Record Office Documents

3.2.4.1. Introduction to the learning outcome

This outcome describes the competencies required to record office documents in an organization. It involves understanding the content and importance of office document filing registers, creation of an office document filing register, recording office documents and maintenance of an office filing register as per the work place policy.

3.2.4.2 Performance Standard

3.2.4.2.1 Office document register is identified as per the SOPs.

3.2.4.2.2 Office documents are recorded.

3.2.4.3 Information Sheet

Definition of terms:

Register: Is an official list or record of names or items maintained in an organization.

What is a document register?

A Document Control Register is a list which identifies all business documents and includes current revision status. It ensures that all documents and records are appropriately created, captured, accessed, managed and stored in a manner that reflects business, corporate and regulatory compliance requirements. A Document Control Register shall be maintained by the Document Controller for all documentation created or modified.

How a document register works

In its simplest form, the register just lists the documents so it's easy to see what exists.

More complicated but infinitely more useful are registers that include a code for each document.

These codes are changed each time a document is updated so the register becomes a reference for ensuring you have the most recent version of something.

And records to spot any documents that are perhaps a bit old and overdue for a refresh.

Tips on the use of document registers

Have only person with access to change the register – someone senior may also have access as a backup but limit updates to one person for control.

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Keep the register easily available for all staff to view and occasionally remind people to check they have recent versions of documents.

Include everything, even if you don't add a document code to it

Add a notes column so you can note details about who received, designed or printed each document and keep it separate to stock records.

Use clear names for each document.

Establish a procedure that includes regular reviews of the documents register to ensure it is kept up to date and to note any documents that haven't been updated in a while.

A Document Control Register ensures that:

- All documents and records are appropriately created,
- All documents and records are appropriately captured,
- All documents and records are appropriately accessed,
- All documents and records are appropriately managed, and
- All documents and records are appropriately stored in a manner that reflects business, corporate and regulatory compliance requirements.
- This improves efficiency, better traceability and ensuring regulatory compliance in a cost effective way.

The link below provides samples of document control registers. It will give contents and the structure generally used in organizations to develop registers:

https://www.google.com/search?q=document+control+register&client=firefox-bd&sxsrf=ALeKk02ewbF15sgDI9iO1sEWAxvof9WpQ:1613736397431&tbm=isch&source=iu&ictx=1&fir=FTZaibAvFVzrzM%252C_4ovfKSbOtdPuM%252C_&vet=1&usg=AI4_-kT_JKjfAXy7XvyRtAohxX0gvvDlGQ&sa=X&ved=2ahUKEwiB8erF9PXuAhUDJhoKHbpHC

RkQ_h0wAHoECBEQAw#imgrc=FTZaibAvFVzrzM

However, each organization has its unique style of developing documents. It is upon the document controller or office manager to select a suitable format which meets the needs of the organization. These may range from size, staff, space and aesthetics.

The following factors are considered when creating a register of office documents:

1. What are the rules for creating documents?

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2. How will documents be stored?
3. How can retrieving documents be simplified?
4. How to keep documents secure?

The organization should ensure that everyone who accesses and uses documents knows the details of its document management system and that everyone follows appropriate procedures when creating, storing, and retrieving documents.

Contents of a filing register

A document movement register should contain the following information:

- Date the file was put into storage, where the file is located,
- When the file can be destroyed,
- The date the file was opened,
- The date the file was taken from storage,
- The date it is expected to be returned,
- Who requested the file,
- Who retrieved the file and who currently is in possession of the file.

Recording office documents

Documents are recorded in the document register as per the organizations SOP on records management. This is done by the document controller/clerk for each document before filing it.

It does not matter the source of the document, once it is earmarked for filing, it must be recorded the document register.

Maintaining office filing registers

The organization shall determine the format of the register which best suits its needs to maintainit. This is in line with the organizational policy on records management.

This register is kept, updated and reviewed by an authorized member of staff in the organization.

3.2.4.4 Learning Activities

Practical Activities

You will carry out the following tasks in an institutional simulated environment while complying with industry practices and procedures as well as occupational, health and safety practices.

1. Demonstrate knowledge of the content and importance of a

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document control register.

2. Create an office document filing register.

3. Record office documents.

4. Maintain an office document filing register.

Field Visit

You will visit functional reception offices in the county offices:

Complying with industry practices and procedures and with occupational, health and safety practices, you will perform the following tasks:

1. Create an office document filing register.

2. Record office documents.

3. Maintain an office document filing register.

After the visit you will write a report on the practice recording office documents, challenges observed, their likely solutions.

NB During your field visit to an established reception office, you will be required to report to the station as an employee and perform duties allocated to you for the day(s). Your supervisor will provide a report on a template to be provided on your performance.

3.2.4.5 Self-Assessment

1. Identify the contents of office document filing register?

2. Explain the importance of office document filing register

3. Discuss the maintenance of office document filing register

4. Analyze the procedure of recording office documents

3.2.4.6 Tools, Equipment, Supplies And Materials

- Computers
- Filing equipment
- Internet connectivity
- Registers
- Stationery
- External storage devices

3.2.4.7 References

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