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| ONR Manual  ONR Business Classification Scheme and Disposal Schedule |



ONR Manual

ONR Business Classification Scheme and Disposal Schedule

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**Table 1 – Revision commentary**

|  |  |
| --- | --- |
| Issue No. | Description of Update(s) |
| 2 | Removal of redundant classifications |
| 3 | Addition of personal folders. |
| 4 | Removal of redundant classifications and addition of personal folders. | |
| 5 | Addition of other data locations and applications. Change to 1.5.2. and 1.6.4. classifications. |
| 5.1 | Minor update |
| 5.2 | Update to include Revisions |
| 5.3 | Minor update |

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# Introduction

## Purpose of the Business Classification Scheme (BCS)

The ONR Business Classification Scheme (BCS) is designed to help organise and manage ONR documentation across ONR. This includes the primary Electronic Document and Records Management (EDRM) system (Content Manager - CM) as well as other systems such as WIReD.

The BCS is applied to:

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

CM (formerly ‘TRIM’) was introduced in 2006 to manage ONR’s electronic documents and paper-based files. This gives staff authorised access to our documents and records via a single system. The BCS underpins this system and provides the basis for processing and managing the lifecycle of ONR records.

## BCS File Structure

The BCS provides us with a consistent framework for handling documentation across ONR and supports programme and project-based working. 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 Programmes 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 research and scientific support (see Section 5.6) where it was deemed more useful to break the classification down into different research topics based on ONR's research categories.

## How it Works

The BCS registers information under a particular category, but rather than allocating a block of categories to each Division/Directorate, the BCS encompasses the whole of ONR.

When new corporate documents are created, they can be in either electronic or paper form. They should be saved into the appropriate electronic folder in CM or filed on a hard copy folder which is then registered electronically on CM.

CM folders take on the classification title under which they are opened, for example:

* **BUSINESS SUPPORT & MANAGEMENT - Corporate Knowledge Management - Records Management - INFORMATION MANAGEMENT - DECEMBER 2022 - DECEMBER 2025**

In some circumstances documents may require access controls. Such circumstances could cover sensitive information that deals with personal issues or sensitive regulatory information. All documents with the security classification of OFFICIAL SENSITIVE: SNI will require additional controls to ensure access is limited to those with a ‘need to know’. Access controls are managed at folder level, not at document level, so documents and records inherit the access and security settings of their folder.

This information about folders and records in CM 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 illustrating 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 and 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 of 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 a functional, rather than organisational, structure.

## Definitions

Table 2 – Table of Definitions

|  |  |
| --- | --- |
| Term/Acronym | Description |
| CM | Content Manager - ONRs default Electronic Document and Record Management System |
| BCS | ONR’s Business Classification and Disposal Scheme |
| WIReD | Well Informed Regulatory Decisions |
| GDPR | General Data Protection Regulations |
| CDM | Career Development Manager |
| TNA | The National Archives |
| Document | This is an electronic object that is still in draft and being developed. |
| Record | This is a document that has been finalised and no longer subject to change. |

# 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.

The main drivers for disposal, and therefore the authority for the disposal periods defined in this document are:

* Statutory – where ONR has a legal duty defined by law to retain information for the period defined
* Litigation – Where information is retained for the purposes of defending ONR in the event of litigation being brought against it
* Approved disposal – pre-defined disposal periods prescribed by other bodies, for example The National Archives, the Cabinet Office, etc.
* Operational need – where the retention of information continues to provide a critical role to ONR’s operational activities

