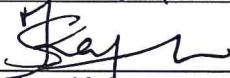


**IGANGA- MAYUGE HEALTH AND DEMOGRAPHIC SURVEILLANCE
SITE STANDARD OPERATING PROCEDURE MANUAL**

SOP #: FILING 01	Supersedes version dated: None
Effective date: 12 th March, 2017	Prepared by: Malinzi Nagibu
Revision #: 0	Approved by:  Dr. Dan Kajungu, Executive Director

TITLE: Standard operating procedure for Filing at MUCHAP

Filing is the process through which documents and files are organized, on a computer or in an office

Filing is done using alpha-geographical filing system. I.e. by district-sub-county- parish and then Villages

Purpose

To make sure that following filing procedures are followed to ensure the identity, integrity, and expedient retrieval of all materials that document MUCHAP activities

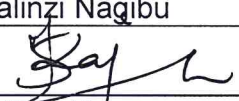
Records/ documents that are filed include:-

- Update Data collection tools
- Special study tool
- Household registration books

Filing process

1. Raw data is received from field after data collection into the filing office and recorded in an excel sheet that is used to track movement of records
2. Data clerks collect raw data that has come from field from filing office for data entry and all records/documents that move out of filing office is recorded
3. When data entry is done, the data clerk will return the household registration book together with the attached forms to the filing office and this will be verified before being filed
4. It's then that the filing clerk will classify the documents/records into their similarities and difference and then filing will proceed
5. Special study documents/records are usually filed in box files and in a suitable manner that would allow easy retrieval within the filing officer

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