	Quality management Systems & Procedures Manual	<b>Document No:</b> SAJ/ QMSPM/06	Number of Pages 2
	<b>TITLE:</b> Records Keeping 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 Records-Keeping Policy of The Scout Association of Jamaica (SAJ) establishes guidelines for the creation, maintenance, storage, and disposal of organizational records. This policy ensures compliance with legal requirements, supports efficient operations, and preserves the integrity and confidentiality of sensitive information.

**2. Types of Records:**

SAJ recognizes various types of records, including but not limited to:

- Administrative records (e.g., personnel files, financial records, meeting minutes)
- Program and activity records (e.g., event planning documents, participant records)
- Legal and compliance records (e.g., contracts, policies, licenses)
- Communication records (e.g., emails, correspondence, reports)

**3. Records Creation:**

- Authorized Personnel: Only authorized personnel designated by SAJ have the authority to create official records on behalf of the organization.
- Accuracy and Completeness: Records must be accurate, complete, and timely to ensure their reliability and usefulness.

**4. Records Maintenance:**

- Storage: Records should be stored in secure and accessible locations, whether in physical or electronic formats.
- Organization: Maintain records in a structured and organized manner for easy retrieval and reference.
- Version Control: Use version control for documents that undergo revisions to track changes and maintain document history.

**5. Confidentiality and Data Protection:**


- Access Control: Limit access to sensitive or confidential records to authorized personnel only.
- Data Protection: Safeguard personal and sensitive information in accordance with data protection laws and privacy policies.

**6. Records Retention and Disposal:**

- Retention Periods: Establish retention periods for different types of records based on legal requirements, operational needs, and historical significance.
- Disposal Procedures: Implement secure disposal methods for records that have met their retention period, ensuring that sensitive information is properly destroyed or anonymized.

**7. Compliance and Audits:**

- Compliance: Adhere to all relevant laws, regulations, and industry standards related to records management and data protection.
- Audits: Conduct periodic audits and reviews of records management practices to ensure

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compliance and identify areas for improvement.

**8. Training and Awareness:**

- Training: Provide training to employees and volunteers on records-keeping policies, procedures, and best practices.
- Awareness: Raise awareness among staff about the importance of proper records management, confidentiality, and data protection.

**9. Policy Review and Updates:**

This Records-Keeping Policy will be reviewed periodically to reflect changes in legal requirements, technology, and organizational needs. Updates will be communicated to relevant stakeholders, and feedback will be solicited to improve policy effectiveness.