

SOP Template: Documentation and Record-Keeping Standards

This SOP defines **documentation and record-keeping standards** essential for maintaining accurate, consistent, and secure records. It covers the creation, storage, retention, and disposal of documents to ensure compliance with regulatory requirements, facilitate effective communication, and support operational transparency. The procedures aim to enhance data integrity, accessibility, and accountability across all organizational activities.

1. Purpose

To establish standardized procedures for documentation and record-keeping, ensuring all records are accurate, secure, and compliant with applicable regulations.

2. Scope

This SOP applies to all employees and contractors involved in the creation, handling, storage, use, and disposal of documents and records within the organization.

3. Responsibilities

- **All Staff:** Adhere to documentation procedures outlined in this SOP.
- **Department Managers:** Ensure compliance and oversee departmental documentation practices.
- **Records Officer:** Maintain oversight of organization-wide record-keeping and ensure secure storage, retention, and destruction.

4. Definitions

Term	Definition
Document	Any written or electronic record of organizational activity/policy/procedure.
Record	Final, official version of a document maintained as evidence of an activity.
Retention Period	Specified length of time a record/document must be maintained before disposal.

5. Procedure

5.1 Creation

- All documents must be clearly titled, dated, and indicate the author or responsible individual/department.
- Use approved templates where available to maintain consistency.

5.2 Approval and Revision

- Documents must be reviewed and approved by authorized personnel prior to issue.
- Changes must be version-controlled and all revisions documented.

5.3 Storage

- Store physical records in locked cabinets or designated records rooms with access controls.
- Store electronic records on secure, backed-up servers or approved cloud storage with restricted access.
- Maintain confidentiality of sensitive information at all times.

5.4 Retention

- Retain records for the duration specified in the organization's retention schedule or as legally required.

5.5 Disposal

- Disposal of records must be authorized and documented.
- Use secure methods (e.g., shredding, digital wiping) for confidential material.

6. Compliance and Auditing

- Regular audits of documentation and record-keeping practices must be conducted.
- Non-compliance should be reported and corrective actions implemented promptly.

7. References

- Related policies, SOPs, and regulatory requirements (to be specified by the organization).

8. Revision History

Version	Date	Description	Author
1.0	2024-06-04	Initial SOP template issued	Document Control