

SOP: Document Identification and Classification Guidelines

1. Purpose

This SOP defines the **document identification and classification guidelines**, outlining procedures for assigning unique identifiers to documents, categorizing them based on content and sensitivity, ensuring consistent labeling conventions, and maintaining organized records for easy retrieval. The purpose is to improve document management efficiency, enhance security, and facilitate compliance with regulatory requirements.

2. Scope

This SOP applies to all documents created, received, stored, or distributed within the organization, regardless of the medium (physical or electronic).

3. Responsibilities

- **Document Owner:** Ensure compliance with identification and classification protocols.
- **Records Manager:** Maintain classification records and identifiers.
- **All Employees:** Adhere to the guidelines when handling documents.

4. Procedures

4.1 Document Identification

1. Assign a unique identifier to each document upon creation or entry into the management system.
2. Use the following format for document ID:

[Department Code]-[Doc Type]-[Year]-[Sequential Number]

Example: HR-POL-2024-0012

3. Record assigned identifiers in the document control log.

4.2 Document Classification

1. Assess each document's content and sensitivity.
2. Classify documents according to the scheme below:

Classification Level	Description	Label Example
Public	Information intended for public disclosure.	CLASS: PUBLIC
Internal	Information for internal use; not for external sharing.	CLASS: INTERNAL
Confidential	Sensitive business or personal information. Limited access.	CLASS: CONFIDENTIAL
Restricted	Highly sensitive information with controlled access.	CLASS: RESTRICTED

3. Add the classification label in the document header/footer or metadata.

4.3 Labeling and Metadata Standards

- Document Identifier
- Document Classification
- Document Title
- Version Number
- Date Created / Last Revised
- Document Owner

4.4 Record Maintenance

- Update document logs with new and revised documents.

- Ensure centralized, secure storage and access controls.
- Archive or appropriately dispose of documents no longer in use.

5. Compliance and Auditing

- Conduct regular audits of document identification and classification practices.
- Report and resolve non-compliance issues promptly.

6. Revision History

Date	Version	Description	Author
2024-06-10	1.0	Initial SOP release	Document Control Team