6.7.10 Nuclear Systems and Equipment

6.7.11 Plant Life Management: Steel Components

6.7.12 Plant Modelling

6.7.13 Probabilistic Safety Analysis (PSA)

6.7.14 Radiological Safety

6.7.15 Waste and Decommissioning

6.7.16 Nuclear Safety Support

Work contracted out by ONR to provide additional technical assessment to support safety assessment work being undertaken by ONR as parts of its regulatory activity. File titles need to include details of the contractor, the project and project number

DISPOSAL PERIOD:	Paper Pre-2006	(Final research reports and working papers); Review to be undertaken by ONR 20 years after file/folder opened. NO FIRST REVIEW
	Electronic /Hybrid & Paper Only 2006 Onwards	For 6.7.2 - 6.7.15: Final research reports and working papers - review to be undertaken by Division 5 years after folder closed For 6.7.16 review to be undertaken 15 years after final report has been produced.
AUTHORITY:	ONR Executive Management Team (EMT)	

6.8 Research Dissemination

Dissemination of research findings to a wider audience.

DISPOSAL PERIOD:	Paper Pre-2006	Review to be undertaken by ONR 20 years after file/folder opened. NO FIRST REVIEW
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 15 years after final report has been produced.
AUTHORITY:	ONR Executive Management Team (EMT)	

6.9 Research Evaluation

Final evaluation of the research, to ascertain whether it met its immediate objectives and to put forward improvement measures for mainstream research division

Use 7.2.4 'Data Analysis' for evaluation of data and intelligence that has been collected through means other than formal research

DISPOSAL PERIOD:	All Records - Paper & Electronic	Review 15 years after completion of final report and research project
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AUTHORITY:	ONR Executive Management Team (EMT)
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7. STATISTICS AND DATA COLLECTION

Routine data collection where this is not part of a specific research project. This includes: capturing, organising, analysing and interpreting external data, field intelligence and internal information on health and safety issues and compiling statistics.

7.1 Not used by ONR

7.2 Statistics

Systems for the formal and informal capture of raw data and pre-digested material from field intelligence and external and internal sources and the subsequent analysis and presentation of this data, for example:

COIN

Nuclear incidents

7.2.1 Capturing Statistics

Processes and procedures associated with capture of statistical data.

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

7.2.2 Quality Assurance and Standards

Ensuring that data collected are consistent with the standards set out in the national framework for statistics

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.

AUTHORITY:	ONR Executive Management Team (EMT)
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7.2.3 Data Organisation

Arrangement and storage of data for ease of retrieval

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review to be undertaken by ONR 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

7.2.4 Data Analysis

Analysing, interpreting and synthesising collected intelligence into usable and meaningful formats, for example:

Policy and project impact evaluation

Production of annual statistical reports

Analysis of enquiries received

Use 5.1.1 'Publication and multi-media' for physical publication of the reports

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

7.2.5 Dissemination

Dissemination of data analysed by ONR

DISPOSAL PERIOD:	Paper Pre-2006	Review to be undertaken by Records Management
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		Unit 20 years after file opened. NO FIRST REVIEW
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

7.2.6 Evaluation

Evaluation of the data collected by ONR and its analysis.

DISPOSAL PERIOD:	Paper Pre-2006	1st Review to be undertaken by Division 9 years after file opened. If decision made to retain information – 2nd Review 20 years after file opened.
	Electronic /Hybrid & Paper Only 2006 Onwards	Review to be undertaken by Division 7 years after folder closed.
AUTHORITY:	ONR Executive Management Team (EMT)	

See National Archives website at:

<http://www.nationalarchives.gov.uk/recordsmanagement/advice/schedules.htm>