

Control of Records

Objective:

The objective of this procedure is to describe steps to be followed to ensure effective control of records

Entry Criteria:

Creation of a record

Responsibility:

Branch Manager / Team Lead

Activities:

- a) It shall be ensured that all records are suitably identified.
- b) It shall be ensured that the records are properly stored. In case of hard copy records, they shall be stored in files which are appropriately named. In case of soft copy records, they shall be stored in suitable folders with appropriate access control.
- c) Records shall be stored in such a way that they can be easily retrieved.
- d) Retention period for records shall be identified and the records shall be stored as per retention period.
- c) It shall be ensured that the records are disposed of suitably after the retention period.

Exit Criteria:

Disposal of record