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Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURES MANUAL

13.4.1 Records Management

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Attachments

Hand Processed Changes

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Approved: _____ *Signature on File* _____
Collider-Accelerator Department Chairman Date

D. Passarello

13.4.1 Records Management

1. Purpose

To define a records management program for the Collider-Accelerator Department (CA), which supplements the BNL Standard Based Management (SBMS) Management System Description for Records Management and the Records Management Subject Area.

2. Responsibilities

This records management program shall be implemented by C-A Management.

3. Prerequisites

None

4. Precautions

None

5. Procedure

5.1 Record Generation

5.1.1 The SBMS Records Management Subject Area supplies guidance in identifying record material and determination of the type of record, i.e. administrative, epidemiological, historical, research and development, legal, and vital.

5.1.2 The applicable design specifications, procurement documents, operation procedures, inspection/test procedures, BNL management system or subject areas, regulatory agencies, or other documents, shall specify the records to be generated, supplied, or maintained.

5.1.3 Records shall be legible and considered valid only if stamped, initialed, or signed and dated by authorized personnel, or otherwise authenticated.

5.2 Record Filing and Maintenance

The SBMS Records Management Subject Area gives guidance for the protection and handling of office/shop records.

5.2.1 [C-A-OPM 13.4.2, Records Index](#), contains a list all significant operational, environmental safety & health, training, and quality records, generated by the C-A. The list contains a brief description of the record;

the record custodian; the BNL site-specific series title; the records schedule, and the minimum retention time.

5.2.2 Records, originals or reproduced copies, shall be stored in location(s) predetermined by the C-A Division Head or designee. The storage location shall meet requirements of applicable standards, codes, regulatory agencies, and the SBMS Records Management Subject Area.

5.2.3 To preclude the deterioration and/or loss of data while in storage, the following items should be considered:

- The attachment of records to binders or placement in folder/envelopes for storage in steel file cabinets or on shelving in containers.
- Provisions for special processed records, e.g. micrographic, radiographs, photographs, magnetic media, etc. to prevent damage from excessive light, stacking, electromagnetic fields, humidity, and temperature. Where records are stored in a computerized data base, the integrity of the system must be assured.

5.2.4 Stored records may be corrected by personnel authorized by a C-A Division Head or designee. The date and identification of the person issuing the correction shall be added to the record.

5.3 Disposition of Records

5.3.1 Various regulatory agencies have requirements concerning records that are within the scope of this document. The most stringent requirements shall be used in determining the final disposition.

5.3.2 Records that are no longer needed to carry out the business of the C-A may be transferred to the BNL Records Holding Area, which is operated by the Staff Services Division.

5.3.3 Records maintained at a supplier's facility shall not be disposed of until all of the following conditions listed below are satisfied:

- Items are released for shipment,
- Regulatory requirements are satisfied,
- Warranty consideration is satisfied,
- Purchaser's requirements are satisfied.

6. **Documentation**

None

7. **References**

7.1 [C-A-OPM 13.4.2, "Records Index".](#)

7.2 SBMS, Records Management

8. **Attachments**

None