

1. Introduction

The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. This is essential for ensuring transparency and accountability in the organization's operations.

It is also important to establish clear policies and procedures regarding record-keeping, including the retention period for records and the methods used to store and retrieve them.

Regular audits and reviews of the record-keeping system are necessary to identify any weaknesses or areas for improvement.

2. Objectives

The primary objective of this document is to provide a comprehensive overview of the record-keeping process and to ensure that all staff members are aware of their responsibilities in this regard.

Other objectives include:

- To ensure that all records are accurate, complete, and up-to-date.
- To establish a clear and consistent system for recording and storing information.
- To ensure that records are accessible to authorized personnel at all times.

It is the responsibility of all staff members to ensure that they are following the correct procedures for recording and storing information, and to report any discrepancies or issues to the appropriate authority.

3. Scope

This document applies to all staff members who are involved in the record-keeping process, including those who are responsible for creating, maintaining, and reviewing records.

It also applies to all records that are generated by the organization, regardless of the format in which they are stored.

4. Definitions

For the purposes of this document, the following definitions apply: