	Quality management Systems & Procedures Manual	<b>Document No:</b> SAJ/ QMSPM/05	Number of Pages 2
	<b>TITLE:</b> Documentation Policy	<b>Revision No.:</b> 00	<b>Revision Date:</b> 1 <sup>st</sup> January, 2024
	<b>Process Owner: Executive Committee</b>		

**1. Purpose:**

The Documentation Policy of The Scout Association of Jamaica (SAJ) outlines guidelines for creating, organizing, managing, and storing organizational documents. This policy aims to ensure consistency, accuracy, accessibility, and security of documents across the organization.

**2. Types of Documents:**

SAJ recognizes various types of documents generated within the organization, including:

- Policies and procedures
- Contracts and agreements
- Reports and assessments
- Forms and templates
- Communication materials

**3. Document Creation and Approval:**

- Authorized Creation: Only designated personnel with appropriate authority can create official documents for SAJ.
- Review and Approval: Documents requiring approval (e.g., policies, contracts) must undergo a review process by relevant stakeholders before finalization.

**4. Document Formats and Standards:**

- Format: Use standardized formats and templates for consistency and clarity in document presentation.
- Language and Style: Maintain professionalism and clarity in language, avoiding jargon or ambiguous terms.
- Naming Conventions: Adopt clear and consistent naming conventions for documents to facilitate easy identification and retrieval.

**5. Version Control and Revision History:**


- Versioning: Implement a version control system for documents that undergo revisions, indicating the latest version and revision history.
- Document Ownership: Assign document ownership to responsible individuals or departments to manage updates and revisions.

**6. Document Storage and Access:**

- Centralized Repository: Maintain a centralized document repository, either physical or electronic, for organized storage and easy access.
- Access Control: Control access to sensitive or confidential documents based on role-based permissions and security protocols.

**7. Document Retention and Archiving:**

- Retention Periods: Establish retention periods for documents based on regulatory requirements, operational needs, and historical value.
- Archiving: Archive documents that are no longer actively used but require long-term retention

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for legal, historical, or reference purposes.

**8. Document Disposal and Destruction:**

- Disposal Procedures: Implement secure and authorized procedures for document disposal, including shredding of physical documents and secure deletion of electronic files.
- Data Sanitization: Ensure sensitive information is properly sanitized or anonymized before disposal to prevent unauthorized access.

**9. Training and Documentation Management:**

- Training: Provide training to employees on document creation, management, and storage practices.
- Documentation Management: Assign responsibility for document management, including updates, archiving, and access control, to designated personnel or departments.

**10. Policy Review and Updates:**

Regularly review and update the Documentation Policy to align with evolving organizational needs, technological advancements, and regulatory changes. Seek input from stakeholders and document users to improve policy effectiveness and relevance.