

Translation from Lithuanian language

APPROVED

by the order of

Director General of State Enterprise Ignalina
Nuclear Power Plant

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**DOCUMENT AND DATA RECORDS
MANAGEMENT POLICY
OF THE STATE ENTERPRISE
IGNALINA NUCLEAR POWER PLANT**

Document and data records management policy of the State Enterprise Ignalina Nuclear Power Plant (hereinafter – enterprise, INPP) has been developed following the requirements of Lithuanian Standard LST ISO 15489-1:2016 “Information and documentation. Records management. Part 1. Concepts and principles”; Activity strategy of the State Enterprise Ignalina Nuclear Power Plant, approved by the order of the Minister of Energy of the Republic of Lithuania, No. 1-34 dated 30 January 2019; Nuclear safety requirements BSR-1.4.1-2016 “Management system”, approved by the order of the Head of the State Nuclear Power Safety Inspectorate, No. 22.3-56 dated 21 June 2010 (updated version approved by the order of the Head of the State Nuclear Power Safety Inspectorate, No. 22.3-13 dated 29 January 2016); Management system manual of the State Enterprise Ignalina Nuclear Power Plant, DVSta-0108-4; Procedure on development of Level 1 and Level 2 documents of the State Enterprise Ignalina Nuclear Power Plant, DVSta-0208-2, and replaces the Document and data records management policy of the State Enterprise Ignalina Nuclear Power Plant, DVSta-0108-6V3.

The objective of the document and the data records management policy is to define general priorities for the official documents and data records management (hereinafter – the documents), as well as obligations of the INPP management in the field of document management.

Qualitative development and supporting of the enterprise documents, as well as their correct use, is one of the means for further ensuring of safe and effective INPP decommissioning, implementation of the Maišiagala radioactive waste storage facility decommissioning project, and radioactive waste management.

The enterprise aims to ensure that the documents created in any form (hard copy, electronic, digital, video and audio or others) are managed following the requirements of legal acts

of the Republic of Lithuania, as well as that the documents are available and suitable for use in all cases where necessary, also are stored safely during the established term, protected from the loss of the confidentiality of documented information, misuse and damage of the document content.

The principal guidelines for the INPP document and data records management policy are as follows:

- strive to optimize the process of enterprise document management;
- ensure the revision of operating documents related to the systems important for security;
- reduce the amount of the printed documents;
- widely apply digitization of enterprise documents to reduce the printing, copying, distribution and archiving of a large number of documents;
- expand the use of information technology possibilities to improve document management.

The INPP management understands that the documents related to the INPP activity are an integral part of the functionality of the enterprise, during ensuring the operation of nuclear power facilities, decommissioning activities, providing proof of performed processes, and therefore is committed:

- Ensure the management of documents (including electronic and digital documents) and their amendments during the whole cycle of their use, establishing the requirements for their development, acceptability acknowledgement, registration, designation, agreement, approval, publication, controlling, tracking, storage, cancellation, destruction, as well as the distribution within the enterprise and submission to the interested parties.
- Ensure the continuous functioning of information systems designed for document management, as well as their improvement, reliability and protection.
- Ensure the proper storage and protection of the documents (including electronic and digital documents) against accidental, intentional, unauthorized incidents, including cybernetic incidents, which would cause the threat concerning confidentiality, authenticity, integrity and availability of documents.
- Improve the document management process at the enterprise using the most advanced experience in the field of document management in the Republic of Lithuania.
- According to the requirements of legal acts of the Republic of Lithuania, to ensure the required level of development, supporting and accounting of the documents, with nominating for

these work employees having the required competence, and further developing their level of the competence.

- Ensure effective means of searching for documents and the possibility of using documents necessary for work in a specific place and at a certain time, as well as to improve their archiving with applying progressive methods of their storage.

- Maintain a high level of culture of document management to ensure that documents are used for their intended purpose.

- Strive to reduce the number of printed documents with increasing the use of electronic and digital documents.

- Eliminate the risks associated with document management and the data record process.

The enterprise management should ensure that the document management and data records policy at the enterprise is published, explained to all employees of the enterprise and used at the enterprise.

This policy is focused on the long-term plans of the company and is evaluated annually during the management system evaluation.

AGREED BY

VATESI Letter, No. (15.1-33)22.1-140 dated 02-03-2020

Developed by
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(signature)

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E.B., 1, 09-04-2020

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