

Doc No IMP09

Rev 1  
Date Aug 2017

## 1. Introduction

The Nuclear Decommissioning Authority (NDA) was established in 2005 and administered as a Non-Departmental Body, reporting to the UK Government through the Department for Business, Energy and Industrial Strategy. (BEIS)

Under the statutory duties of the Energy Act 2004, NDA are required to:

- Deal with the legacy safely and securely;
- Promote competition, best practice & value for money;
- Carry out research on decommissioning;
- Ensure skills development;
- Support economic & social life of communities.

## 2. Nucleus – the Nuclear and Caithness Archives

All NDA records are public records and Nucleus is to support the long term preservation of records relating to the work of the NDA in decommissioning nuclear sites, together with the permanent preservation of historic NDA records.

Nucleus is located in Wick, Caithness.

### Mission Statement:

Nucleus is a first class facility managing records relating to the history of nuclear energy science and technology development at all civil UK nuclear sites, to:

- Facilitate wider access to its collections, through
  - (1) partnerships, out-reach and similar targeted initiatives,
  - (2) ensuring wide-individual and on-line access.
- Facilitate the re-use of publicly-funded & owned information assets relating to historical atomic energy research & development;
- Be an exemplar in the use of digital storage media, including long-term preservation & continue to co-operate with TNA-led Government-wide initiatives in this area.

## 3. Why we collect records

Collecting records enables us to:

- Support openness and transparency and help to ensure NDA is accountable for its actions
- Promote access to these records
  - Internally as a corporate resource
  - Externally to national and international communities, as well as the general public
- Preserve the records of the NDA and its predecessors

Doc No IMP09

Rev 1  
Date Aug 2017

---

N.B. "Records" means any kind of recorded information regardless of the physical form or characteristics.

## 4. What we collect?

The NDA Acquisition Policy is the foundation for the identification of the kinds of materials Nucleus will collect and the conditions or terms which affect the acquisition of such materials. It is an important tool in planning the preservation of our nuclear archival heritage.

The Acquisition Policy sets out what categories of records are required for:

- long term retention to support the work of the NDA
- permanent preservation – for records which have been appraised and selected via Second Review (Public Records Act). These selected records will, depending on their subject matter, be:
  - transferred to Nucleus (as a Place of Deposit)
  - or
  - transferred to The National Archives (as a Place of Deposit)

## Scope of collection

NDA's information assets:

- i) records currently held in the custodianship of the Site Licensee Companies (SLCs)
- ii) records held by the NDA and its subsidiaries
- iii) legacy records (includes sites and facilities which were developed in the 1940's – 1960's to support HMG's defence & nuclear power generation research)

- **Chronological period:**

1940s (beginning of atomic energy development in the UK) - to date (UK government decommissioning programme).

- **Genre/Media**

Nucleus will collect records in any media but specialist repositories will be used to store physical samples. E.g. geological core samples, irradiated graphite samples.

The Board will consider all types of material for the collection, no matter the size or material. However, consideration has to be given to suitable space available to store items. In such cases, where existing storage facilities do not suffice, NDA Archive Ltd may consider collecting representations of, for example, large plant, control panels, in the form of film or models.

N.B. It is anticipated that a separate store for large artefacts e.g. 3-dimensional models, will be located at Capenhurst. These items will be made available to the public via exhibitions, displays etc. at Nucleus, local archives and heritage centres.

- **Principal subject areas:**

Nucleus will hold records of significance relating to:

- The technology history of research, design & development of atomic energy for peaceful purposes.
- Technical assessments leading to the selection, design & development of individual sites.
- Technical aspects of design, construction & operation of plant & equipment on the sites.
- Employment & related aspects of site operations such as are required to for long term business retention e.g. skills development, trade unions, health & safety developments, security and environmental performance of the industry.
- Radioactive waste inventories & related information, required to support long-term government strategy on radioactive waste management.

- **Non-public record acquisitions.**

Material will be actively sought for acquisition to fulfil one or more of the following criteria:

- Has relevance to a significant development of nuclear energy science and technology development.
- Represents the operation of civil UK nuclear sites.
- Has direct relevance to the social, economic and cultural position of the NDA (and its successors) and employees within British history.
- Donations: Records may be given or bequeathed to Nucleus. In such cases, the NDA will ensure that offers will be directed to the most suitable collection. This includes local or specialist archives.

It is envisaged that the NDA will, when Nucleus is more established, work on a collection development policy concerning records of civil nuclear power industry to bring together other organisations and archives that have an interest in the subject. This will include identifying gaps in collecting and strategies for ensuring that significant collections are preserved.

**N.B. These will not be classed as “Public Records” under the Public Records Act (PRA) 1958.**

## 5. How long are records kept?

### (a) Records Required for Long-term Business Requirements:

- All records which are required for long-term business related to the decommissioning of sites and the long term storage of nuclear waste should be retained by NDA in line with the **retention policies**. See also, NDA Record Retention Schedule.
- Records which are required for long term business use but do not need to be held locally at specific sites should be **transferred to Nucleus**.

