# SOP Template: Recording, Storage, and Sharing of Session Materials

This SOP details the **recording, storage, and sharing of session materials**, covering the procedures for accurately capturing session content, securely storing digital and physical materials, and efficiently distributing resources to authorized participants. It ensures the integrity, confidentiality, and accessibility of session materials to support seamless communication and collaboration across teams.

## 1. Purpose

To outline the processes for recording, storing, and sharing session materials in a controlled and secure manner.

## 2. Scope

This SOP applies to all staff involved in documenting, storing, and disseminating materials from organizational sessions, including meetings, workshops, and training events.

## 3. Definitions

| Term | Definition |
|---|---|
| Session Materials | Any recordings, notes, presentations, or supporting documents produced during sessions. |
| Authorized Participants | Individuals permitted to access session materials as determined by session organizers. |
| Confidentiality | Ensuring session materials are accessible only to authorized personnel. |

## 4. Responsibilities

- **Session Organizer:** Ensures all steps of this SOP are followed.
- **Recorder/Notetaker:** Accurately documents session content and confirms the integrity of recordings.
- **IT/Data Management Team:** Manages the secure storage and controlled access to session materials.

## 5. Procedure

### 5.1 Recording Session Materials

- Obtain consent from participants prior to any audio, video, or screen recording.
- Use approved devices/software for recording (e.g., Zoom, Microsoft Teams).
- Ensure clear labeling of files with session title, date, and facilitator's name.
- For physical notes or whiteboards, ensure digital capture through scanning or photographs.

### 5.2 Storage of Session Materials

- Store digital files in approved, encrypted cloud storage (e.g., OneDrive, Google Drive) with appropriate access permissions.
- Label and organize materials by date and session identifier.
- For physical materials, secure in a locked file cabinet accessible only to authorized personnel.
- Back up digital files regularly according to IT standards.

### 5.3 Sharing of Session Materials

- Distribute session materials only to authorized participants via secure methods (e.g., encrypted email, shared drives).
- Confirm recipients have received the materials and revoke access when no longer required.
- Do not share confidential materials on public channels or with unauthorized individuals.
- Record and track all sharing activities for auditing purposes.

# 6. Security and Confidentiality

- All materials must comply with organizational and legal data privacy requirements.
- Regularly review access permissions to ensure ongoing confidentiality.
- Report any breaches or unauthorized access immediately to the IT/Data Management Team.

# 7. Retention and Disposal

- Retain session materials according to organizational retention schedules.
- Securely delete or destroy materials past the retention period.

# 8. Revision History

| Date | Version | Description | Author |
|------|---------|-------------|--------|
| 2024-06-05 | 1.0 | Initial SOP template released | Admin |

*Note: Adapt this template to fit specific organizational processes and technical solutions.*