

Standard Operating Procedure (SOP)

Document Control and Filing System Standards

Document Number	SOP-DCFS-001
Effective Date	[Insert Effective Date]
Revision	1.0
Prepared by	[Prepared By]
Approved by	[Approved By]

1. Purpose

This SOP establishes **document control and filing system standards** to ensure the accurate management, organization, and retrieval of documents within the organization. It covers document creation, version control, approval procedures, secure storage, and systematic filing to maintain document integrity, confidentiality, and accessibility. The objective is to streamline information management, support compliance requirements, and facilitate efficient record-keeping and audit processes.

2. Scope

This procedure applies to all personnel involved in the creation, editing, approval, storage, retrieval, and archiving of organizational documents, both physical and electronic.

3. Definitions

- **Document:** Any recorded information or data, regardless of form or medium.
- **Document Owner:** Person responsible for the content, accuracy, and management of a document.
- **Version Control:** A system for tracking revisions and updates to documents.
- **Retention Period:** The duration for which a document must be kept before disposal or archival.
- **Confidential:** Information classified as sensitive and restricted.

4. Responsibilities

- **All Employees:** Comply with SOP requirements and safeguard documents.
- **Document Owners:** Ensure proper document management, version control, and secure storage.
- **Records Management Officer:** Oversee implementation and compliance with document control procedures.

5. Procedure

1. **Document Creation and Identification**
 - Clearly identify each document with a unique title, number, and version.
 - Include the date of creation, author, and department.
2. **Version Control**
 - Update document versions sequentially (e.g., v1.0, v1.1, v2.0).
 - Maintain a revision history table detailing changes, dates, and authors.
3. **Approval and Authorization**
 - Route documents for review and approval before release.
 - Record approvals with names, signatures, and dates.
4. **Filing and Storage**
 - Store documents in designated physical or electronic filing systems.
 - Organize files logically, using consistent labels and naming conventions.
5. **Access Control and Confidentiality**
 - Restrict access to confidential or sensitive documents to authorized personnel only.
 - Implement password protection and encryption for digital files as needed.
6. **Document Retrieval**
 - Ensure documents are easy to locate using a defined indexing system or search functionality.

7. Retention and Disposal

- Retain documents for the specified retention period per legal, regulatory, and organizational requirements.
- Securely dispose of documents past retention by shredding or permanent deletion.

6. References

- [Insert Reference 1: Applicable Regulations/Standards]
- [Insert Reference 2: Related Organizational Policies]

7. Revision History

Revision	Date	Description of Change	Author	Approval
1.0	[Insert Date]	Initial release	[Prepared By]	[Approved By]

Note: Replace bracketed fields with organization-specific information as appropriate.