ADMINISTRATIVE PROCEDURES

V. F. POLICY ON RECORDS RETENTION

USDE REQUIREMENTS

§602.15(b) The agency maintains complete and accurate records of --

- (1) Its last full accreditation or preaccreditation review of each institution or program including on-site evaluation team reports, the institution's or program's responses to on-site reports, periodic review reports, any reports of special reviews conducted by the agency between regular reviews, and a copy of the institution's or program's most recent self-study; and
- (2) All decisions made throughout an institution's or program's affiliation with the agency regarding the accreditation and preaccreditation of any institution or program and substantive changes, including all correspondence that is significantly related to those decisions.

ACOTE POLICY

The Accreditation Department keeps two full accreditation or preaccreditation reviews of each program readily available on-site at AOTA headquarters. This includes the following:

- 1. Reports of the Accreditation Council (RACs)
- 2. Program Director's response to the Report of On-Site Evaluation (ROSE)
- 2. Plans of Correction
- 3. Progress Reports
- 4. Biennial/Interim Reports
- 5. Fact-finding or special reports
- 6. Most recent self-study report

Formal correspondence and reviewers' reaction forms (1Ms, 2Ms, 3Ms, 4Ms, 5Ms) associated with the above reports <u>are also maintained</u> in the files, as are the original Letter of Intent and accompanying response and any program director credentials and correspondence.

Any information earlier than the last two accreditation cycles is removed and shredded. This includes the following:

- 1. Plans of Correction, reviewers' reaction forms (3Ms), and corresponding action letters.
- 2. Progress Reports, reviewers' reaction forms (3Ms), and corresponding action letters.
- 3. General correspondence regarding arrangements for on-site evaluation, e.g., letters to the program director regarding the on-site evaluation, on-site schedules, travel arrangements, original/handwritten ROSEs, etc.
- 4. Invoices.

NOTE: The following materials are retained longer than two cycles:

- 1. Reports of the Accreditation Council (RACs)
- 2. Any fact-finding or special reports
- 3. Appeals reports and correspondence
- 4. Annual/Biennial/Interim Reports
- 5. Record of ACOTE decisions on programs not granted accreditation or developing program status
- 6. Corresponding action letters to numbers 1-5

All information is included chronologically in the program file with most recent information first.