

# ADMINISTRATIVE PROCEDURES

## V. F. RECORDS RETENTION POLICY

### 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 electronically maintains one full accreditation or preaccreditation review of each program. This includes the following:

1. Most recent self-study report
2. Evaluators' Report of On-Site Evaluation (ROSE)
3. Program Director's response to the Report of On-Site Evaluation (ROSE)
4. Reports of the Accreditation Council (RACs)
5. Plans of Correction
6. Progress Reports
7. Interim Reports
8. Reports of Fact-Finding Visit
9. Substantive Changes
10. Annual Reports

Formal correspondence associated with the above reports is also electronically maintained.

**NOTE:** The following materials are retained longer than one cycle:

1. Reports of the Accreditation Council (RACs)
2. Reports of Fact-Finding Visit
3. Appeals reports and correspondence
4. Substantive changes
5. Record of ACOTE decisions on programs not granted Candidacy Status, Preaccreditation Status, or Accreditation
6. Corresponding action letters to numbers 1-5