Table 3 - Exemptions to the Default Disposal Schedule

| Category | BCS | Disposal Schedule |
| --- | --- | --- |
| **Human Resource Management –** Papers relating tomanaging 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 | 1.6.1. | Until aged 85 years or 5 years after death, whichever is earlier |
| **Dosimetry Records –** Documents created in relation staff dosimetry checks | 1.6.3. | Until aged 85 years or 5 years after death, whichever is earlier |
| **Industry Advisory Committees –** Papers relating to **c**ommittees and sub-committees that include non-ONR members, meetings, agendas, papers, minutes, correspondence, constitution and appointment of members, reports/reviews, topic advisory committees | 1.14.1. | To be selected for permanent preservation at TNA |
| **National Policy –** Papers relating to **c**ollection of evidence, communications with stakeholders, consideration of alternatives to legislation, preparation of Regulatory Impact Assessment (RIA), responding to other government departments' (OGDs) consultations.  **National Legislation –** Papers relating toFormulating and drafting new policy and legislation at national level on behalf of the UK government or the devolved legislatures. Reviewing existing legislation. **EU Work –** Papers relating to **c**ontributing to and commenting on the formulation, drafting and revision of health and safety policy and legislation at European Union level for example, Consultations with EU stakeholders, working groups, regulatory impact assessments (RIAs).  **Policy Review and Evaluation –** Papers relating to evaluation and review of national and international policies and legislation | 2.1.  2.2.  2.3.  2.4.  2.5. | To be selected for permanent preservation at TNA |
| **Monitoring and Auditing –** Papers relating toLiaison with local authorities (LAs) both in general and individually | 4.1.2. | Review at 100 years |
| **Planning Authorities: Advice –** Papers relating to regulatory and advisory activities ONR is legally required to provide towards land use planning and control. | 4.2.1. | Review at 100 years |
| **Safety Reports/Cases: Assessment –** Papers relating to processing of safety reports/safety cases and security plans | 4.4.1. | Review at 100 years |
| **Permissioning Documents/Licensing/Statutory Notes -** Applications from duty holders for 'permission documents', including licences, certification, security plans, exemptions, consents, approvals and appraisals. | 4.4.2. | Review at 100 years |
| **Inspection -** Intervention Reports | 4.5. | Review at 100 years |
| **Targeted Intervention –** Papers relating to regulating duty holders other than by site visits, for example: seminars, workshops and correspondence and requiring a positive response from duty holders. | 4.6. | Review at 100 years |
| **Investigations –** Papers associated with theInvestigation of incidents/accidents designated 'major incident' by the ONR Board. | 4.7 | Review at 100 years |
| **Incident Investigation Team: Activities** | 4.8.1 | Review at 100 years |
| **Public Inquiries -** ONR participation in a public inquiry following a major incident, ONR participation in monitoring progress on recommended actions | 4.8.3. | Review at 100 years |
| **Enforcement** – Papers regarding prevent harm by requiring duty holders to manage and control risks effectively. Local for example, Improvement notices, prohibition notices, directions and prosecutions. | 4.9. | Review at 100 years |

# Deletion of Individual Documents Stored in CM

All items stored in CM are corporate documents and are subject to the published disposal policies. By default, any document saved into CM cannot be deleted by an end user. Documents saved in error, for example duplicates, can be deleted by Records Managers and Administrators. These will be held in a ‘recycle’ folder for three months, after which they will be permanently deleted.

# Documents Stored in CM – Personal Folders

Personal folders are areas in CM where individual can save personal or draft versions of documents. These documents are not subject to the BCS and therefore requires users to mark for deletion documents that are no longer required. These will be deleted by the Information Management Team. Staff will need to be aware of the requirement to carefully manage documents containing personal information and ensure that we comply with GDPR. CDMs should consult the HR CDM Retention Schedule.

**Personal Folders, and their contents, will be deleted three months after staff leave ONR.**

# Previous Revisions of Documents stored in CM

CM automatically saves earlier versions of a document when it is checked in, these are known as ‘Revisions’. This functionality allows users to refer back to an earlier revision, or if necessary, promote an earlier revision to become the current version of the document. This means that all earlier revisions are available even after a document has been finalised and declared a record. These revisions take up space on the infrastructure and could present a risk of Sensitive information being retained for too long and accessed in the future.

To mitigate this risk, all previous revisions will be deleted twelve months after a document has been finalised as a record.

# Information Stored Outside of CM

All information saved onto ONR systems is corporate information and subject to the ONR Information Management Policy and legal requirements such as GDPR and FOI.

Only information stored within CM is subject to the BCS. Information saved in other systems will be managed as set out below.

Any document saved in a system not listed below will be considered as draft and must be saved into CM or, if appropriate, WIReD, if it is to become a record and subject to the appropriate retention and disposal policies.

## WIReD

Well Informed Regulatory Decisions (WIReD) is a strategic improvement project, modernising the way ONR delivers and manages regulatory operations.   
This includes: Simplified digital regulatory processes; A modern integrated information management system; Real time regulatory management information; A dutyholder portal.

The applicable Disposal Schedule will be applied to each entry (refer to Table 11).

## MS Teams

Documents saved in the ‘Files’ location in a team channel, sub-channel or private sub-channel will be considered as ‘draft’ i.e. working documents/reports etc. that have yet to be formally published.

All completed documents that are to be retained as a record must be saved to an appropriate folder in CM or, if appropriate, WIReD, and the original file deleted.

**Files will be removed six months after date of last modification.**

Team chat will be removed after 90 days.

## MS OneDrive

MS OneDrive provides a space where individuals can save personal or draft versions of documents. These documents are not subject to the BCS and therefore require users to manually delete documents that are no longer required.

All completed documents that are to be retained as a record must be saved to an appropriate folder in CM or, if appropriate, WIReD, and the original file deleted.

Staff will need to be aware of the requirement to carefully manage documents containing personal information and ensure that we comply with GDPR. CDMs should consult the HR CDM Retention Schedule.

**OneDrive, and its content, will be deleted 3 months after staff leave ONR.**

## MS Outlook

Emails received and saved in a MS Outlook account will be considered ‘draft’.

All emails which need to be retained as a record must be saved to an appropriate folder in CM or, if appropriate, WIReD, and the original file deleted.

Staff will need to be aware of the requirement to carefully manage emails containing sensitive information.

**Outlook, and its content, will be deleted three months after staff leave ONR.**

## Other applications

ONR information stored in additional applications will be retained according to local policies. Contact system owners for more information.

