

Standard Operating Procedure (SOP)

Obsolete Document Retrieval and Archival Processes

This SOP details the **obsolete document retrieval and archival processes**, including the identification of outdated documents, secure retrieval methods, proper documentation of the retrieval process, criteria for document retention or disposal, systematic archival procedures, and compliance with regulatory and organizational standards. The goal is to ensure efficient management and preservation of obsolete documents while maintaining document integrity and facilitating easy access when required.

1. Purpose

To establish a standardized process for the identification, retrieval, documentation, archival, and disposal of obsolete documents to ensure compliance, security, and operational efficiency.

2. Scope

This SOP applies to all obsolete and outdated physical and electronic documents maintained by *[Organization Name]*.

3. Responsibilities

- **Document Owners:** Identify and flag obsolete documents within their purview.
- **Records Management Team:** Execute retrieval, documentation, archival, and disposal processes.
- **Compliance Officer:** Ensure regulatory requirements are met.

4. Definitions

- **Obsolete Document:** Any document that is no longer active, current, or required for day-to-day operations.
- **Archival:** The secure, organized storing of obsolete documents for reference or compliance purposes.
- **Disposal:** The secure destruction of documents in accordance with retention policies and regulations.

5. Procedure

1. Identification of Obsolete Documents

- Periodic review by document owners as per schedule.
- Mark documents as "Obsolete" in inventory/database.

2. Secure Retrieval Methods

- Physical documents: Notify Records Management Team for pickup, track movement using document log.
- Electronic documents: Transfer files to designated secure archival storage.

3. Documentation of Retrieval Process

- Complete retrieval form including document identification, reason for obsolescence, retrieval date, and responsible personnel.
- Maintain a retrieval log (see sample table below).

4. Criteria for Retention or Disposal

- Review retention schedule and legal hold requirements.
- Documents meeting retention period can be disposed following secure disposal SOP.
- Documents under legal, compliance, or historical value are archived.

5. Systematic Archival Procedures

- For physical: Store in designated, secure, climate-controlled archive facility, labeled appropriately.
- For electronic: Store in access-controlled, backed-up digital repository, labeled and indexed.

6. Compliance and Audit

- Regular audit of archiving and disposal activities by Compliance Officer.
- Documentation retained as per organizational and regulatory requirements.

6. Documentation

Document ID	Title/Description	Type	Date Obsoleted	Retention/Disposal	Location/Archival Reference	Remarks
EX-001	Annual Report FY20	Physical	2024-03-15	Archive (7 yrs)	Shelf 2A/ARCH-2024-015	
EX-002	Client Contract ABC	Electronic	2024-01-10	Disposal (upon expiration)	EDD-ARCHIVE/FOLD-12	Pending legal review

7. References

- Document Retention Policy
- Regulatory guidelines (e.g., GDPR, HIPAA)
- Internal Compliance Manual

8. Revision History

Version	Date	Description	Prepared By
1.0	2024-06-13	Initial SOP release	[Name]