



POLICY	Issue: 1.0
Record Declaration	Date: 01/10/2007

Policy Statement

Each process / functional unit of the Civil Nuclear Constabulary (the Constabulary) will review its systems for documenting its activities, business decisions, actions, and transactions and ensure that such systems take into account and keep pace with all relevant legislation / regulation.

The declaration of records i.e. the process of declaring a document as an official record of the Civil Nuclear Constabulary, will follow best practice in records management.

The approach the Constabulary will adopt to record declaration involves:

- classifying the records into series that have meaningful titles and a consistent reference code i.e. an alpha / numeric file classification system with each file series relating to either policy or casework;
- setting a responsibility on individuals involved with creating record items to allocate them to a series and if necessary a sub-series or sub-sub-series;
- correlating reference numbers covering series of related records where there are both electronic and paper records;
- checking that the correct records have been allocated to the appropriate series and that meaningful titles are used.

Aims of the Policy

There needs to be a common approach to the declaration of a record, to ensure that an audit makes sense of the content and context in which they are placed. Records of a business activity will be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities, to:

- facilitate an audit or examination of the business by anyone so authorised;
- protect the legal and other rights of the Constabulary, its clients and any other person affected by its actions, and
- provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

Once a document is declared and registered in the new corporate record-keeping system it comes under corporate control and is subject to the Policy on Records Management.

Document Reference	CNC/POL/5.3.1	Page 1 of 2
Uncontrolled when printed unless subject to controlled issue Refer to Index of Policies for current version		

This policy is enacted by the following management system documents:

Document Reference CNC/PP/0037 Document Control and Record Keeping

Document Reference	CNC/POL/5.3.1	Page 2 of 2
Uncontrolled when printed unless subject to controlled issue Refer to Index of Policies for current version		