# The Business Classification Scheme (BCS)

## 1. Business Support & Management

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

Table 4 - Business Support & Management BCS

| Function Code, Heading and Scope Note | Disposal Schedule |
| --- | --- |
| * 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.  Review of operational strategies, developing objectives and plans, compliance and operational audits. | |
| * + 1. **Corporate Mission**   Development, review and updating of the missions and goals for the ONR Divisions | **Review 18 years** (3yrs active, 15yrs archived) |
| * + 1. **Strategic Planning**   Development of operational strategies to enable ONR to achieve its missions and goals, for example, Communications, Priority Programmes, review of operational strategies  Use 1.1.4. “Corporate Policies” for review of policies | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Business Planning**   Development of annual business plan/developing objectives, general planning correspondence | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Corporate Policies**   Developing, reviewing and updating of policies and plans that affect the whole of ONR to ensure consistency, for example: Communications; Corporate Identity; Equal opportunities and diversity; Purchasing; Enforcement policy statement; Policy statement in standards, Science and technology policy; Finance; Sustainable development  Use 1.6.2. “Conditions of employment” for policies relating to staff terms of employment, pensions etc. Use 1.9.1. for procedures for staff undertaking administrative duties Use 1.9.3 “Operations” for procedure for staff undertaking operational duties and responsibilities | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * 1. **Organisational Planning**   Formulatingand monitoring plans to deliver strategy at all levels within the organisation.  Use 1.1.4. “Corporate Policies” for work relating to corporate policies | |
| * + 1. **Financial**   Planning use of financial resources for example preparation and submission input to spending review process | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Planning Staffing Needs**   Planning of human resources, for example reviewing staffing needs; planning for re-structuring. Participation and attendance at HR conferences.  HR conference organisation and proceedings – organisation aspects of conferences  Use 1.6.9. “Staff Performance” for Line Management of ONR staff | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Developing Plans**   Development, review and updating of annual and periodic plans for divisions and 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 | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * 1. **Monitoring, Auditing, Reviewing**   Reviewing the performance of the business including quality management, auditing and business efficiency. | |
| * + 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 | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Business Evaluation and Monitoring**   Measurement of performance against targets and standards, for example, Continuous improvement processes; quality assurance; Stakeholder perceptions; corporate health and safety performance reviews; Selective trend information on ONR’s key performance indicators. Progress reports against ONR plan of work; Selective trend information on ONR’s attitude surveys  Use 1.6.11. “Staff relations” for staff attitude surveys Use 1.1.2. “Strategic planning” for review of operational strategies | **Destroy 10 years** (3yrs active, 7yrs archived) |
| * 1. **Risk Management**   Identifying and minimising risks | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * 1. **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. **Records Management**   Development, review and updating of ONR Records Plan (Business Classification Scheme and Retention Schedule), Management of registered files and Electronic document and records management (EDRM)  Use 1.9.1. for generic guidance for records management procedures Use 1.1.4 “Corporate Policies” for records management policies | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Knowledge Management**   Gathering, analysing, storing and sharing knowledge and expertise within ONR. | **Review 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Information Centres**   Work of the Information Centres, for example, document supply; search services; journal circulation; internal enquiries; integrated Library management service. | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. Not used in ONR |  |
| * + 1. **Intranet**   Operation of the Intranet service within ONR, for example, preparation, reviewing, updating and uploading web pages for information.  Use 5.1.4. “ONR Website” for production of information intended primarily for public use | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * 1. **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. **Employee Files** For use by Human Resources Directorate only   Covers employee contracts, health, pension, special leave (including injury, adoption, parental, maternity), disciplinary records where dismissal took place, changes in legal status, working patterns, promotions re-gradings, demotions, history of pay, allowances, bonuses, and HR documents from a previous OGD employer    Personnel files can include employee contracts; CVs occupational health docs or HR documents from a previous OGD employer.  Pension information is kept by the Government Pensions Department. | **Until aged 85 years or 5 years after death, whichever is earlier** |
| * + 1. **Conditions of Employment**   Conditions of employment for all ONR employees, for example, Official Secrets Act; Equal Opportunities; Termination of employment Retirement / Redundancy / Pension contributions; General Data Protection Regulation (subject access requests by staff); general matters about Security and Vetting | **Review 10** y**ears**  (3yrs active, 7yrs archived) |
| * + 1. **Staff Health and Safety**   Management of health and safety as it relates to ONR staff, for example, 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 (general matters about Health surveillance; examination; local rules under IRR99; PPE)  Use 1.6.1 'Employee files' for HR staff records  **\*Individual staff Dosimetry records - Destroy age 85 years or 5 years after death, whichever is earlier** | **Destroy 10** **years**  (3yrs active, 7yrs archived)  \*Exceptions **apply** |
| * + 1. **Recruitment**   Post-filling, job descriptions, recruitment exercises  **\*Application forms received from external candidates - destroy 1 year after receipt.** | **Destroy 6 years** (3yrs active, 3yrs archived) |
| * + 1. **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 | **Destroy age 85 years or 5 years after death, whichever is earlier** |
| * + 1. **Pay and Pensions**   Administration of pay to employees, for example, Setting pay structure ONR Long Term Pay Agreement; Administration of payroll, Annual review of pay / pay negotiations (general matters about Corporate payroll) | **Review 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Working Time**   Administration of time worked by employees, for example, ensure compliance with Working Time regulation, Agreements to work over 48 hours per week; Records of time worked  Note: Individual time records are held locally | **Destroy 10** **years**  (3yrs active, 7yrs archived) |
| * + 1. **Training and Development**   Developing, delivering and monitoring internal training and induction for new staff, developing training programmes | **Review 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Staff Performance**   Staff Performance: General information that relates to the day-to-day management of ONR staff, covering Records relating to attendance management, sick leave, occupational health and workplace adjustments.  Other Employee record types, Records of annual leave, flexible working hours, character references, security, grievances and appeals, performance and talent management, training and development.  Note: Individual staff information should be saved in CDM’s One Drives. CDMs should consult the HR CDM Retention Schedule. | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Disciplinary Cases**   Management of staff conduct including disciplinary cases that did NOT result in dismissal.  Use 1.6.1. for disciplinary cases that DID result in dismissal,  Use 1.6.2. “Conditions of employment” for generic guidance | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Staff Relations**   Consultation with employees; staff surveys; trade union negotiations; handling qualifying disclosures | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Staff Relocation** Relocation of new and existing ONR staff   Use 1.7.2. “Monitoring and controlling resources” for financial records relating to relocating  Use 1.9.1. for procedures for managing staff relocations | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * 1. **Financia**l **Management**   Control and management of the 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 | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Resources: Allocation** Budgeting, allocating budgets, zero-based budgeting exercises, Capital Plan, managing and planning departmental budgets   Use 1.2.1. “Resource Planning” for planning use of financial resources | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Resources: Monitoring and Control** Expenditure forecasts, mid-year reviews   Use 1.7.3 “Accounting for the use of resources” for management of invoices | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Resources: Accounting**   Managing and reporting income and expenditure, for example, handling expense claims, setting fees and charges, Invoicing / revenue recovery, statutory reporting (ONR Annual Accounts, VAT reporting), general matters relating EU reimbursement  Use 1.11 ‘Procurement for procurement of goods and service from external sources | **Destroy 10** **years**  (3yrs active, 7yrs archived) |
| * + 1. **Asset Management** Management of ONR’s financial assets and investments, administration of pension schemes, land and buildings, vehicles and office equipment | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * 1. **Legal Services** Providing legal services to support the business but excluding the formulation of health and safety legislation   Use 2.2. “National Legislation” for formulation of health and safety legislation Use 4.9. “Enforcement” for the prosecution of duty-holders |  |
| * + 1. **Legal A**d**vice**   Provision of legal advice to ONR  Use 1.8.2. “Civil Claims” for individual legal case files  Use 4.9 'Enforcement' for individual prosecutions of duty holders | **Review 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Civil Claims**   Individual legal civil claims case files | **Destroy 18 years** (3yrs active, 15yrs archived) |
| * 1. **Internal Guidance and Procedures**   Drafting, distributing, reviewing and updating verbal and written guidance on internal procedures and working practices. | |
| * + 1. **Staff Guidance**   Development, distribution and review of guidance to staff on the Staff Handbook  Use 1.6.2. “Conditions of employment” for guidance to staff on conditions of employment  Use 1.1.4 'Corporate policies' for policies | **Destroy 10** **years**  (3yrs active, 7yrs archived) |
| * + 1. **Administration**   Development, distribution and review of guidance to staff on the carrying out of general admin procedures including Job Guides  Use 1.1.4 'Corporate policies' for development, reviewing, etc. of policies | **Destroy 5** **years**  (3yrs active, 2yrs archived) |
| * + 1. **Operations**   Development, distribution and review of guidance to staff on the carrying out of operational duties and responsibilities. HOW2 documents; Technical Inspection and Assessment guides (TIG’s/TAG’s and standards), Inspection; Investigation; Complaints; Enforcement; Notice and Prosecution | **Review 10 years**  (3yrs active, 7yrs archived) |
| * 1. **IT and Communications Infrastructure** Developing the use of IT and communications equipment and enabling access to electronic information. | |
| * + 1. **IT Security**   IT security incident reporting scheme  Use 1.1.4. “Corporate Policies” for policies relating to IT Security Use 1.9.1. for security procedures for staff to follow | **Destroy 10** **years**  (3yrs active, 7yrs archived) |
| * + 1. **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. for “Intranet” for projects involving work on ONR’s Intranet Use 1.11.5. “Contract management” for projects contracted out to current IT service provider' | **Destroy 8 years**  (3yrs active, 5yrs archived) |
| * + 1. **IT Support**   Planned programmes for Recommendation: Changes or modifications to existing systems and their implementation.  Use 1.10.2. “IT Projects” for new projects or development of replacement systems | **Destroy 8** y**ears**  (3yrs active, 5yrs archived) |
| * 1. **Procurement** Procuring goods and services from external sources, including contract and project management. | |
