

1. ARCHIVING OF PAPER (MATERIAL SUPPORT) DOCUMENTS

GENERAL INFORMATIONS

- Access
- Archiving systems
- Fire detection and extinguishing
- Cleanliness
- Environmental conditions in storage archive

Archiving shelves



Fire protection, air conditioning systems



Archive coding register

- Establishes the position of the documents inside the archive
 - name of the issuing organization structures
 - type of document
 - keeping terms
- The coding register can be upgraded if:
 - new divisions or subdivisions appear in the organizational structure
 - other types of documents than initially foreseen appear
- The coding register can be modified only by adding new items, never by removing a type of document

DOCUMENTS ORGANIZATION FOR ARCHIVING PURPOSE

- After completion, the documents are grouped in files by the issuer, according to the Coding register and are delivered to archive in the second year after establishment.
- Files are submitted to archive based on inventory sheets, drawn up by the issuer.
- The inventory sheet includes a list of all the documents included in a file with the same keeping terms created during the year, by an organizational structure.
- The files setting, inventory sheets and the delivery to the archive are responsibilities of the organizational structure that have emitted the documents.

RECEPTION OF DOCUMENTS

- At reception, the archive responsible checks each file for compliance between their content and the data from the inventory. Evidence of the files and archive inventories is held based on "the register of archive input - output documents".

ARCHIVING (STORAGE) OF THE DOCUMENTS

- The files received in the archive are organized in ranks depending on the organizational structures that delivered them, classified by years and keeping terms.
- Filing documents in the areas of archiving is done by:
 - Subject;
 - Type of recording (permanent / non-permanent);
 - Issuer (organizational structure);
 - Year of issue.
- The archived documents are kept preferably in original. An inspection is perfected every three month in order to check the compliance with the specified requirements for the archive.

REMOVING OBSOLETE DOCUMENT

- When the retention period of documents expires, they are analyzed and it is decided if it is necessary to prolong shelf life or they approve the destruction of this documents.
- Destruction of obsolete documents is made under supervision of a committee appointed by order of the Director General.
- The Commission draws up a "report of destruction of documents", which he submits for approval to the Director General. Documents are destroyed by burning or shredding in the presence of commission members.

2. RESTORATION OF DESIGN DOCUMENTATION

- Since the VVR-S Nuclear reactor was placed in operation in 1957, most part of the initial design documentation is more than 50 years old, and it is in an advanced degrading shape. For this reason, it was decided to transfer them in electronic shape for obtaining new restored originals, needed for conducting the decommissioning project.
- The initial technical design documentation for the Nuclear Reactor is organized in volumes ranked by systems, structures, equipment and components.

RESTORATION OF DESIGN DOCUMENTATION

Necessary steps taken for restoration:

- **DISMANTLING**
- **SCANNING**
- **PROCESSING**
- **PRINTING**
- **LAMINATING**

RESTORATION OF DESIGN DOCUMENTATION

ARCHIVING THE ORIGINAL DESIGN DOCUMENTATION

- Undergone restoration procedure, initial design documents are archived in files properly marked with a "label". Files are then stored in the paper documents archive.

ARCHIVING THE RESTORED DESIGN DOCUMENTATION:

- Are stored in the same order as in the initial volumes in the cabinets of the Drawings Archive, in order from left to right, and each cabinet is filled from top to bottom.
- Each drawer of the cabinet has a sticker on which are inscribed "original restored document" and the number of each existing volume in that drawer.

Drawings archive



Drawings archive



RESTORATION OF DESIGN DOCUMENTATION

- **DOCUMENT CONTROL**

Managing of initial and restored originals for design documentation, as well as multiplying, dissemination, removal and destruction of their copies used in decommissioning activities, are made in accordance with the provisions of the document control procedures.

Bibliography

- National Archiving Law no.16/ 1996
- Archiving Norms, 2002
- The Management system for facilities and activities, IAEA Safety Requirements, no. GS-R-3, 2006

THANK YOU