

SOP: Archiving Records and Final Change Closure

This SOP details the process of **archiving records and final change closure**, covering proper documentation, secure storage, and systematic organization of records to ensure compliance and easy retrieval. It includes steps for verifying the completion of all change-related activities, obtaining necessary approvals, and formally closing the change request. The objective is to maintain accurate records for audit purposes, facilitate knowledge retention, and provide clear documentation of change history across the organization.

1. Purpose

To describe the procedure for systematically archiving records and ensuring the final closure of change requests in compliance with organizational and regulatory requirements.

2. Scope

This SOP applies to all employees involved in change management, documentation, and records retention within the organization.

3. Responsibilities

- **Change Owner:** Initiates final review, ensures completion, and prepares documentation for closure.
- **Quality Assurance (QA):** Reviews completeness, compliance, and approves final closure.
- **Records Management:** Archives and secures records, maintains accessibility and retention schedules.
- **IT Department:** Ensures digital records are backed up and access-controlled.

4. Procedure

1. **Final Documentation and Review**
 - Complete all required documentation related to the change request, including impact analysis, testing results, approvals, and implementation records.
 - Change Owner to review documentation for accuracy and completeness.
2. **Verification of Change Completion**
 - Verify that all change activities are finalized and documented.
 - Ensure corrective actions, if any, are completed and captured.
3. **Approval for Closure**
 - Submit the complete change record to QA for review.
 - QA reviews, requests clarification if necessary, and formally approves closure.
 - Document the closure approval with date and responsible signatures.
4. **Archiving Records**
 - Label files according to the organization's records management policy.
 - For physical records: Store in a secure, access-controlled location.
 - For electronic records: Upload to the designated repository; ensure proper metadata tagging and access controls.
 - Confirm retention schedule and destruction date, and document in the records log.
5. **Audit and Retrieval Assurance**
 - Verify records can be easily retrieved for audit or review purposes.
 - Test retrieval at intervals as defined by records management policy.

5. Documentation

- Change Request Form
- Change Implementation Plan
- Testing and Validation Results
- Approval Records
- Archive Location Log
- Closure Checklist

6. Retention & Disposal

All change records shall be retained according to the organizational records retention schedule and relevant regulations. Disposal/destruction must be authorized, documented, and irreversible.

7. Revision History

Version	Date	Description of Change	Author
1.0	2024-06-07	Initial SOP creation	Compliance Team