| * + 1. **Terms and Conditions: Development**   Drawing up and revision of terms and conditions of purchase in order to protect ONR in law, for example, purchase of services/goods, disposals and commissioning of research | **Review 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **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 | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Purchase Orders**   Procurement of goods and services by means of a purchase order.  Suppliers’ information  Use 1.7.3. “Accounting for use of resources” for invoice payments | **Destroy 10** **years**  (3yrs active, 7yrs archived) |
| * + 1. **Contracts**   Procurement of services or a piece of work or research by means of a contract, for example, research contracts, (general matters about tenders; services and contracts for goods) | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Contract** **Management**   Management and monitoring of contracts, including outsourcing | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **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 furnishings and equipment | **Destroy 10** **years**  (3yrs active, 7yrs archived) |
| * 1. **Accommodation Services** Managing in house administrative activities and services, consumables, equipment, messengers, reprographics and other office services. | |
| * + 1. **Furnishings and Equipment**   Allocation of furniture and equipment, inventories, maintenance of records, disposal of furniture/equipment | **Destroy 5 years**  (3yrs active, 2yrs archived) |
| * 1. **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. **Major Property Events** Lease breaks/expires, acquisitions, disposals/dilapidations, vacant/surplus space, rent reviews, major projects | **Review 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **In-Year** A**ctivities**   Maintenance, estate planning, emergencyworks, minor works, specialist inspections and surveys, asbestos, environmental management systems, estate planning, development of annual and five-year estates plans (general matters relating to property and project) | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * + 1. **Environmental Aspects** Maintenance of existing Environmental Management Systems (EMS), development of new EMS for buildings or functions   Use 1.13.2. “Managing in-year activities for maintenance of existing ONR buildings | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| **1.14.1. Health and Safety Commission - historic- no longer to be used for new records**  All aspects of Commission and Executive business including administrative support to the Chairman and the Advisory Committees | |
| **1.14.2. Industry Advisory Committees**  Commission Activities, for example Appointment of HSC members, meetings, agenda, papers, minutes, reports, correspondence (these papers are transferred to the National Archives at 20 years old)    Committees and sub-committees that include non- ONR members, meetings, agendas, papers, minutes, correspondence, constitution and appointment of members, reports/reviews, topic advisory committees for example, ACDS, ACTS | **Review 10 years**  (3yrs active, 7yrs archived) |
| **1.15. Executive and Board Support**  All aspects of Executive business including administrative support to the Executive and Board | |
| **1.15.1. Board and Executive**  Includes current and historic Board and Executive team meetings, agenda, papers and minutes. | **Review 18 years**  (3yrs active, 15yrs archived) |
| **1.15.2.** **Internal Committee: notes and agenda**  Internal ONR committees and groups, for example, RIGG, the Audit Committee, Health and Safety Committee | **Review 18 years**  (3yrs active, 15yrs archived) |
| **1.16.** **Historic not in use** |  |
| **1.17. Internal Communications**  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 | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| **1.18. Internal Meetings**  Management/Team/Section meetings | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| * 1. **Information Assurance and Security**   The HMG Security Policy Framework (SPF) outlining the mandatory security requirements and management arrangements to which all Departments and Agencies (defined as including all bodies directly r esponsible to them) **must** adhere. | |
| * + 1. **Governance Risk Management and Compliance SP1** Information assurance forum, reports and risk registers, audit and independent review, security and assurance planning, training and awareness | **Review 10 years**  (3yrs active, 7yrs archived) |
| **1.21.2. Protective Marking and Asset Control**  Security classification, protective marking and asset control policy, breaches and losses, notifiable post controls, release of information controls | **Review 10 years**  (3yrs active, 7yrs archived) |
| **1.21.3. Personnel Security**  Personnel security policy, vetting, criminal records checks/PNC, personnel security investigations, statistics and finance relating to personnel security | **Review 10 years**  (3yrs active, 7yrs archived) |
| **1.21.4. Information Security and Assurance** Information assurance and security policy, technical risk assessments, system accreditation, encryption and cryptography, Risk Management and Accreditation Document Set (RMADS),Remote working/mobile computing, encryption and cryptography, removable media policy, ONR network security and community security policies, Incident reporting and investigation, annual health checks and penetration testing, security and information and communication technology (ICT) contracts | **Review 10 years**  (3yrs active, 7yrs archived) |
| **1.21.5. Physical Security**  Physical security policy at ONR premises, security containers and cabinets, physical assessments and baseline controls at premises, physical security incidents and investigations | **Review 10 years**  (3yrs active, 7yrs archived) |
| **1.21.6.** **Counter Terrorism**  Counter terrorism security policy and plans, Government response and threat levels, counter terrorism incidents, reports and reviews | **Review 10 years**  (3yrs active, 7yrs archived) |
| **1.21.7.** **Business Continuity**  Business continuity policy, business continuity assurance | **Destroy 10 years**  (3yrs active, 7yrs archived) |
| **1.23. ONR Senior Leadership Team (SLT)**  Historic classification. **do not use**.  Use 1.15.1. Board and Executive for all Board and ONR Executive Team meetings, agenda, papers and minutes. | **Destroy 18 years**  (3yrs active, 15yrs archived) |

