Organisation name Site or unit		FORM Records Disposal Record	
Document ID	REC-FRM-003	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Standards › **Standard 2A** › **Registers and logs**

Register · REC-FRM-003 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2A.5

1. Purpose

The record of every disposal of patient or governance records, showing that the retention period had been met and how the record was destroyed.

2. How to complete

- Check the retention period for the record type in REC-POL-001.
- Confirm no legal hold or investigation applies to the record.
- Record the disposal method and who witnessed it.
- Keep this register for the period set in REC-POL-001.

3. Record fields

Record type	Date range of records	Retention period met (yes/no)	Legal hold checked (yes/no)	Method of disposal	Witnessed by	Date

4. Evidence

Reference	Note
E-009	ASF Expert Committee consensus. national retention periods set by the ASF Expert Committee against law.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	Approved by the ASF Expert Committee
1.1	the date of approval	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee

6. References

- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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