Standard Operating Procedure (SOP): Minutes Distribution and Access Control Procedures

1. Purpose

This SOP outlines the standardized process for the preparation, approval, distribution, and access control of meeting minutes. The goal is to ensure the timely and accurate dissemination of minutes to authorized personnel, maintain confidentiality, and promote transparency, accountability, and efficient communication within the organization.

2. Scope

This procedure applies to all meetings conducted within the organization and covers all staff responsible for taking, preparing, approving, distributing, and accessing meeting minutes.

3. Roles and Responsibilities

Role	Responsibilities
Meeting Secretary	Records minutes, prepares draft, submits for approval, and distributes approved minutes.
Meeting Chairperson	Reviews and approves minutes for accuracy and completeness.
IT Administrator	Manages document storage, access control, and maintains security protocols.
Recipients	Access minutes as authorized. Request access if not already granted.

4. Procedures

4.1 Minutes Preparation

1. The Meeting Secretary records the minutes during the meeting using the approved minute template.
2. Draft minutes are prepared and formatted according to organizational standards.
3. The draft is submitted to the Meeting Chairperson for review and approval within 2 working days.

4.2 Minutes Approval

1. The Meeting Chairperson reviews and either approves or requests revisions within 2 working days.
2. Once approved, the final version is marked as "Approved" and is ready for distribution.

4.3 Minutes Distribution

1. Approved minutes are distributed via secure organizational channels (e.g., secure email, document management system).
2. Distribution lists are determined based on meeting type and content sensitivity.
3. Recipients are notified with access instructions.

4.4 Document Formatting and Storage

1. Minutes must include meeting date, time, attendees, agenda, discussions, decisions, and action items.
2. All minutes are stored in an organizationally approved, access-controlled repository (e.g., SharePoint, Google Drive with restricted permissions).
3. File names should follow the format: "MeetingType_YYYYMMDD_Minutes".

4.5 Access Control and Permissions

1. Access is restricted to authorized personnel only, based on the distribution list and security level.
2. IT Administrator implements and manages permissions using designated access control systems.
3. Periodic reviews (at least quarterly) are conducted to validate access rights.

4.6 Access Requests and Granting

1. Personnel who require access to specific minutes shall submit a formal request via the designated access request process (e.g., IT ticket, approval email).
2. Requests must specify the meeting date, reason for access, and intended use.
3. Approvals are provided by Department Head or Meeting Chairperson (as appropriate).
4. Upon approval, IT Administrator grants access and notifies the requester.

5. Confidentiality and Security

- Confidential minutes (e.g., discussing sensitive personnel or legal issues) must be clearly marked and shared only with a limited group on a need-to-know basis.
- All recipients are reminded not to forward minutes or share content without proper authorization.
- Data security measures, including password protection and encryption, must be implemented where necessary.

6. Review and Updates

This SOP is subject to review every 12 months or as needed to reflect changes in organizational requirements or applicable regulations. Suggestions for amendments should be submitted to the Compliance Department.

7. References

- Organizational Document Management Policy
- IT Security and Access Control Guidelines
- Meeting Minutes Template (Annex 1)

8. Appendix: Minutes Template

Date	[Insert Date]
Time	[Insert Time]
Location	[Insert Location]
Attendees	[List Names and Titles]
Apologies	[List Names]
Agenda	[List All Agenda Items]
Discussions	[Summarize Key Points]
Decisions	[List Decisions Made]
Action Items	[List Actions, Responsible Person, Due Date]
Next Meeting	[Date, Time, Location]