

Standard Operating Procedure for Record Room

1. Purpose and Background

- 1.1 This SOP is designed to ensure the efficient management of record room in well-disciplined manners under the Office of Campus Management & Services (OCMS).
- 1.2 Following guidelines must be adhered in this regard:
 - 1.2.1 All Departments would visit the record room during the duty hours.
 - 1.2.2 Respective department will be directly responsible for their record.
 - 1.2.3 Record room will be opened from 9:00 am to 5:00 pm.
 - 1.2.4 Only authorized persons of their respective department would be allowed to access their respective record.
 - 1.2.5 Record Room Assistant will not leave the designated area without informing his immediate senior/HOD.

2. Duties and Responsibilities of Stakeholders

- 2.1 The department's officials will be responsible for following activities under the supervision of Record Room Assistant.
 - 2.1.1 Authorization from respective department must be ensured.
 - 2.1.2 Proper entry is mandatory in the record room register. Without entry, no one will be allowed to visit/take the files.
 - 2.1.3 No one will be allowed to access/visit the record room of irrelevant/other than their respective department.
 - 2.1.4 All officials must cooperate with Record Room Assistant.
 - 2.1.5 Flammable material is strictly prohibited in the record room area.
 - 2.1.6 No one will make unnecessary argue with record Room Assistant, rather matter be reported to Head OCMS.
 - 2.1.7 Departments will ensure that all files kept in their own record room clean and proper dressed.

3. Duties and Responsibilities of Record Room Assistant

- 3.1.1 Issue and deposit the keys at time of arrival and leaving from entrance gate.
- 3.1.2 Ensure proper cleaning of the record room.
- 3.1.3 Ensure proper entry of visitor in the register.
- 3.1.4 Ensure that the door of the record room is proper locked after the visit.
- 3.1.5 Ensure if there would be any repair & maintenance required.

- 3.1.6 Report equipment malfunctions when noticed.
- 3.1.7 Ensure safety of the record.
- 3.1.8 Ensure proper management of record room according to the mentioned SOPs.
- 3.1.9 Ensure proper functioning of CCTV at all time with coordination of Security Office.

4. General Instructions

- 4.1.1 Duplicate set of keys will remain in custody of security office at entrance gate and will only be used in any emergency situation by the approval of Head OCMS. Meanwhile, the in-charge of respective department will keep the set of keys.
- 4.1.2 In case of loss of keys, new one will be issued by the permission of Head OCMS, if required.
- 4.1.3 The concerned department in-charge will formally request Head OCMS through email in case Record Rooms are required to be operated after office timings.
- 4.1.4 Only Incharge Record Rooms "Mr. M. Tufail or Mr. Safdar" will get the keys from security office to open/close the Record Rooms.

5. Review

The policy will be reviewed after every two years.