

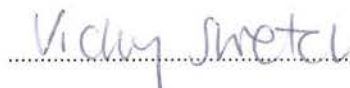
Ref:	NR/L2/INF/02230
Issue:	2
Date:	06 June 2015
Compliance date:	31 December 2015

Level 2

Corporate Archive Policy

Endorsement and Authorisation

Endorsed by:

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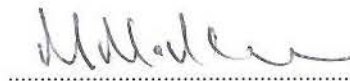
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Carol Wharton, Steering Group Chair

Accepted for issue by:

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Mick McManus, National Standards Manager

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User information

This Network Rail standard contains colour-coding according to the following Red–Amber–Green classification.

Red requirements – *No variations, could stop the railway*

- **Red requirements shall** always be complied with and achieved.
- Red requirements shall be presented in a red box **with the word “shall” or expressed as a direct instruction**.
- Accountability for the efficacy of red requirements lies with the Professional Head/Standard Owner.
- Red requirements are monitored for compliance.
- Corrective actions shall be enforced if variations are discovered through functional checks (e.g. engineering verification visits, audit or Operations Self-Assurance).

Amber requirements – *Controlled variations, approved risk analysis and mitigation*

- **Amber requirements shall** be complied with unless variation has been approved in advance.
- Amber requirements shall be presented with an amber sidebar **and with the word “shall” or expressed as a direct instruction**.
- Accountability for the efficacy of these requirements lies with the Professional Head/Standard Owner, or their nominated Delegated Authority.
- Amber requirements are monitored for compliance.
- Variations **may** be permitted. Variations are approved by the Standard Owner or through existing Delegated Authority arrangements.
- Corrective actions shall be enforced if **non-approved** variations are discovered through functional checks (e.g. engineering verification visits, audit or Operations Self-Assurance).

Green – *Guidance*

- Guidance is based on good practice. Guidance represents supporting information to help achieve **Red** and **Amber** requirements.
- Guidance shall be presented with a dotted green sidebar **and with the word “should” (usually in notes) or as a direct instruction**.
- Guidance is **not mandatory** and is not monitored for compliance.
- Alternative solutions may be used. Alternative solutions do not need to be formally approved.
- Decisions made by a competent person to use alternative solutions should be backed up by appropriate evidence or documentation.

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Issue record

Issue	Date	Comments
1	September 2010	Standard first published
2	June 2015	Revision of standard to include instruction on archive cataloguing standards, public access to information and the appraisal and disposal of non-operational records belonging to the Department of Transport in the physical custody of Network Rail.

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 31 December 2015.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 3 (Option Selection) to continue to comply with the issue of any relevant Network Rail standards current when GRIP Stage 3 was completed and not to comply with requirements contained herein, unless stipulated otherwise in the scope of this standard.

Reference documentation

NR/L3/INF/02222	<i>Metadata for Documents and Records</i>
NR/L3/INF/02226	<i>Corporate Records Retention Schedule</i>
NR/L3/INF/02231	<i>Disposal of Records</i>
NR/L3/INF/02223	<i>Information Security Classification</i>
PD 5454:2012	<i>Guide for the storage and exhibition of archival materials</i>
BS 4971:2002	<i>Repair and allied processes for the conservation of documents – Recommendations</i>
Railway Heritage Act	<i>Railway Heritage Act 1996 as amended by the Railways Act 2005</i>
Transfer Agreement	<i>Transfer Agreement relating to Deeds and Records (1) Railtrack (2) BRB 03/1994</i>
ISAD(G)	<i>General International Standard Archival Description</i>
ISAAR(CPF)	<i>International Standard Archival Authority Record for Corporate Bodies, Persons and Families</i>

Railway Records: A Guide to Sources (Public Record Office Readers Guide) by Cliff Edwards

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