



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE  
COLLEGE OF MEDICINE**

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**PROCEDURE  
FILE CONTROL**

Encryption : BM/QT.47/TCHC  
Issued for the first time : 01  
Effective from date May 4, 2020

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# PROCEDURE FILE CONTROL

## 1. PURPOSE:

This procedure specifies the responsibilities and methods for creating, storing, preserving, using, and destroying quality records.

## SCOPE OF APPLICATION:

Officials and civil servants under the Board are responsible for implementing this Procedure.

The procedure applied to the control of various types of records:

- Regarding the management of teaching activities.
- Regarding the quality of teaching.
- Regarding the quality system.

## 2. RELATED DOCUMENTS:

- Archives Law 01/2023/QH13
- Government Decree No. 30/2020/ND-CP dated March 5, 2020, on document management.
- Circular No. 10/2022/TT-BNV dated December 19, 2022, stipulates the retention period for documents.

## 4. TERMS, DEFINITIONS, AND ABBREVIATIONS:

- *Quality record*: is objective evidence of activities performed or results achieved.
- *Document*: a written instruction on how to perform an activity or task.
- *Abbreviations*:

QT Process	Student Profile
Decision on Regulations	TCHC Administrative Organization
Document TL	Representative of the leadership
HD Guide	BM Forms
KSTL Document Control	School Leadership Team
MTCL Quality Objectives	Unit Chief

## 5. STORING AND MANAGING RECORDS

1. Types of records that need to be monitored

- Evidence of implementing MTCL.
- Results of implementing the procedures.
- Evaluation, corrective action, and verification activities (internal audits, audits by certification, assessment and verification organization).

- Other tasks.

## 2. File Folders •

Files are stored in binder folders of varying thickness depending on the number of files.  
at each unit.

The color of the pair should be a consistent color and different from the color of the other pair of documents.

- If documents need to be stored in multiple different file folders, each folder must be numbered sequentially.  
In this case, ensure that documents of the same type are stored in the same folder. • The spine  
of the folder should print information about the unit, file group, file type, and the sequential number of the folders.

Group the documents according to the following template.



## 3. File partitions • Use

numbered partitions (31 numbers) made of transparent acrylic.

## 4. File Catalog • A file

catalog is created for each file folder based on the type of file stored in the folder. • The file catalog  
template follows BM01. • When creating the

file catalog, attention should be paid to the priority level of different types of documents and their  
storage location within the file folder.

## 5. Organize the files in the folder.

- Files in the folder must be placed in the correct compartments as identified in the file catalog,  
following the principle of "first come, first served" for files issued earlier and "last served"  
for files issued later. • For thick files or files not in document format (soft files, tapes, CDs, etc.), the  
storage location within the folder must include information indicating the path to the storage  
location or the access address to the file.

## 6. Using Files • The

unit's file folders are stored in an unlocked glass-fronted cabinet (if the unit does not have a cabinet,  
the file folders should be stored in easily visible locations, easily accessible and usable by unit  
members). • File folders are placed upright in the

cabinet according to their file number. • Use the file catalog to retrieve  
necessary information. Files after use

Once finished, put it back in the correct place for easy reference later.

- Newly updated files must be placed in the designated compartment in the file catalog, and the  
document name must be updated in the file catalog.

## 7. Control records in soft copy format.

- Documents in soft copy format do not include sections for drafting, checking, and approving.

Amendments and additions are permitted with the approval of the School Leader/Instructor.  
document.

#### 8. Cancel the file

##### *Cancellation policy*

- Canceled records are those that have been stored for the maximum period due to the nature of the record.

The retention period for records varies depending on the specific record.

##### *Cancel the file*

- Canceled records are removed from the archive and the record name is deleted from the catalog.

