

Operational Selection Policy OSP 57

NUCLEAR DECOMMISSIONING AUTHORITY – SITE RECORDS 1940 onwards

July 2013

© Crown copyright 2013

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit nationalarchives.gov.uk/doc/open-government-licence or email psi@nationalarchives.gsi.gov.uk.

Where we have identified any third-party copyright information, you will need to obtain permission from the copyright holders concerned.

This publication is available for download at nationalarchives.gov.uk.

OPERATIONAL SELECTION POLICY OSP 57 NUCLEAR DECOMMISSIONING AUTHORITY – SITE RECORDS 1940 onwards

Authority

The National Archives Acquisition and Disposition policy statements published in 2000 (revised and updated in 2007 as the Acquisition and Disposition Strategy) announced the intention of developing, in consultation with departments, operational selection policies across government. These policies would apply the collection themes described in the policy to the records of individual departments and agencies.

Operational Selection Policies are intended to be working tools for those involved in the selection of public records. This policy may, therefore, be reviewed and revised in the light of comments received from the users of records or from archive professionals, the department's experience of using the policy, or as a result of newly discovered information.

This policy is a presentation version of a paper presented to The National Archives Records Decision Panel in February 2012. The policy provides background information on the responsibilities, work and records of the organisation. The latter have been analysed in order to provide a transparent record of decisions on the selection of records, in whatever format, for permanent preservation. Selection decisions are based on the requirement both to document the work of the organisation and to provide information about specific topics of potential long-term interest.

If you have any comments on this policy please email:-

information.management@nationalarchives.gsi.gov.uk

or write to:

Information Management and Practice Department
The National Archives
Kew
Richmond
Surrey
TW9 4DU

OPERATIONAL SELECTION POLICY OSP 57

NUCLEAR DECOMMISSIONING AUTHORITY – SITE RECORDS 1940 onwards

Background

The Nuclear Decommissioning Authority (NDA) was established in 2005 under the Energy Act 2004 with the remit of decommissioning and cleaning up civil nuclear facilities, ensuring that all the waste products, both radioactive and non-radioactive, are safely managed, implementing Government policy on the long-term management of nuclear waste, developing UK-wide nuclear Low Level Waste (LLW) strategy and plans and scrutinising decommissioning plans of British Energy. It owns 19 sites and the associated civil nuclear liabilities and assets, which includes records and information, of the public sector previously under the control of BNFL and UKAEA. Prior to 2005 UKAEA Dounreay, Harwell and ex-Windscale were the only sites whose records were designated public records under the Public Records Act 1958. A photo, film, video, image and sound archive on the Harwell site has Place of Deposit status.

The records

Apart from the strategic records the site records are operational in nature eg operating rules, inspections of the boundary fences and logs of the movement of nuclear matter on the site. They consist of files, papers, reports, inventories, plans, drawings, photographs, films and videos. Many are required to be created and held for long periods under the terms of nuclear site licence conditions or guidance on waste packaging for radioactive waste products.

The selection criteria have been developed initially for records from the Sellafield site and may need to be revised in the light of knowledge about the records from other sites.

The relevance of the Acquisition Criteria

The site records fall within two themes of the Acquisition Criteria:-

Theme 3.1.4 Regulation and support of economic activity by government, including industry, services, agriculture, transport, energy, trade and employment and productivity

Theme 3.1.2 The impact of the state on the physical environment and the documentation of the physical environment by government

The selection criteria

A great deal of information from the sites is in the public domain eg The Inventory of Radioactive Waste in the UK which describes the sources, quantities and properties and how it is planned to be managed is published on the NDA website. The selection criteria are intended to document the technological history of the research, design and development of civil nuclear atomic energy, providing information on the overarching strategy for the management of the sites, the design and development of individual sites including the design of the plant, the stewardship of on and off-site environmental conditions, the investigation of major incidents and research and development projects which were particularly innovative.

The selection of a range of record types from the sites including the management overview, site history, environmental conditions, major incidents, projects and research will ensure that the purpose and operation of the sites is documented.

OPERATIONAL SELECTION POLICY OSP 57 NUCLEAR DECOMMISSIONING AUTHORITY – SITE RECORDS 1940 onwards

The selection criteria

See attached table.

