Format: QMS/FMT/001 Revision No: 0 Effective Date: 13 Jan 2020	Department/Division	Office of the Director General					
Document Type: Standard Opera	ting Procedure	Doc. Number	: CFO/SOP/155				
Fee 11, 1 350	Trial	Revision Number	: 0				
	Title: Receiving, Archiving and	Revision Date:	: 23/07/2021				
Salar Tonger	Retrieving Documents in		: 30/7/2021				
RWANDA FDA Rwanda Food and Drugs Authority	file room	Review Due Date	: 30/7/2024				

	Author	Reviewer	Checked l	Approved by			
Archive and Officers	Docummentation	DA&HR	QMS Manager	CFO	Director General		
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# 1.0 Purpose

This standard operating procedure (SOP) is to provide instructions for archiving inactive files and administrative documents in a secure and professional method while maintaining access for review by authorized staff.

# 2.0 Scope

This SOP is used to archive the treated files and administrative documents that are retained for at least ten (10) years or for longer duration if specifically mandated after completion of the view so that the records are accessible to authorized persons. Copying files and documents for or by authorized staff of Rwanda FDA authority is allowed when required

## 3.0 Definitions and Abbreviations

- SOP: Standard Operating Procedure
- DAHR: Director of Administration and Human Resource
- Rwanda FDA: Rwanda Food and Drugs Authority

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- Administrative Documents: Import and export licences, narcotics and different correspondences
- Inactive files: documents which are no longer referenced on a regular basis and tend to be stored in a less accessible place since they are not used frequently.

## 4.0 Responsibility

- 4.1 Director of Administration and HR
- 4.2 Archives and Documentation Officer

## 5.0 Prenciple

 Files and records stored in Archive remain as the property of the department of origin and can be retrieved at any time requested by authorized staff.

### 5.1 The files should be identified.

Each file / document should be detailed as following:

- a. Name, title and/or number of the file to be retrieved;
- b. Unique, identifying box number of the file is contained in;
- c. Shelf location number.

# 5.2 Contact Archive and Documentation Officer to provide the file request.

Considering the authorized request of any Rwanda FDA Office, concerned staff who requests for the file should provide his/her information as detailed below:

- Name and position / title of the person making the request;
- Name of department/;
   Room number of archive;
- File name and title.

Note that, if a file retrieved and reviewed out from archives, staff who requests a file, should fill the form requesting files so that they can be returned to the correct location. This form indicates that the named person is responsible for the files and for returning them to archives.

#### 5.3 Return files to Archive

Once the requested material is no longer required, concerned staff should return it as soon as possible and dropping it off at the Archives and Documentation Office. Confidential material should be reviewed

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in the Archives and Documentation Office. The Archives and Documentation Officer will follow up regarding outstanding files that have not been returned.

6.0 Distribution				
<ul><li>6.1 Director General</li><li>6.2 Deputy Director</li><li>6.3 Chief Finance O</li><li>6.4 Head of Departn</li><li>6.5 DAHR Unit</li></ul>	General fficer			
7.0 Reference				
Approved SOP				
8.0 Appendix				
81. Document Req	uest Form			
Name:				
Position:				
Division:				
Title of Document requested	Ref. number	Motive of requisition	Issue Date	Returning Date
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