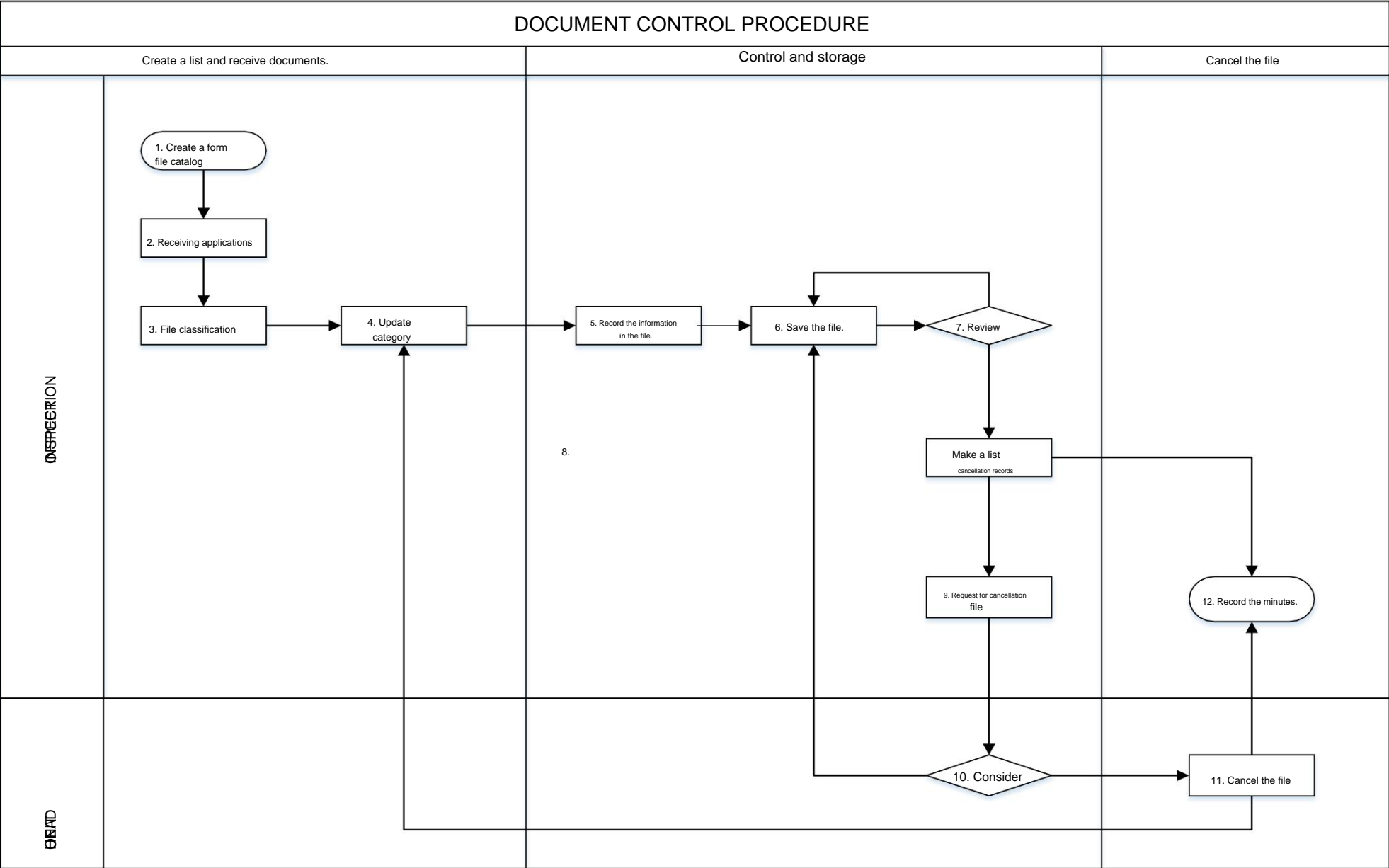
Records that need to be monitored.

#### **I. FLOWCHART** (See page 5)

#### **II. SPECIFICATION** (See pages 6-7)

#### **III. ACCOMPANYING FORMS/INSTRUCTIONS**

<b>No.</b>	<b>Form/Instruction Name</b>	<b>Encryption</b>
1.	Document Control Checklist	02/QT-KTCNVH.Qy01
2	Minutes of document destruction	02/QT-KTCNVH.BM01



**SPECIFICATION OF THE FILE CONTROL PROCESS**

No.	Step	Job description:	Real people presently	Matchmaker fit	Results of implementation	Form
1	Create a form profile section	Creating a file catalog includes the following information. Information: Serial number, file name, file code, etc. Other relevant information as per the form BM01. The file catalog is located on wall 0. of ring binder files.	CBKS	CBÿV	- Table of contents application form	bm.01-qt.ht.03
2.	Receiving applications	Receive documents from the handover	CBKS	CBÿV		
3.	File classification	officer. Classify the documents, including: Supporting documents. Implement MTCL, supporting documentation for the implementation of procedures, regulations, work instructions or documents preliminary evidence for the implementation of the contents other	CBKS	CBÿV	- File classification according to the work process job	
4.	Update the catalog.	Add to the list of documents in case Not yet listed	CBKS	CBÿV	- File catalog must be updated frequent.	
5.	Record information in the file.	Record the following information: Partition number, file name, file code, retention period Form 01.	CBKS	CBÿV - File		
6.	Save the file.	Save the file in the correct location as specified in the file storage information. initial	CBKS	CBÿV	- The file has been placed in the correct position according to regulations determined.	
7.	Review	Check the validity period of the document.	CBKS	CBÿV	- The file is still valid. force or still valid use.	
8.	Create a cancellation list.	Create a list of cancelled files using the provided form. BM02	CBKS	CBÿV	- List of files cancelled	.....

9.	Request to cancel the file. Cancel the file when the retention period expires.		CBKS	Head of Unit - Request to cancel the file	Request to cancel the file	.....
10.	Considerations	<p>Check the information in the file. If it is Special cases require additional storage time.</p> <p>During the period, a request was made to continue keeping the records; in In case the application is no longer valid, review Cancel the application.</p>	Head of the Inspection and Supervision Unit		- Decision of unit leader canceling the file	
11.	Cancel the file.	Cancel the file by crossing it out, then use it. back or cancel entirely.	CBKS	Unit Leader	<p>- Cancel the application</p> <p>how to draw a diagonal line across a face</p> <p>First, use the face after or cancel no Reuse.</p>	
12.	Record the minutes.	<p>Save the record of file cancellation in the file folder; time Storage time varies depending on specific requirements.</p>	CBKS		- Minutes of file cancellation initial	.....