## 2. Policy & Legislation Development

Developing policy directly related to Health 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.

Note:

Use 5.1.1. “Publications and multi-media for legislative guidance

Use 1.1.2. “Strategic planning” for planning implementation of policies

Table 5 - Policy & Legislation Development

| Function Code, Heading and Scope Note | Disposal Schedule |
| --- | --- |
| **2.1. National Policy**  Collection of evidence, communications with stakeholders, consideration of alternatives to legislation, preparation of Regulatory Impact Assessment (RIA), responding to other government departments' (OGDs) consultations. | **Review 10 years**  (3yrs active, 7yrs archived) \*Exceptions **apply** |
| **2.2. National Legislation**  Formulating and drafting new health and safety policy and 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 | **Review 10 years**  (3yrs active, 7yrs archived) \*Exceptions **apply** |
| **2.3. EU Work**  Contributing to and commenting on the formulation, drafting and revision of Nuclear safety policy and legislation at European Union level for example, Consultations with EU stakeholders, working groups, regulatory impact assessments (RIAs). | |
| |  |  | | --- | --- | | **2.3.1. Policy** |  |   ONR's involvement in the development and review of EU strategies and policies in general  use 4.4.2. “Permissioning Documents/Licensing/Statutory Notes” for active substance and product specific files | **Review 10 years** (3yrs active, 7yrs archived)  \*Exceptions **apply** |
| **2.3.2. Legislation**  Formulation, drafting and review of EU legislation, consultation with stakeholders, working groups, Regulatory Impact Assessment (RIAs)  Use 4.4.2. “Permissioning Documents / Licensing / Statutory Notes” for active substance and product specific files | **Review 10 years** (3yrs active, 7yrs archived) |
| **2.3.3. Nuclear Safety Co-operation**  Euratom Treaty, European co-operation on nuclear safety | **Review 10 years** (3yrs active, 7yrs archived) |
| **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 and international programmes | **Review 10 years** (3yrs active, 7yrs archived) |
| **2.4.2. Legislation**  Formulation, drafting and revision of international legislation, expert working groups participation | **Review 10 years** (3yrs active, 7yrs archived) |
| **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 | **Review 10 years** (3yrs active, 7yrs archived) |
| **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 | **Review 10 years** (3yrs active, 7yrs archived)  \*Exceptions **apply** |

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## 3. Standards: Development

Formulation, drafting and revision of health and safety standards.

Note:

Use 5.1.1. “Publications and multi-media” for preparation of guidance to standards

Table 6 - Standards - Development

| Function Code, Heading and Scope Note | Disposal Schedule |
| --- | --- |
| **3.1. ONR Participation**  Management information of staff involved in the development of standards | **Destroy 10** **years** (3yrs active, 7yrs archived) |
| **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. “Publications and multi-media” for preparation of guidance to standards | **Destroy 10 years** (3yrs active, 7yrs archived) |
| **3.3. European Standards: Preparation**  Co-operating with European agencies to formulate, draft and review European health and safety standards | |
| **3.3.1. New Standards**  Preparations for a new standard. Consultation with stakeholders  Use 5.1.1. “Publications and multi-media” for production of ONR guidance on standards | **Review 10 years** (3yrs active, 7yrs archived) |
| **3.4 International Standards: Preparation**  Co-operating with international agencies to formulate, draft and review international health and safety standards, drafting, revisions, review, negotiation, including consultation with stakeholders  Use 5.1.1. “Publications and multi-media” for production of ONR guidance on international standards | **Review 10 years** (3yrs active, 7yrs archived) |

