

SOP Template: Document Intake and Receipt Logging

This SOP details the **document intake and receipt logging** process, including receiving documents, verifying their completeness, assigning unique identifiers, logging essential details into the tracking system, ensuring secure storage, and maintaining an organized record for easy retrieval. The purpose is to ensure accurate, efficient, and secure handling of all incoming documents to support accountability and traceability within the organization.

1. Purpose

To outline the standardized process for receiving, logging, and safely storing incoming documents to maintain organizational accountability and operational traceability.

2. Scope

This procedure applies to all staff responsible for handling and processing incoming documents (physical and electronic) within the organization.

3. Responsibilities

- **Receiving Staff:** Receive and review incoming documents.
- **Records Manager:** Ensure proper assignment of identifiers and secure storage.
- **All Users:** Follow procedures for document access and retrieval.

4. Procedure

1. **Document Receipt**
 - Accept incoming documents via designated channels (mail, email, courier, etc.).
 - Stamp or electronically mark the date of receipt on each document.
2. **Completeness Verification**
 - Review each document for required components and completeness.
 - Contact the sender if documents are incomplete.
3. **Unique Identifier Assignment**
 - Assign a unique tracking number or barcode to each document.
 - Record the identifier on the document and within the tracking system.
4. **Logging Details**
 - Enter essential details in the document tracking log (see below).
 - Record sender, date received, document type, recipient, and any relevant notes.
5. **Secure Storage**
 - Place physical documents in secure storage (locked filing cabinet, secure document room, etc.).
 - Upload electronic copies to a secure, access-controlled database or document management system.
6. **Record Maintenance**
 - Maintain logs and storage systems for easy retrieval and audit.

5. Document Tracking Log Template

Date Received	Unique Identifier	Sender	Document Type	Recipient/Department	Storage Location	Notes
2024-06-01	DOC-20240601-001	John Doe	Invoice	Finance	Cabinet A - Shelf 2	Complete
2024-06-02	DOC-20240602-002	Jane Smith	Contract	Legal	Digital Archive	Signed

6. References

- Document Management Policy
- Data Protection Guidelines

7. Revision History

Version	Date	Description of Change	Author
1.0	2024-06-05	Initial SOP creation	Records Manager