Authentication of Records and Media

TG11-2018
Revision 3

Reaffirmed 2024

NUCLEAR INFORMATION AND RECORDS MANAGEMENT ASSOCIATION
245 Sunnyridge Avenue #41, Fairfield, CT 06824

Documents
Document Sharing Hub

Full document details: NIRMA TG11 2024

Technical guidelines developed by a committee, subcommittee, or ad hoc committee of the Nuclear Information and Records Management Association (NIRMA) represent a consensus of the members of the committee, subcommittee, or ad hoc committee with the concurrence of the NIRMA membership and Board of Directors. These guidelines are recommended procedures for establishing a program or performance of a task related to the interests of NIRMA members. Guidelines represent the consensus of the sponsoring committee on the best information based upon applicable regulatory requirements, industry standards and practical experience. A lesser amount of detail may be used to identify the areas of interface outside the scope of the document. Guidelines are not intended to be interpreted as industry standards but as suggested guidance with the understanding that companies are not obligated to use the suggested guidance.

NOTICE

This document was prepared by a committee of the Nuclear Information and Records Management Association (NIRMA). Neither this committee, NIRMA members of NIRMA, other persons contributing to or assisting in the preparation of the document, nor any person acting on behalf of these parties (a) makes any warranty or representation, expressed or implied, with respect to the accuracy, completeness, or usefulness of the information contained in this document, or (b) that the use of any information, apparatus, method, or process disclosed in this document may not infringe on privately owned rights, or (c) assumes liabilities with respect to the use of any information, apparatus, method, or process disclosed in this document.

©2011.Nuclear Information and Records Management Association. All rights reserved.

Documents
Document Sharing Hub

Full document details: NIRMA TG11 2024

TABLE OF CONTENTS

FOREWORD iv

AUTHENTICATION OF RECORDS 1

1. SCOPE 1

2. DEFINITIONS 1

2.1 Authentication 1
2.2 Media 1
2.3 Media certification 1
2.4 Record 1
2.5 Record verification 1

3. RECORD MEDIA 2

4. RECORDS AUTHENTICATION 2

5. RECORDS MEDIA CONVERSION 3

6. RECORD SERIES PROCESSING 3

7. CORRECTIONS OR CHANGES TO RECORDS 5

8. REFERENCES 5

Documents
Document Sharing Hub

Full document details: NIRMA TG11 2024

FOREWORD

This foreword is not part of the Nuclear Information & Records Management Association Technical Guideline TG11, "Authentication of Records and Media." The Regulatory and Information Management Business Unit (RIMBU) is the responsible committee for this Technical Guideline. The following members had significant input to this document revision as it evolved for approval by the NIRMA Board of Directors.

REVISION HISTORY

TG11, rev. 2, was updated to be consistent with:

- TG15, Management of Electronic Records
- TG16, Software Quality Assurance Documentation and Records
- TG21, Required Records Protection, Disaster Recovery, and Business Continuation

2011 Review Team

Lauretta B. Stanley, Westinghouse Electric Company
RIMBU Director

Debra Armentrout, USNRC
Robert Acker, PPL
Robert Blem, Westinghouse
Chris Caston, Scana/VC Summer
JoAnn Chovan, Chovan Associates
Bill Clover, Exelon Corporation
Rae Cogar, Urenco
Rich Giska, Consultant
Jill Griffin, Areva
Debra Hernandez, Arizona Public Service
Lashan Hope, Progress Energy
Jon Jedliskowski, Babcock & Wilcox
Steve Matson, Arizona Public Service
Alan Rabe, First Energy
Tonia Schneider, MNES
Michelle Smith, STPNOC
Edgar Springer, PSEG Nuclear
Jill Stern, Xcel Energy
Daryn White, Kewaunee Dominion
Eugene Yang, Kismet Consulting

Documents
Document Sharing Hub
Full document details: NIRMA TG11 2024