

Document and Disclosure Policy

Purpose:

This policy establishes guidelines for the creation, maintenance, and disclosure of documents and records within the organization. It ensures that information is managed effectively, accessible when needed, and protected from unauthorized access.

Document Retention:

1. **Document Types:** All documents created or received by the organization, including electronic and paper records, are subject to this policy.
2. **Retention Schedules:** The organization will maintain a document retention schedule that outlines the appropriate retention periods for different types of documents.
3. **Disposal:** Documents that have reached their retention period will be disposed of in a secure and compliant manner.

Document Creation and Maintenance:

1. **Accuracy:** All documents should be created and maintained with accuracy and completeness.
2. **Version Control:** Multiple versions of documents should be clearly labeled and managed to ensure the most current version is used.
3. **Electronic Storage:** Electronic documents should be stored in a secure and accessible manner, using appropriate file naming conventions and organizational structures.
4. **Paper Records:** Paper records should be stored in a secure, organized location, with appropriate labeling and indexing.

Access and Disclosure:

1. **Authorized Access:** Only authorized individuals will have access to documents and records. Access will be granted based on job responsibilities and the need to know.
2. **Disclosure:** The organization will only disclose documents and records to third parties when required by law, court order, or with the express consent of the individual or entity involved.
3. **Confidentiality:** Confidential information will be protected from unauthorized disclosure.

Data Security:

1. **Security Measures:** The organization will implement appropriate security measures to protect documents and records from unauthorized access, alteration, or destruction.
2. **Regular Reviews:** Security measures will be regularly reviewed and updated to address evolving threats and vulnerabilities.

Recordkeeping Requirements:

The organization will comply with all applicable recordkeeping requirements, including those imposed by laws, regulations, and industry standards.

Review and Updates:

This policy will be reviewed annually and updated as necessary to ensure its continued effectiveness.

