

SOP Template: Purpose and Scope of Record Keeping

1. Purpose

This Standard Operating Procedure (SOP) defines the **purpose and scope of record keeping**, outlining the importance of accurate, consistent, and secure documentation. Effective record keeping underpins operational efficiency, legal compliance, and informed decision-making throughout the organization.

2. Scope

This SOP applies to all employees, contractors, and stakeholders involved in the creation, management, or use of records related to organizational activities.

3. Definitions

- **Records:** Any documented information created, received, and maintained as evidence of business activities.
- **Record Keeping:** The process of creating, storing, securing, and disposing of records in accordance with organizational and legal requirements.

4. Types of Records Maintained

- Operational records (e.g., logs, reports, correspondence)
- Legal and compliance records (e.g., contracts, permits)
- Financial records (e.g., invoices, statements)
- Personnel records (e.g., employment files, training documents)
- Other critical documents as identified by department heads

5. Record Keeping Responsibilities

- All staff are responsible for accurate and timely record creation.
- Designated personnel manage the security, accessibility, and integrity of records.
- Supervisors ensure proper training and compliance with this SOP.

6. Record Retention Periods

Records must be retained for periods specified in organizational policies or as required by law or regulatory bodies. Refer to the Records Retention Schedule for details.

7. Storage, Access, and Disposal Protocols

- Records shall be stored securely in physical or electronic formats to protect confidentiality and integrity.
- Access to records is restricted to authorized personnel only.
- Disposal of records must follow secure destruction processes, including shredding or permanent deletion, in accordance with retention schedules.
- Regular audits should be conducted to verify compliance and data integrity.

8. Confidentiality and Compliance

All record keeping activities must comply with applicable laws, regulations, and organizational privacy policies to ensure data confidentiality and prevent unauthorized disclosure.