



<b>POLICY</b>	<b>Issue: 1.0</b>
<b>Corporate Records Retention and Disposal Policy</b>	<b>Date: 01/10/2007</b>

## Policy Statement

The Civil Nuclear Constabulary (the Constabulary) is committed to the proper management of records to retain those that have current or future value and to properly destroy records that do not have such value.

The Information Manager is responsible for recompiling, in conjunction with each of the Constabulary's functional units, record retention / disposal schedules specifying, for each series of files, whether they are to be:

- destroyed at First Review – normally 5 years after file has passed out of active use;
- retained for longer periods for administrative reasons;
- retained until Second Review – 25 years after the date of the earliest paper.

The retention / disposal schedules will be re-compiled using set criteria (to be indicated in procedural guidance) and agreed by the The National Archives (TNA). Schedules will be reviewed annually. The Constabulary will retain ownership of, and will have access to, those records released to the TNA.

Each process/functional unit of the Constabulary will have in place an adequate system for documenting its activities, business decisions, actions, and transactions. This system will take into account all relevant legislation / regulation.

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

The approach the Constabulary has to record declaration is detailed in the Record Declaration Policy.

## Aims of the Policy

The fundamental principle of retention/disposal criteria is to identify those file series which can be destroyed at pre-determined dates or which need to be retained for specific reasons. It aims to set down certain parameters for those files which fall in either of the above areas and the general guidelines detail those parameters.

That 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:

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- 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.

This policy is enacted by the following management system documents:

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

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