## 4. Regulatory Functions

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

Table 7 - Regulatory Functions

| Function Code, Heading and Scope Note | Disposal Schedule |
| --- | --- |
| **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 | **Review 100 years** (3yrs active, 97yrs archived)  \*Exceptions **apply** |
| **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 or security and security 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 | **Review 10 years** (3yrs active, 7yrs archived) |
| **4.4. Permissioning**  Processing safety and security 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**  Processing of safety and security reports/safety cases submitted under various statutory schemes | **Review 100 years** (3yrs active, 97yrs archived)  \*Exception**s apply** |
| **4.4.2. Permissioning Documents/Licensing/Statutory Notes**  Applications from duty holders for 'permission documents', including licences, security plans, 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 | **Review 100 years** (3yrs active, 97yrs archived)  \*Exceptionsapply |
| **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 | **Review 100 years** (3yrs active, 97yrs archived)  \***Exceptions apply** |
| **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 | **Review 100 years** (3yrs active, 97yrs archived)  \*Ex**ceptions apply**) |
| **4.7. Investigations**  Investigation of incidents/accidents in response to a complaint, by information reported under RIDDOR or other reason, but not 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 | **Review 10 years** (3yrs active, 7yrs archived)  \***Exceptions apply** |
| **4.8. Major Incident Investigations**  This section contains the records associated with theInvestigation of incidents/accidents designated 'major incident' by the ONR Board. | |
| **4.8.1**.  **Incident Investigation Team: Activities**  Use 5.1.1. “Publications and multi-media” for production of ONR reports into results of investigations | **Review 100 years** (3yrs active, 97yrs archived)  \*Exceptions **apply**) |
| **4.8.2. Internal Inquiries**  Internal inquiries into accidents/incidents which do not result in the official publication of the results of the investigation | **Review 10 years** (3yrs active, 7yrs archived) |
| **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 | **Review 100 years** (3yrs active, 97yrs archived)  \*Exception**s apply**) |
| **4.9. Enforcement**   Prevent harm by requiring duty holders to manage and control risks effectively. Local for example Improvement notices, directions, prohibition notices and 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 | **Review 100 years** (3yrs active, 97yrs archived)  \*Exception**s apply**) |
| **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 | **Review 10 years** (3yrs active, 7yrs archived) |
| **4.10.1. Duty Holders: On-site Arrangements**  Use this for CNSS Transport Notifications | **Review 10 years** (3yrs active, 7yrs archived) |
| **4.10.2. Local Authorities: Off-site Arrangements** | **Review 10 years** (3yrs active, 7yrs archived) |
| **4.10.3. National Emergencies**  Reports of practice exercises and recommendations for action | **Review 10 years** (3yrs active, 7yrs archived) |
| **4.10.4. Emergency Arrangements Other**  ONR’s arrangements for its involvement in any emergency, Duty Officer guidance | **Review 10 years** (3yrs active, 7yrs archived) |
| **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 | **Review 7 years after installation decommissioned** |
| **4.12.**  **Regulatory Assurance**  Information that provides assurance that regulation is delivering safe operation | **Review 10 years** (3yrs active, 7yrs archived) |
| 4**.12.1. Regulatory Assurance: Programme Standard Information**  Standard information regarding the delivery of regulatory assurance | **Review 10 years** (3yrs active, 7yrs archived) |
| **4.12.2. Regulatory Assurance – Regulatory Strategy**  Information that generates and monitors strategic activity in regulation | **Review 10 years** (3yrs active, 7yrs archived) |

## 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.

Table 8 - External Communications

| Function Code, Heading and Scope Note | Disposal Schedule |
| --- | --- |
| **5.1. Proactive Communications**  Preparing and providing information to explain and publicise legislation or guidance | |
| **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 solely on the Intranet  Use 5.4.5. “Media briefing” for press releases | **Destroy 10 years** (3yrs active, 7yrs archived) |
| **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, | **Destroy 8 years** (3yrs active, 5yrs archived) |
| **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  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 | **Review 18 years** (3yrs active, 15yrs archived) |
| **5.1.4. ONR Website**  Provision of information and advice via the ONR website, planning the structure, drafting content, publishing web pages, monitoring, reviewing and updating content | **Destroy 10 years** (3yrs active, 7yrs archived) |
| **5.2. External Enquiries**  Responding to general enquiries on health and safety or security matters via correspondence, email and telephone and enquiries from outside the ONR dealt with by the library and information service  Use 5.4.1. “Official Enquiries – responses” for official requests for information from MP’s etc. | |
| **5.2.1. General Enquiries: Responses** | **Destroy 5 years** (3yrs active, 2yrs archived) |
| **5.2.2. Disclosure**  Responses to enquiries requiring the disclosure or otherwise of information governed by legislation or national policy, for example, Open General Data Protection Regulation, FOI requests | **Destroy 5 years** (3yrs active, 2yrs archived) |
| **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 | **Review 10 years** (3yrs active, 7yrs archived) |
| **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 | **Review 8 years** (3yrs active, 5yrs archived) |
| **5.3.3. Other Government Departments**  Initiatives that are undertaken jointly between the ONR and OGDs, for example, bilateral meetings | **Destroy 8 years** (3yrs active, 5yrs archived) |
| **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 | **Destroy 8 years** (3yrs active, 5yrs archived) |
| **5.3.5. EU Agencies**  Work undertaken by ONR either jointly or on behalf of EU agencies. | **Review 8 years** (3yrs active, 5yrs archived) |
| **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 | **Review 8 years** (3yrs active, 5yrs archived) |
| **5.3.7. National Agencies in Other Countries**  Work carried out jointly or on behalf of agencies in other countries, for example, secondments | **Review 8 years** (3yrs active, 5yrs archived) |
| **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, enquiries to the ONR Chairman, ONR Chief Executive, enquiries put to Ministers | **Destroy 10 years** (3yrs active, 7yrs archived) |
| **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 and MP’s | **Destroy 10 years** (3yrs active, 7yrs archived) |
| **5.4.4. Parliamentary Questions (PQs)**  ONR responses to oral and written PQs received from a government department **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 | **Review 10 years** (3yrs active, 7yrs archived) |
| **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 | **Destroy 10 years** (3yrs active, 7yrs archived) |

