Policy · REC-POL-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 2A.6

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 the facility.

3. Responsibilities

Role	Responsibility
quality lead	Owns the retention schedule and runs the records audit.
data protection lead	Controls access and disclosure.

4. Procedure

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

5. Records

Retention schedule, destruction log, records audit results.

6. Evidence

Reference	Note
E-006	ASF Policy Framework v1.2.
E-009	ASF Expert Committee consensus. National retention periods are set by local law.

7. Change history

Version	Date	What changed	Approval
1.0	—	First approved version	Approved by the ASF Expert Committee

E-learning for this document

- **Incident Reporting, Just Culture and Open Disclosure** (T-09)
- **Nonconformity, Corrective Action and Risk** (T-04)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

Download this document as PDF

Download this document as an editable Word file