

**Table 1)** The components, indicators and the number of evaluation criteria for data organizing within the records

Evaluation criteria	Number
<b>Data organizing within the records</b>	
1. The existence of a judicial letter	1
2. Observance of judicial letter elements	8
3. Forming a paper record	2
4. Observance of filing elements	7
5. The use of standard and update sheets	3
6. Lack of quantitative defects in all documents, and sheets in the record	13
7. Lack of qualitative defects in all documents, and sheets in the record	8
8. Existence of expert tariffs in accordance with the regulation of legal medical services tariff	4
9. Destruction of waste papers in the record according to the issued permission by the national archives council within a specified period	4
10. The existence of a specific process for adjusting the priority of the record documents in the pre-archive step	4
11. The process of reviewing the records before their archiving	7
12. Implementation of data organizing within the recording method of IMR with the observance of the expected minimums	2
13. Counting the sheets of the records	10
14. Pay attention to the quality of the paper in printing the sheets of the records	4
15. observance of retention duration of the medical records of the hospitals	3
<b>Data organizing outside of the record</b>	
1. Complete, timely and correct registration and issuance of expert letters and comments and their follow-up	5
2. The use of folder to the retention of the records	3
3. Archiving appropriate with the condition of the medical records department and record access conditions	7
4. Safe and secure conditions for storage of the records	14
5. Suitable equipment for archiving the records	6
6. Observance of the correct process of request and exit of record from the archive for delivery to the receipted people	13
7. Controlling and matching the input records to the archive with the list of accepted clients	2
<b>Creation of electronic records and scanning valuable documents</b>	
1. Ensure correct planning and implementation of electronic records organization and perform scanning operations	2
2. Collecting the cost of scanning paper documents and report in the workgroup	7
3. Confidence in choosing the best decision, scanner and archive software to scan documents by workgroup decision	19
4. provide of the space, workforce, and paper document scanning equipment	11
5. Determination of the administrative method for information retention, prevention of data loss and data change, determination of access and confidentiality level of information of the documents in scan operation by workgroup	6

**Table 2) Evaluation criteria and method of evaluating some indicators in organizing the records**

Evaluation criteria	Evaluation method
<p><b>Observation of elements of the judicial letter</b>  Jurisdiction of the applicant in a juridical letter  Insert the text of the judicial letter in the official papers of the relevant entity  Conformity of the content of the judicial letter to the functional statement of reviewing the records in the commission  Observance of writing principles in the letter  Date, indicator number, and attachments validity  Existence of name and family name, signature, valid stamp and title of the organizational position in the Letter  Existence of the attachments listed in the text and the letter  Mention of the records, indicator number, past conversation history</p>	<p>Documentary review and observation</p>
<p><b>Destruction of wasted papers</b>  Identification and separation of wasted papers based on the permission and after the prescribed period  Preparing and signing a list and obtaining an agreement from the national archives department and receive an agreement from the national archives  Preparing the list of the relevant meetings  Sale of destructible documents, transfer of valuable documents to the organization of the national archives</p>	<p>Documentary review and observation</p>
<p><b>Paper quality in print</b>  Paperweight (Not less than 80 grams per square meter), the use of proper paper in printer, photocopy and fax devices, consideration of the criteria of paper transparency, opacity and thickness, consideration of the paper quality in printing with inkjet and laser printers</p>	<p>Documentary review and observation</p>
<p><b>Complete, timely and accurate registration and issuance of letters with the capability of follow up</b>  Record of the judicial letter at the office of indicator or a relevant software  Registration of the letter of referred people in less than 24 hours after reception  Registration of a record number in the office of indicator or a suitable software for filing  Registration and issuance of issued certificates and internal and external organizational correspondence in the indicator office or software with the capability of letter registration  The use of the correspondence office to receiving and delivering the correspondence and records</p>	<p>Documentary review and observation</p>
<p><b>Appropriate equipment for archiving</b>  Shelving (fixed, removable)  Available shelves with a length of 90-120cm and a standard depth of 28-30cm  Guide of shelves and floods  Existence of replacement card and the office of exist for output records  The use of RFID technology to tracking the records  Thermometer, humidity meter, document carrying wheels, stools or folding ladder</p>	<p>observation</p>

**Table3)** Schedule of documents retention in the records of the legal medicine commission

row	Document name	Retention duration according to the opinion of the elites	Issuance duration of the permission by the national archives of Iran (National library and archives of Iran)
۱	Judicial Letters, reception papers, record summary, meeting report, commission meeting minute, sending a letter to the reference , an image of identification documents	Permanent	No comment
۲	Copy of clinical, criminal record, the specialty area of organization, commission tariff receipt	5 years	Δ years
۳	The paper of commands and actions, commission interviews, interviews with medical staff, answering of physician consulting, specialist's idea on clinical examination, psychology, the cause of death and medical malpractice	3 years	Δ years
۴	Request sheets of physician consulting, submit of record, cover letter attached to the commission's conclusion, modified drafts, request for additional documents, additional versions of the meeting minutes, experiment request, send invitation letter to the defendant, demanders and experts, existence of cover letter of manager in the time of sending the record to the next center for processing, judicial letter in speed up the processes and answer to the letter	1 year	Δ years