

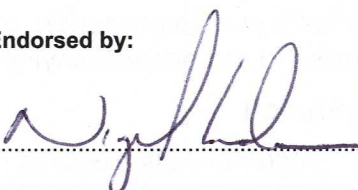
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Issue:	1
Date:	07 March 2009
Compliance date:	01 October 2009

Level 3

Records management

Endorsement and Authorisation

Endorsed by:



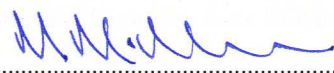
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Issue record

Issue	Date	Comments
1	07 March 2009	New Standard

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 01 Oct 2009.

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

NR/L2/INF/02220	<i>Document and records management</i>
NR/L3/INF/02221	<i>Document creation and approval</i>
NR/L3/INF/02222	<i>Metadata for documents and records</i>
NR/L3/INF/02223	<i>Information security classification</i>
NR/L3/INF/02224	<i>Sharing framework for information</i>
NR/L3/INF/02226	<i>Corporate Records Retention Schedule</i>

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1 Purpose

This Network Rail standard is part of a suite of standards published to support the Document Management Policy and the Records Management Policy.

2 Scope

This Network Rail standard specifies a minimum required process for managing Network Rail corporate records.

It applies to all records created, received and managed by Network Rail and the processes, tools and resources employed to manage them.

3 Definitions

accepted

status of an externally produced document when it has been approved for use by Network Rail

archive

records irrespective of current age or physical format that are deemed worthy of permanent retention because of their historic value

business critical records

records without which an organisation could not continue to operate. They are the records that contain information needed to re-establish the organisation in the event of a disaster that destroys all other records. They are the records that protect the assets and interests of the organisation

content

information contained within a document

context

relationship between the newly updated record and the infrastructure or other subject matter it represents

destruction

process of eliminating records beyond any possible reconstruction

disposal

destruction, sale or transfer of records at the end of their retention period

Disposal Hold

records pertaining to pending or actual legal proceedings or investigation that are not be destroyed until resolution of such proceedings or investigation

document

recorded information that can be used as a unit

metadata

data describing content, context and structure of documents and records and their management through time