Record Retention

POLICY

The Council will maintain complete and current records of all its administrative, fiscal, personnel, and accreditation activities. The Council will also maintain records—including decision letters of all final decisions—made throughout a program's affiliation with the Council regarding accreditation and major programmatic changes, including all correspondence that is significantly related to those decisions. