

Standard Filing System

The Standard Filing System provides fifteen (15) major classifications under which all records are organized. The system is alpha-numeric and consists of three classification levels:

Major Classifications	A, B, N, T, etc.
Group Classifications	A1, B3, N5, etc.
Subgroup Classifications	A1.1, B3.2, etc.

- Major classifications are fixed and shall not be modified.
- Group classifications are fixed and shall not be modified, however, additional group classifications may be added as appropriate.
- Use only the file classifications that apply to subjects to be filed.
- The user may add subgroup classifications as necessary.
- The Technical Section may be subdivided at the user's discretion.
- File classifications shall be used consistently with each subsequent revision.

<p>MAJOR CLASSIFICATIONS</p> <p>A ADMINISTRATION</p> <p>B BUSINESS DEVELOPMENT</p> <p>C STAFF AND PUBLIC COMMUNICATIONS</p> <p>E ENVIRONMENTAL</p> <p>F FINANCE</p> <p>H FACILITIES AND OPERATIONS</p> <p>I INDUSTRIAL SAFETY</p> <p>L LEGAL AND CONTRACTS</p> <p>N PROCUREMENT</p> <p>P PERSONNEL</p> <p>Q QUALITY ASSURANCE</p> <p>R RADIATION PROTECTION</p> <p>S SECURITY</p> <p>T TECHNICAL</p> <p>U REFERENCE INFORMATION</p> <p>A ADMINISTRATION</p> <p>A0 Records Management</p> <p>A0.1 Records Index (RIDS) Records Transfer Forms Records Transfer Reports</p> <p>A1 Policy and Management Objectives Program Planning Project Management Plan Appraisals Goals Task Forces Surveys & Studies Manpower Planning</p> <p>A2 Organization BMI BSRC Battelle Laboratory (US and abroad) DOE Hanford Contractors Other Companies Product Line</p>	<p>A3 Reports Weekly Monthly Quarterly Annual Report to clients, technical monitor, and management</p> <p>A4 Activities and Associations Membership (societies, panels, etc.) Conferences Honors</p> <p>A5 Business Liaison BMI Battelle Laboratories (Laboratories in the U.S. and abroad) DOE Hanford Contractors Other Companies Institutions</p> <p>A6 Document Control Controlled Documents Receipts</p> <p>A7 Information Systems Computer Security Year 2000</p> <p>B BUSINESS DEVELOPMENT</p> <p>B1 Field Work Proposals</p> <p>B2 Preproposals</p> <p>B3 Proposals (When a proposal becomes a contract, file in the contract or project file.)</p> <p>B4 Marketing</p>	<p>C STAFF and PUBLIC COMMUNICATIONS</p> <p>C1 Staff Communications Periodic Publications Other Publications Management Communications</p> <p>C2 Public Relations Programs Civic Projects Displays</p> <p>C3 Public News Media News Releases Press-Radio-TV Magazines</p> <p>C4 Papers-Speeches and Articles Information Release Technical Papers Speeches Presentations</p> <p>C5 General Correspondence (It is recommended that correspondence be filed with appropriate subject)</p> <p>E ENVIRONMENTAL</p> <p>E1 Permits CERCLA RCRA NEPA EPA Documents</p> <p>E2 Environmental Impact Statement</p> <p>E3 Environmental Monitoring</p>	<p>F FINANCE</p> <p>F1 Budgets and Forecasts Preparation Personnel Budgets Operating Budget Reviews Estimates</p> <p>F2 Cost Accounting Operating Costs Maintenance Costs Cost Allocations Cost Reductions Cost Runs</p> <p>F3 Travel Domestic Foreign</p> <p>F4 Property Management Onsite Plant/Equipment Offsite Equipment Special Equipment Physical Inventories Excess</p> <p>F6 Financial Audits</p> <p>F8 General Accounting</p> <p>F9 Payroll and Treasury Services</p> <p>H FACILITIES and OPERATIONS (break down into group's technical activities and interests per your discretion)</p> <p>Construction Documentation Facilities Permits Space Costs</p>
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Standard Filing System

I INDUSTRIAL SAFETY

I1 Safety Standards and Procedures

Codes and Specifications
Hazards and Controls
Emergency Procedures

I2 Safety Reports and Data

Safety Meetings
Safety Bulletins
Injury Reports
Inspections
Safety Analysis
Reports (SAR)
Technical Safety
Report (TSR)

I3 Fire Protection

Programs
Equipment

I4 Industrial Health

First Aid

L LEGAL and CONTRACTS

L1 Contracts

Prep & Risk
Statement of Work
Work Packages
Task Order
Negotiations
DOE Manual
Chapters
Related Service
Agreements
Subcontractors
Union Agreements
Vendor Contracts
Consultant Contracts

L2 Claims and Settlements

DOE Litigation Survey

L3 Legislation

Federal
State
Local

L4 Inventions and Patents

Applications
Invention Reports

L5 Contract Accountability

N PROCUREMENT

N1 Purchasing

Appropriations
Purchase Requirements
Purchase Orders
P-Cards
Specifications and Bids

N2 Purchasing Instructions and Procedures

Special materials

N3 Suppliers and Contractors

Vendors

N4 Equipment and Supplies

Central Stores
Expediting

P PERSONNEL

P1 Employment

Recruiting
Applications
Requisitions
Part-Time and Temporary
Employees
Resumes

P2 Salary and Wage Administration

Wage Rates
Job Descriptions
Reviews
Overtime

P3 Benefit Plans

Insurance Plans
Pension Plan
Savings Plan
Vacations
Federal and State (Social Security)

P4 Attendance and Absences

P5 Performance and Conduct

Appraisals
Awards
Disciplinary Actions

P7 Personnel Folders

P8 Education, Training and Development

Orientation
Education Programs
Tuition Refunds
Technical Training
QA Training
Safety Training

P9 Labor Relations

Arbitration
Grievances
Seniority
Strikes

Q QUALITY ASSURANCE

Q1 QA Program

QA Plan

Q2 QA Assessment

Internal
External
Surveillance
Audits

Q3 Unusual Occurrences and Events

Q4 Inspection and Test Equipment

Q5 Nonconformances and Corrective Action

Deficiency Reports

R RADIATION PROTECTION

R1 Standards and Procedures

Radiation Standards
Radiation Procedures
Emergency Procedures
Emergency Plans

R2 Exposure Management

Exposure Reports
Radiation Incidents
Exposure Control

R3 Contamination Control

Procedures
Protective Clothing and
Devices
Monitoring Radiation
Work Permits (RWP)

R4 Waste Management

Decontamination
Contamination Disposal

S SECURITY

S1 Procedures

Orientation
Emergency

S2 Clearances

Personnel
Passes

S3 Security Communications

Security Meetings
Bulletins

S4 Security Violations

Infractions
Investigations

S5 Classified Matter Control

Documents
Receipts

S6 Classification-General and Policy

Guides
Bulletins

T TECHNICAL

(break down into group's
technical activities and
interests per your discretion)

U REFERENCE INFORMATION

U1 Working Files