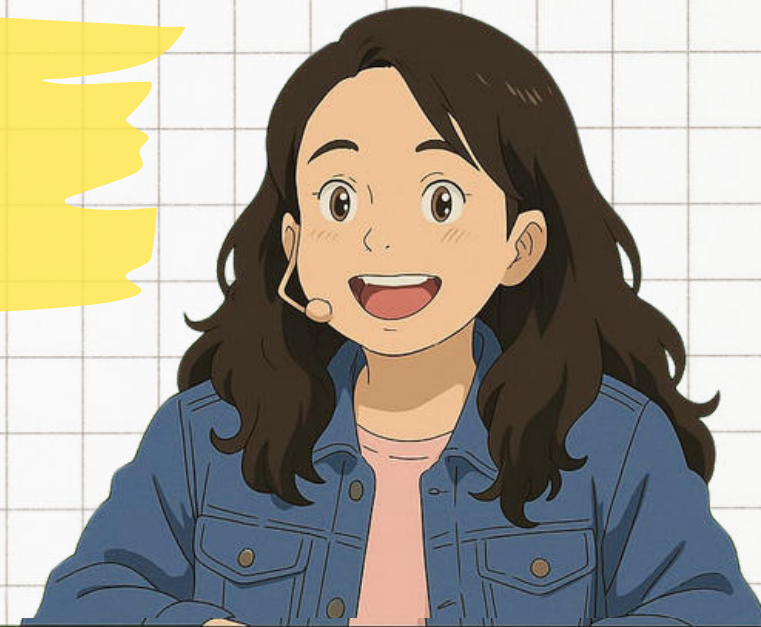


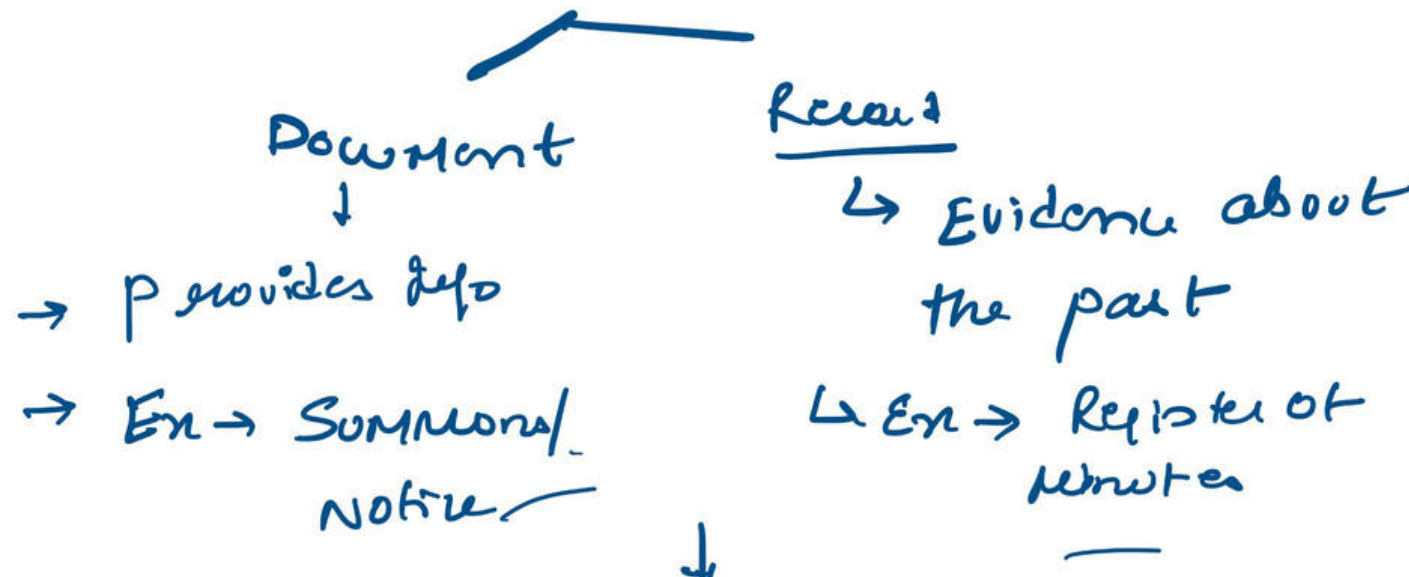
June 2025
Attempt

Chapter 02:

