

Transcription of flipcharts from working group meeting, 13 December 2005

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The guide itself should be structured to address the following content requirements

Introductory sections

SAFEGROUNDS context and consultation process

Purpose of the guide

Definitions of: record, record-keeping, information management (use simple box)

Reader interest - why relevant to each stakeholder (use simple box: stakeholder - interest - responsibility)

Synopsis

Pressures, drivers and specific requirements for good record-keeping

Background - general need and pressures/ drivers for record-keeping as a whole

national and international

land registry systems

standards - BSS, ISO etc

IAEA

long term stewardship

growing need for transparency and accessibility

Specific obligations, needs and tasks

make information readily accessible - retrievable to stakeholders

ensure data QA'd, integrity, adequacy, completeness

HSE/ EA site licence conditions (1) range of specific requirements including 30 years and (2) waste

other existing mandatory requirements for record-keeping

preservation, management and retention, storgae

REASONS TO MAKE records, retrieve

covering off-site disposal

Land registry/ planning

NDA (national archive) - they have liability for the land - need to plan work - LCBLs, end-points - adequate data +

legal requirements to keep records in particular forms

pressures likely to come from the EC and UK Government (eg Eurocodes on data management)

relevant developments in the harmonisation and accessibility of data transfer initiatives so that systems have the potential to align with any significant future mandatory requirements

Issues

formats

storage media

safety/readability

future proof - also project/ multiple storage

legal requirements

Accessibility

custodianship

durability

centralisation?

metadata
spatial references
searchability
indexing
contextualisation
categorisation

Define record-keeping systems

different for different sites
timescales
handle site-wide and project specific levels
types of records required: factual, interpretive, decisions
what records should be kept and over what timescales? (H&S, environment, community issues, litigation and

Personnel issues

who should have responsibility for creating, managing and retrieving records?
what instructions need to be provided on using records?
how can internal 'buy-in' to good practice be achieved?

Cross referencing to project stages, SAFEGROUNDS and decommissioning

The guide should address how records and records management feature in restoration and the post restoration stages of the life cycle of a site. This should be illustrated with flow diagrams and should consider:
for licensed sites - where restoration is to an interim end-point, or a de-licensable end-point; and
for defense sites or non-licensed nuclear sites - where restoration is to a point where land can be reused by the

Good practice

Good practice principles
Specific good practices approaches
(PSG discussion required on extent of record-keeping - prioritisation and balance of effort v benefits/ risks etc)
Checklists and recommendations
Conclusions
review of land registry systems in the UK, Europe and the USA
issues in relation to change of site use, ownership and the associated transference of liabilities
Application/integration of existing record formats such as the Land Condition Record, Land Quality Assessment, EA B20 Report Format and associated guidance for voluntary inspections under Part IIa
insights from examples of existing good and bad practice
general lessons learned from current good practice and the principles that could usefully be adopted
The following should be considered: the use of different media for record keeping such as written, computer, examples of metadata
how records should be stored, protected (commercial and confidentiality issues), categorised, filed, maintained (to systems for tracking revisions to records
other devices such as standard templates for record-keeping
Creation of flow diagrams/decision trees to sign post the reader to the relevant advice

It should be appropriate to the circumstances of inter-generational land management and decommissioning programmes whilst taking into account existing and future reporting and data transfer requirements and practices. Setting up new systems and improving/ incorporating existing