Records Retention Management - Recruitment files



Background and Driver Diagram

Design a document management system to ensure employee records are mantained within the legislative requirements

Aim
To improve the recruitment records management files including cleansing of unnecessary information in the last 05 years by 30% in accordance with the Records
Management Code of Practice for Health and Social Care by

31.03.25.

Analyse Identify where data is created to Define the core processes. department keep better records. workflow Data Accuracy To avoid duplication of items To follow the conventions for and Integrity and to use conventions to labe standard labels for all files. the items on files consistently To Coordinate file purge. Improve Filing mplement a standardized filin To use conventions, filing structure system structure to organise files. and formats when completing files. Keeping checklist compliance. Maintaining To implement the retention policy To ensure compliance with audit trails, secure storage, and compliance. and retention labels. with regulations Information on how it works. approval and review processes.

By Cecilia Irvine

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Down is good

Down is good

Duplication or Not necessary documents
discovered

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The run chart shows that there is random variation within the system, there is an increase of duplication and not necessary information indicating improvement is required within the system.

Looking into the monthly data there is an improvement on the completion of checklist. From Nov 24 there are 5 data points above the median. If the same point applies in April 25 there will be non random variation and change in the system.



Results

Implementation, integration and use of a robust system:

- To be able to digitize, index and store all documents in a centralized repository.
- -To ensure seamless document sharing, collaboration and role-based control.
- To allow easy tracking of documents changes and ensuring the latest versions are accessible.

To include compliance features as audit trails, secure storage and automated workflows.

Conclusions

To improve the recruitment records management files:

- •The use of robust security features, including encryption, role-based access controls, and secure user authentication to ensure sensitive information is protected from breaches.
- •The use of electronic forms are automated workflows can streamline processes and improve communication between departments.
- •A system that offers flexible integration capabilities and real time access to ensure a smooth transition and compatibility with current workflow