

Ref: NR/L2/INF/02205		Issue: 3
Title: Processes for the Supply of Deed Centre Services		
Publication Date: 05/12/2009		Compliance Date: 01/12/2012
Standard Owner: Head Of Business Operations		
Non-Compliance rep (NRNC):		
Further information contact: Glyn Lewis		Tel: 07515614035
Purpose: The purpose of this Standard Deeds Section Procedure is to define processes for the supply of services provided by the Deeds Section National Records Centre, Audax Road, York.		Scope: The standard Deeds Section Procedure is mandatory for all staff involved in the management of Deed Section documents, the provision of Deeds Section documents and the provision of Deeds services.

Affected documents:	
Reference	Impact
NR/L2/INF/02205 ISSUE 3	Withdrawn

Please see <http://ccms2.hiav.networkrail.co.uk/webtop/drl/objectId/09013b5b804504da> for guidance.

[illegible]

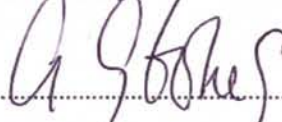
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Level 2

Processes for the Supply of National Records Centre Deed Section Services

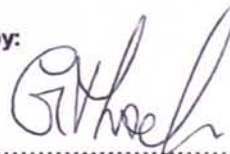
Endorsement and Authorisation

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Issue record

Issue	Date	Comments
Draft A	Mar 2006	Initial draft for stakeholder review
Issue 01	Apr 2006	Stakeholder comments incorporated
Issue 02	Aug 2008	Amended to reflect the Phase 2A / Engineering changes Reorganisation and to update references. Restructured to the new company Standards Template
Issue 03	Mar 2010	Process updated to reflect the withdrawal of the Aleph system and the introduction of eB

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 6 March 2010.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

Nil

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1 Purpose

The purpose of this Standard Deeds Section Procedure is to define processes for the supply of services provided by the Deeds Section National Records Centre, Audax Road, York.

2 Scope

The standard Deeds Section Procedure is mandatory for all staff involved in the management of Deed Section documents, the provision of Deeds Section documents and the provision of Deeds services.

3 Flow Chart

See flow charts 1 to 4 against each process in paragraph 4.

4 Process

The Records Centre Manager (Deeds) is responsible to the National Records Group Operations Manager for:

- a) Implementing this Standard Deed Section Procedure in the National Records Centre (NRG) and ensuring compliance by NRG staff.
- b) arranging for this Standard Deeds Section Procedure to be audited annually and maintaining records of such audits.
- c) reviewing this Standard Deeds Section Procedure annually on the anniversary of its publication and recommending any amendment brought about by changes in legislation or process.

4.1 Maintaining the registered borrower scheme

The aim of this process is to control the registration of bona fide borrowers who have access to original title deeds and documentation relative to the ownership and status of Network Rail's estate. The Records Centre Manager (Deeds) shall be responsible for:

- a) managing the registered borrower scheme on behalf of Network Rail,
- b) monitoring the use of this procedure.
- c) authorising borrowers.

The process shall be carried out in accordance with flow chart 1 and the following instructions:

4.1.1

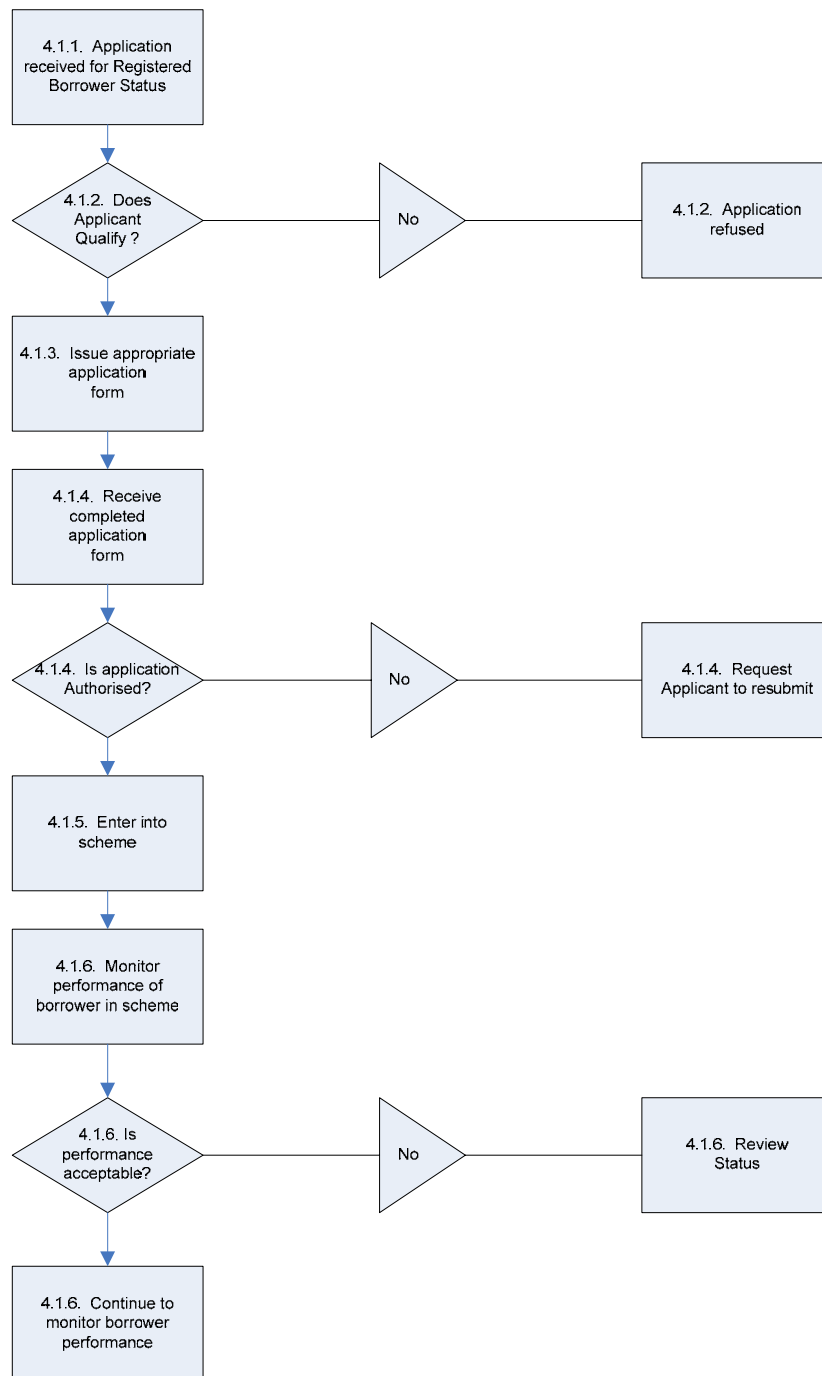
An application form is received requesting access to the original title deed and other documentation (see Appendices A to C- National Record Centre Registered Borrowers Scheme Forms). Applicable participants are as follows:

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- Network Rail Mapping Services Team
- Network Rail Lega Services Department
- Network Rail Infrastructure Liability Advisers
- External solicitors appointed by Network Rail
- BRB (Residuary) Ltd appointed persons
- BRB (Residuary) Ltd Legal Department
- External solicitors appointed by BRB (Residuary) Ltd
- DB Shenker UK Solicitor approved by Network Rail Legal Department
- Statutory bodies with a right of access by virtue of Act of Parliament
- Associated British Ports Appointed Persons
- Railways Pension Trustee Company LTD

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Flow Chart 1



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4.1.2

The Request shall be examined by the Records Centre Manager (Deeds) to validate the suitability of the applicant and their reason for applying. If the applicant or their purpose for applying is not considered bona fide they shall be advised that their application has been refused.

4.1.3

If the application is approved the appropriate form shall be issued to the applicant for their acceptance of terms and conditions by which they achieve Registered Borrower status.

4.1.4

When the completed application form is received in the National Records Centre it shall be reviewed by the Records Centre Manager (Deeds) for authorisation. If it is completed incorrectly it shall be returned to the applicant for resubmission.

4.1.5

If it is discovered that a borrower is non-compliant with the terms and conditions of The Registered Borrower Scheme, the Records Centre Manager shall assess the severity and degree of non-compliance and either:

- issue a warning to the borrower or,
- notify the Head of Legal Services (Property) in the case of solicitors.

In extreme cases of non-compliance or if poor performance persists, the Records Centre Manager shall take steps to have the borrower's authorisation withdrawn.

4.1.6

All borrowers' performance will be continuously monitored by the Records Centre Manager and the Deeds Records Controller. The Registered Borrower Records Scheme, will be amended to take into account organisational changes and movement of personnel.

4.2 Providing access to property deeds and documents

The aim of this process is to control the access to all original title deeds and documentation relative to the ownership and status of Network Rail's estate. The process shall be carried out in accordance with flow chart 2 and the following instructions.

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4.2.1

An application form is received requesting access to the title deed and/or other property related documentation (see Appendix B – Document Request Form).

4.2.2

The request shall be assessed by National Records Centre staff and clarification sought if necessary to confirm that:

- The requestor is entitled to view such documents.
- Sufficient information has been provided to locate the items requested.

If acceptable, the request shall be processed by National Records Centre staff.

4.2.3

If unacceptable, the request shall be rejected and the requestor informed.

4.2.4

If the requestor is not a registered borrower, if entitled, they shall be provided with a photocopy of the deed/document or, if available, a scanned image via email or CD.

4.2.5

A search shall then be initiated by National Records Centre staff to locate the deed/document(s), using the eB system in the first instance and, if deed/document(s) cannot be located, by using any of the other manual legally at the disposal of National Record Centre staff.

4.2.6

If the deed/document is noted as missing the applicant shall be informed and the request terminated.

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Flow Chart 2

