Records Management and Retention

Document control | REC-POL-001 | Adapted from ASF Policy 36 and SOP-096

Field	Content
Title	Records Management and Retention
Document ID	{{facility.code}}-REC-POL-001
Version and status	1.0 | Approved by the ASF Expert Committee
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director date: _____
Approver and signature	{{roles.chief_executive.name}}, chief executive Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months after effective date)
Supersedes	Existing catalogue entries updated, see source: Adapted from ASF Policy 36 and SOP-096
Standards and criteria supported	Standard 1, criterion 2A.6
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

1. Purpose

To create, keep, protect and dispose of records so that care can be traced and patient privacy is kept [E-006, EC].

2. Scope

All clinical and administrative records, paper and electronic, at {{facility.legal_name}}.

3. Responsibilities

Role	Responsibility
{{roles.quality_lead.name}} quality lead	Owns the retention schedule and runs the records audit.
{{roles.data_protection_lead.name}} data protection lead	Controls access and disclosure.

4. Procedure

1. Make the mandatory record list (REC-FRM-001) part of every patient record [EC].
2. Keep records for {{facility.records_retention_years}} years from the last contact, unless the law requires longer [EC].
3. Give access only to staff who need it for care. Log access to electronic records [E-006].
4. Dispose of records securely at the end of retention, with a record of destruction [E-006].
5. Audit 10 records each quarter with REC-FRM-002 [EC].

5. Records

Retention schedule, destruction log, records audit results.

6. Evidence

ID	Source	Link / status
E-006	ASF Policy Framework v1.2.	see source
E-009	ASF Expert Committee consensus. National retention periods are set by local law.	see source

EC = ASF Expert Committee consensus.