Potential value

The records are likely to have research value for the following reasons:-

They provide a history of the development and decommissioning of the sites

They provide a history of the technological development of nuclear energy science and systems

The NDA budget averages almost £3billion over the next four year period and it is appropriate for accountability and transparency reasons that records which reflect some of this expenditure are selected.

The selection of site records will complement the policy records relating to the development of civil nuclear power already selected and likely to be selected in the future. The latter reflect the Government's relationship with and support for the nuclear energy industry and cover issues such as the siting and selection of reactor types, nuclear fuel cycles, safety legislation and safeguards and the management of radioactive waste.

The records are likely to be of interest to researchers into nuclear energy systems, nuclear energy science and technology development and safety, security and environmental regulatory provision, environmental conditions in view of the possible safety risks associated with nuclear energy and local historians (the NDA is required under legislation to cooperate with local stakeholder groups). Architectural and historians of the built environment are likely to have a particular interest as buildings/plant/reactors are demolished following decommissioning.

Disposition

The work of the NDA is considered to be of national importance, with Government establishing the organisation to manage the decommissioning process through contracts to Parent Body Organisations and Site Licence Companies. For comparison, the Atomic Weapons Establishment, which is not part of the NDA estate, but is responsible for the UK nuclear defence policy, operations and capability, operates from a number of sites but its selected records are transferred to The National Archives. The NDA is aware of and supports recent initiatives to capture the history of the sites, eg through 5 oral histories, in conjunction with local archives. This could be viewed as a parallel initiative to the deposit of records at The National Archives.

**OPERATIONAL SELECTION POLICY OSP 57
NUCLEAR DECOMMISSIONING AUTHORITY – SITE RECORDS 1940 onwards**

SELECTION CRITERIA – NUCLEAR DECOMMISSIONING AUTHORITY – SITE RECORDS

Series	Description	Record types	Selection
Strategy	Strategic overview and development of strategies for :- management of the site and its closure organisational change to cover impact of new Parent Body Organisations and Site Licence Companies decommissioning projects commercial operations health and safety and security culture and philosophy socio-economic plans research and development reprocessing community attitude to the site and efforts to improve relationship with the community relationship with the Nuclear Decommissioning Authority relationship with the regulators (govern site licence conditions for health and safety and waste management)	Agenda, minutes and papers Project papers (see below) Memoranda of Understanding	Select all for Management Board, Executive Committees and any other relevant Committees with the intention of capturing the development of the published strategies The Document Library on the Nuclear Decommissioning Authority website which is regularly crawled holds all the published major plans, strategies, surveys and outcomes, research programmes

**OPERATIONAL SELECTION POLICY OSP 57
NUCLEAR DECOMMISSIONING AUTHORITY – SITE RECORDS 1940 onwards**

Infrastructure	Acquisition of the site and its development up to Site End State (site suitable for next planned use) to include details of buildings, facilities, plant, pipelines, their location and use	Schedule and plans of buildings on site, photos, videos, film and oral histories eg of Chief Engineer, Chief Scientist	Select schedule and plans every 10 years up to the end state of the site when it passes into a state of long term care and maintenance
Environmental conditions	Protection of people and the environment and evidence of the controls in place as sites deal with the impact of the construction of atomic energy establishments and subsequently decommissioning	Studies, surveys, reports, monitoring of the environment both on and off site (land, air and sea) to ensure standards are met for its protection	Select snapshot every 2 years
Inquiries	Investigation of events/incidents outside normal operating parameters eg fatal accidents, explosions, failure of safety devices, radioactive contamination	Evidence, incident reports, testing of equipment, initial and final reports	Select investigation of those events which led to a Board of Inquiry
Projects	Management of projects	Business case, terms of reference, programme implementation plan and post implementation review, photos, videos and film	Select those projects which are a UK first, are pioneering, innovative, demonstrate development of technology or are critical to the support of reprocessing operations or decommissioning

**OPERATIONAL SELECTION POLICY OSP 57
NUCLEAR DECOMMISSIONING AUTHORITY – SITE RECORDS 1940 onwards**

Research	Research to facilitate decommissioning	Findings, papers and reports	Select unpublished reports only
----------	--	------------------------------	---------------------------------