Standard Operating Procedure (SOP)

Document Categorization and Labeling Criteria

This SOP defines the **document categorization and labeling criteria**, establishing standardized guidelines for classifying, naming, and organizing documents based on content, purpose, confidentiality, and relevance. It ensures consistent document management, facilitates efficient retrieval, enhances compliance with regulatory requirements, and supports accurate record-keeping across the organization.

1. Purpose

To provide clear guidelines for categorizing and labeling documents to maintain effective document management and compliance.

2. Scope

This SOP applies to all employees and departments involved in the creation, management, and retention of organizational documents.

3. Categorization Criteria

Category	Description	Examples
Content Type	Nature of the information contained.	Policy, Procedure, Report, Contract, Invoice
Purpose	Intended use or function.	Internal Use, External Distribution, Regulatory Filing
Confidentiality Level	Sensitivity and access restrictions.	Public, Internal, Restricted, Confidential, Secret
Relevance	Applicable department or project.	HR, Finance, Legal, IT, Marketing

4. Labeling and Naming Conventions

- **File Name Structure:** [Category]_[Department]_[Title]_[Date]_[Version]
- **Example:** Policy_HR_LeavePolicy_20240617_v1.0
- Use clear, descriptive titles; avoid special characters except underscores or dashes.
- Dates should be formatted as YYYYMMDD.
- Versions should be designated as v1.0, v2.0, etc.

5. Document Labeling Process

1. Identify the document's category per the criteria above.
2. Assign confidentiality level visibly on the first page and in the metadata.
3. Label each document following the naming convention.
4. Store documents in designated digital or physical repositories by category and confidentiality.

6. Responsibilities

- **Document Authors:** Responsible for initial categorization and labeling.
- **Department Heads:** Ensure adherence to SOP across their teams.
- **Records Management Team:** Conduct periodic audits for compliance.

7. Review and Revision

This SOP will be reviewed annually and updated as necessary to align with regulatory changes and organizational needs.

8. Appendix: Quick Reference

Confidentiality	Label	Example
Public	PUB	Report_Marketing_CampaignResults_20240301_v1.0
Internal	INT	Minutes_IT_MonthlyMeeting_20240415_v2.0