These operational records are not expected to be selected for permanent preservation at the end of the retention period.

## (b) Records Selected for Permanent Preservation:

- **Records relating to the operations of NDA and the nuclear sites activities** – including scientific development should be reviewed and if selected transferred to **Nucleus**. For example:
  - Records relating to research and development in particular around decommissioning techniques
  - Records relating to obsolete activities or to abortive plans of the NDA, in areas which are significant in themselves' or which may recur or be resurrected
  - Records showing how the NDA has developed organisationally, the policies it has adopted and the procedures used to carry out its function.
  
- **Records relating to the governance of the NDA**, its funding and policy direction should be reviewed and if selected transferred to **The National Archives**. For example:
  - Records of the Management Board and other major NDA committees
  - Records relating to the preparation of legislation in which NDA had the lead
  - Records documenting the funding arrangements of the NDA

In Addition, TNA will continue to collect **and permanently preserve** the **Nuclear Decommissioning Authority website** and make it available to the public through the UK Government Web Archive.

## 6. What we will NOT collect

The only condition on format is our 'duty of care', and therefore Nucleus will not accept:

- Material where it does not have access to the expertise to adequately provide for the records' preservation, documentation, storage or access.
- Material which through its unstable nature might create a risk to the collection overall.
- Nucleus will not hold or intend to acquire any human remains.

## 7. Cooperation/demarcation with other repositories whose collection policy overlaps.

Nucleus does not seek to compete for records with other repositories, and seeks to avoid competition, conflict and duplication of effort with external repositories. Its primary function is to be the archive of the NDA and its civil nuclear sites.

Local interest records from existing or decommissioned nuclear sites, are offered to Local Authority Archives or Heritage Centres where appropriate, following formal review, selection and discussion with potential recipients.

**N.B. These will not be classed as "Public Records" under the Public Records Act (PRA) 1958 but will be recorded in the asset disposal register.**

Doc No IMP09

Rev 1  
Date Aug 2017

## 8. De-accessioning

Nucleus acquires material within the remit of the Acquisition Policy only. It is, therefore, NOT envisaged that material acquired under the Acquisition Policy will be de-accessioned.

However, should at any time in the future, under unforeseen circumstances, the NDA should seek to de-accession archival material, the NDA Archive Ltd Board will initiate a consultation period. During this period, users, interest groups and stakeholders will be invited to comment and current guidance from The National Archives, together with the Archive Service Accreditation recommendations will be followed.

**N.B. There is no intention to de-accession any records which have been selected for permanent preservation.**

## 9. Access

Nucleus is open to everyone although visitors under 14 years old must be accompanied by an adult.

Notice of every new acquisition and any restrictions on its access or use will be made public at the earliest opportunity, via the website.

Digital surrogate copies of records will be made available, where possible, online.

## 10. Preservation

Archive material will be stored within acid-free or inert packaging in accordance with best professional practice and:

- EN 16893 (Conservation of cultural heritage- New sites and buildings intended for storage and use of collections)
- PD5454:2012 (Guide for the Storage and exhibition of archival material) to maximise its longevity.

Nucleus aspires to store electronic records in accordance with BSI ISO 19005:2005 (Document Management – Electronic Document File Format for Long Term Preservation).

Electronic records may be mitigated from one medium to another to maximise their long-term preservation.

## Policy Review

The Acquisition Policy will be published on the Nucleus website and reviewed in 2018 and 2020. (Development phase of the archive)

It will then be reviewed every 5 years, to ensure that it accurately reflects the changing needs and requirements of the NDA, Nucleus and its stakeholders, its users and donors.

Doc No IMP09

**Rev 1**  
**Date Aug 2017**

---

## **Supporting Documentation**

1. NDA Information Governance Strategy, 2013
2. NDA, Managing NDA Information: Requirements, 2015
3. NDA Records Retention Schedule, 2016
4. The National Archives, OSP 57 "Nuclear Decommissioning Authority – Site Records 1940 onwards", July 2013.
5. The National Archives, Records collection policy, November 2012.
6. Donations Policy - Nucleus, 2017

Doc No IMP09

**Rev 1**  
**Date Aug 2017**

---

## APPENDIX 1

### **Identity of governing body/authority**

The principal governing body/authority is the Nuclear Decommissioning Authority, in furtherance of its legal duties; in particular, under:

- i. The Energy Act 2004.
- ii. The Public Records Acts 1958 and 1967.
- iii. All public record material must be managed in accordance with public record legislation, and standards and guidelines issued by the National Archives (TNA). The Secretary of State, acting through TNA has responsibility for all collections designated as public record. The Departmental Record Officer (DRO) within NDA is responsible for approving all policy relating to Nucleus – the Nuclear and Caithness Archives.
- iv. The Governing Body of NDA Archives Limited is responsible for establishing and reviewing policy in relation to the non-public record collections and for approving all management plans which relate to the implementation of the policies.