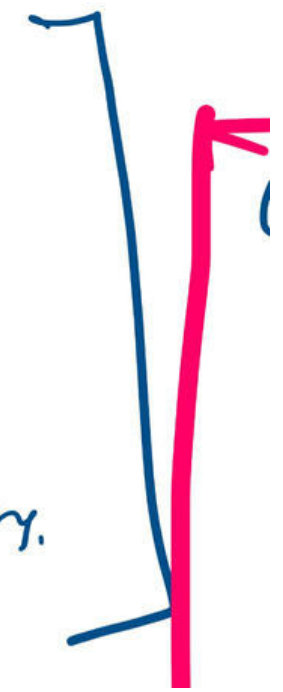
Documentation and Maintenance of Records

Handwritten Notes





- Resp of CS
- Primary Resp
 - Ensure confidentiality
 - consistency with prev. records
 - step for storing / maintaining / deletion.



→ consistency with previous
→ step for storing/maintaining/availability.

2
II

Purpose of good documentation →

Client Service

→ Communication

→ Accountability

→ Responsibility

→ Legal Rq

→ Quality

→ Reserve

→ Resource Mgmt

(7 in)

Guiding principles of good doc

→ clear →

→ concise

→ complete

→ correct

(7 in)

1. 'of good doc'

- legal Rg
- drafty
- Residual
- Resource Mgmt

③

- clear →
- concise
- complete
- correct
- client centered
- comprehensive
- cost effective
- collaborative

→ Do's

- ① Record when generated
- ② add notes for reference
- ③ limit access
- ④ ~~Mention date on doc~~

D
C
Q
C
C

→ Rescalu
→ Resouce Mgmt

④

it center's
reprehensive
law firm
abbreviate

→ Do's

- ① Record when generated ✓
- ② add notes for reference ✓
- ③ Limit access ✓
- ④ Mention date on doc ✓
- ⑤ Keep Backup ✓

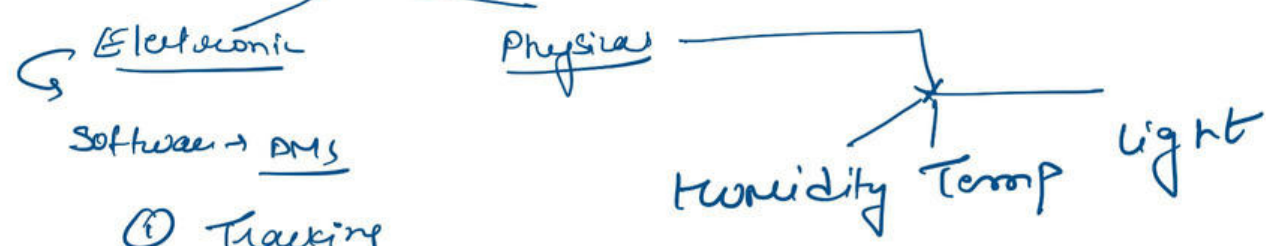
Don'ts

- ① delay in Rec ✓
- ② Handwritten doc ✓
- ③ false doc ✓
- ④ Back date ✓

- ③ Unit access
- ④ Mention date on doc
- ⑤ Keep Backup

Repository → to store doc

⑤



- ① Tracking
- ② Locking
- ③ Simultaneous Editing
- ④ Version Control
- ⑤ Audit Trail
- ⑥ Annotation

