

# SOP: Follow-up Review, Closure, and Record Archiving Procedures

This SOP details the **follow-up review, closure, and record archiving procedures**, including steps for conducting thorough follow-up evaluations, finalizing closure activities, and securely archiving records to maintain compliance and ensure data integrity for future reference and audit purposes.

## 1. Purpose

To establish standardized procedures for follow-up review, closure, and secure archiving of records to ensure compliance, data integrity, and readiness for audits.

## 2. Scope

This procedure applies to all staff involved in handling records subject to follow-up reviews, closure, and archiving within the organization.

## 3. Responsibilities

- **Responsible Personnel:** Department/Project Leads
- **Quality Assurance:** Review, approve, and verify implementation of procedures
- **Records Management:** Oversee secure archiving and lifecycle management of records

## 4. Definitions

- **Closure:** The formal completion of an activity, event, or project.
- **Archiving:** Secure storage of records for future reference in compliance with retention policies.
- **Follow-up Review:** Post-closure review to ensure all actions have been completed and compliance requirements met.

## 5. Procedure

1. **Conduct Follow-up Review**
  - Verify completion of all required actions and corrective measures.
  - Document outcomes and any outstanding items.
  - Schedule additional reviews if necessary.
  - Obtain final sign-off from responsible parties.
2. **Closure Activities**
  - Update relevant logs, databases, or tracking systems to reflect closure.
  - Communicate closure status to all stakeholders.
  - Compile all final documentation, including review results and approvals.
3. **Record Archiving**
  - Organize records according to classification and retention schedule.
  - Transfer physical records to secure storage or scan as required for electronic archiving.
  - Label and index records for easy retrieval.
  - Restrict access to authorized personnel only.
  - Document archiving details including date, location, and responsible person.
4. **Review and Audit**
  - Maintain a log of archived records for audit purposes.
  - Periodically review compliance with archiving and closure protocols.
  - Address audit findings and update SOP as necessary.

## 6. Documentation

- Follow-up Review Checklist
- Closure Report
- Archiving Log
- Record Retention Schedule

## 7. References

- Applicable regulatory and organizational record retention policies

## 8. Revision History

| Version | Date       | Summary of Changes      | Approved By |
|---------|------------|-------------------------|-------------|
| 1.0     | 2024-06-01 | Initial template issued | _____       |