

SOP: Obsolete Document Withdrawal and Destruction

This SOP details the **obsolete document withdrawal and destruction steps**, including identifying outdated documents, securing withdrawal approval, removing documents from active use, and implementing secure destruction methods. The procedure ensures confidentiality, compliance with regulatory requirements, and prevents the use of outdated information, maintaining document integrity and organizational efficiency.

1. Purpose

To outline the standardized process for withdrawing and securely destroying obsolete documents to prevent their inadvertent use and maintain compliance and confidentiality.

2. Scope

This SOP applies to all departments and personnel responsible for document control within the organization.

3. Responsibilities

Role	Responsibility
Document Owner	Identifies obsolete documents and initiates withdrawal request.
Department Manager	Reviews and approves withdrawal of obsolete documents.
Document Controller	Coordinates withdrawal, removal, and destruction process.

4. Procedure

- Identification of Obsolete Documents**
 - Regularly review document inventory/listings.
 - Identify documents which are outdated, superseded, or no longer required.
- Approval for Withdrawal**
 - Complete withdrawal request form (if applicable).
 - Submit the request to the Department Manager for approval.
 - Manager reviews and provides written or digital approval.
- Withdrawal of Obsolete Documents**
 - Label obsolete documents as “Obsolete” or use withdrawal stamps.
 - Remove all copies (physical and electronic) from points of use, including workstations, shared folders, and document repositories.
 - Update the document control register/database to reflect status change.
- Retention (If Required)**
 - If regulatory retention applies, archive obsolete documents securely until retention period expires.
 - Ensure archived documents are inaccessible for active use but retrievable for audits or regulatory purposes.
- Secure Destruction**
 - For physical documents: shred, incinerate, or use approved destruction services.
 - For electronic documents: use secure deletion methods, ensuring data cannot be recovered.
 - Record details of destruction (date, method, responsible personnel) in a destruction log.
- Confirmation and Recordkeeping**
 - File withdrawal and destruction records for audit and compliance purposes.
 - Ensure no obsolete copies remain accessible within the organization.

5. Documentation

- Obsolete Document Withdrawal Request Form
- Obsolete Document Destruction Log
- Document Control Register

6. References

- Applicable regulatory standards (e.g., ISO 9001, GDPR)
- Company Document Control Policy

7. Revision History

Version	Date	Description
1.0	2024-06-25	Initial version