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0. Directions

Step	Instructions
a.	Review the structure of the Log (worksheet 1), the Security information (worksheet 2), and the Storage information (worksheet 3). Each worksheet proposes a set of columns, whose meaning is explained in an italicized row and illustrated by sample rows below. The examples use the tracking of incoming checks. Modify the columns to fit your organization's needs if necessary.
b.	Decide for which records to keep the log. Since consistent record keeping requires a regular effort, do not burden your organization with detailed record keeping for information of lesser importance. For the logs that you do intend to keep, ensure that all involved know about the discipline expected of them.
c.	Decide where to maintain the log (on a computer or on paper) and what steps to take each time you add an event to the log (which data quality tests to perform, for example). Work out a specific procedure and train the relevant people. If needed, use the sample (worksheet 4) to guide the writing of your procedure.
d.	Organize the Security clearances (worksheet 2). Decide who should be involved in which activities related to the records.
e.	Organize the Storage (worksheet 3). Decide where originals and copies of the records should reside.
f.	For each event affecting the records, follow the established procedure and note the relevant information in the Log (worksheet 1). Update the Security and Storage information (worksheets 2 and 3) if necessary (e.g., if you run out of storage space and need to open a new location).

1. Record Keeping Log

IDENTIFICATION			SECURITY			DATA QUALITY	
Time	Event	Record ID	Employee	Authorized By	Evidence of Authorization	Test Results	Cross-Reference
<i>When did it happen?</i>	<i>What happened?</i>	<i>Which record is affected?</i>	<i>Who accessed the record?</i>	<i>Who allowed the access?</i>	<i>How do we know that the access was legitimate?</i>	<i>Does the information look right?</i>	<i>What other information was consulted for the verification?</i>
8/28/04, 11am	Mail Opened	CheckSmith1012	Bob	Joe	Bob's Badge	Amount is correct	Invoice #9999
8/29/04, 4pm	Checks Taken to Bank	CheckSmith1012	Dan	Joe	Dan's Badge	n/a	n/a
8/30/04, 8am	Checks Deposited	CheckSmith1012	Bob	n/a	n/a	Amount is correct	n/a