Case of Records

- Keep them together
- Life Cycle
- Record Preservation



- Advantage
- 1) Cost Efficiency
 - 2) Ease of use

- Disadvantage
- 1) Software Risk
 - 2) Format Risk





- 4) Version
- 5) Audit Trail
- 6) Annotation

6



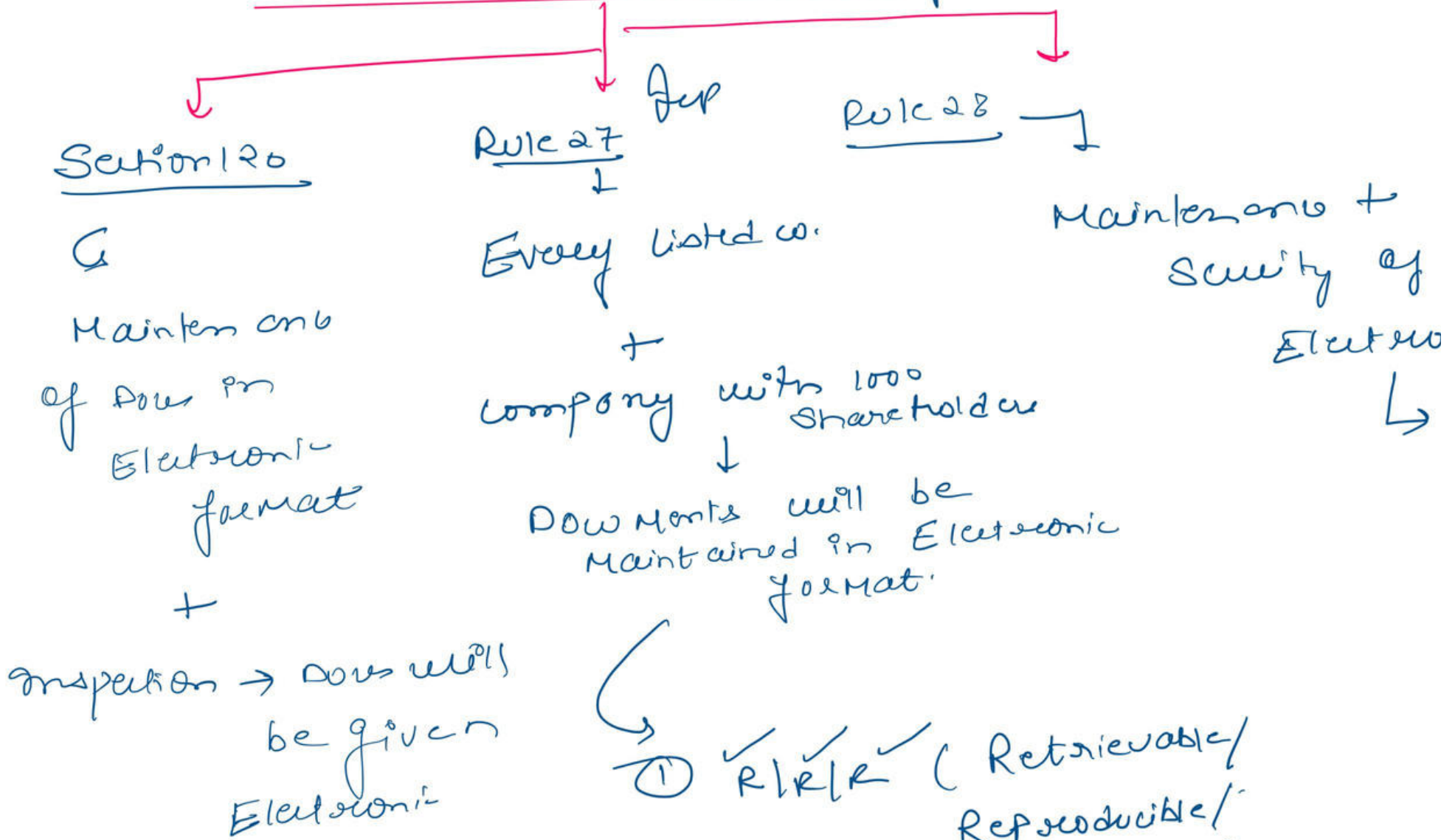
- 1) Cost Efficiency
- 2) Ease of use
- 3) Labour Saving
- 4) Search Ability
- 5) Portability
- 6) Version Tracking

- 1) Software Risk
- 2) Format Risk
- 3) Reliability
- 4) Portability

↳ Maintenance of Records in Electronic Form



Maintenance & Inspection of Records



<

+

Maintained in Electronic
format.

8

ion → docs will
be given
Electronic

- ① ✓ R ✓ R ✓ R (Retrievable/
Reproducible/
Readable)
- ② cannot
be altered/ Edited
- ③ can be updated
- ④ capable of digital date + sign
- ⑤ info given under the statute is
included



< was



9

Maintenance +
Security of
Electronic Records

due
-
electronic



Managing Director +
Company Secretary

Retrievable/
Reproducible/
Readable)

red/ Edited



10'

Preservation of Records