## 6. Research & Scientific Support

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

Note:

Use 1.11.4 ‘Procurement by contract’ for commissioning research projects and research contracts

Table 9 - Research & Scientific Support

| Function Code, Heading and Scope Note | Disposal Schedule |
| --- | --- |
| **6.1.1-9 Fire, Explosion and Process Safety**  **6.2.1;6.2.5;6.2.6 – Engineering Research**  **6.4.1. Occupational Health Research – Chemical Hazards 6.4.6. Occupational Health Research – 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** | **Review 18 years** (3yrs active, 15yrs archived) |
| **6.7. Nuclear Safety Research**  **6.7.1. Nuclear Research Index (NRI)**  Compilation and publication of the NRI  **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** |  |
| **6.8. Research Dissemination**  Dissemination of the research findings to a wider audience | **Review 18 years** (3yrs active, 15yrs archived) |
| **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 programme.  Use 7.2.4. “Data Analysis” for evaluation of data and intelligence that has been collected through means other than formal research | **Review 18 years** (3yrs active, 15yrs archived) |

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## 7. Statistics & Data Collection

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

Table 10 - Statistics & Data Collection

| Function Code, Heading and Scope Note | Disposal Schedule |
| --- | --- |
| **7.2. Statistics**  Systems for the formal and informal capture of raw data and pre-digested material from field intelligence, external and internal sources and the subsequent analysis and presentation of this data for example, COIN and Nuclear Incidents | |
| **7.2.1. Capturing Statistics**  Processes and procedures associated with capture of statistical data | **Destroy 10 years** (3yrs active, 7yrs archived) |
| **7.2.2. Quality Assurance and Standards**  Ensuring that data collected are consistent with the standards set out in the national framework for statistics. Arrangement and storage of data for ease of retrieval | **Destroy 10 years** (3yrs active, 7yrs archived) |
| **7.2.3. Data Organisation**  Arrangement and storage of data for ease of retrieval | **Destroy 10 years** (3yrs active, 7yrs archived) |
| **7.2.4. Data Analysis**  Analysing, interpreting and synthesising collected intelligence into usable and meaningful formats, policy and project impact evaluation, production of annual statistics reports, Labour Force Survey, analysis of enquiries received  Use 5.1.1. “Publication and multi-media” for physical publication of the reports | **Destroy 10 years** (3yrs active, 7yrs archived) |
| **7.2.5. Dissemination**  Dissemination of data analysed by ONR | **Destroy 18 years** (3yrs active, 15yrs archived) |
| **7.2.6. Evaluation**  Evaluation of the data collected by ONR and its analysis. | **Destroy 10 years** (3yrs active, 7yrs archived) |

# WIReD Retention

Information captured in WIReD is held in SharePoint, with each separate entry, and its associated documentation, being classed as a single Record.

Table 11 - WIReD Information

| Heading and Scope Note | Disposal Schedule |
| --- | --- |
| **Information captured in WIReD will have the following applied.** | |
| **1. Incidents**  **4.7. Investigations**  Investigation of incidents/accidents in response to a complaint, by information reported under RIDDOR or other reason, but not designated major.  **4.8. Major Incident Investigations**  Investigation of incidents/accidents designated 'major incident' by the ONR Board. | **Review 10 years**  **(based on creation date)**  **.**  **Additional Review 90 years**  **(based on creation date)** |
| **2. Issues**  Main record  Documents attached to record | **Review 100 years**  **(based on creation date)**  **Review 10 years**  **(based on creation date)** |
| **3. Land Use Planning**  **4.2.1. Planning Authorities: Advice**  Regulatory and advisory activities ONR is legally required to provide towards land use planning and control. | **Review 100 years**  **(based on creation date)** |
| **4. Inspections**  **4.5. Inspection** Intervention Reports | **Review 100** **years**  **(based on creation date)** |
| **5. Assessment**  **4.4.1. Safety Reports/Cases: Assessment**  Processing of safety and security reports/safety cases submitted under various statutory schemes | **Review 100 years**  **(based on creation date)** |
| **6. Permissioning**  **4.4.2. Permissioning Documents/Licensing/Statutory Notes**  Applications from duty holders for 'permission documents', including licences, security plans, certification, exemptions, consents, approvals and appraisals. | **Review 100 years**  **(based on creation date)** |
| **7. Enforcements**  **4.9. Enforcement**   Prevent harm by requiring duty holders to manage and control risks effectively. Local for example Improvement notices, directions, prohibition notices and prosecutions. | **Review 100 years**  **(based on creation date)** |
| **8. List N**  **4.10.1. Duty Holders: On-site Arrangements** | **Review 10 years**  **(based on creation date)** |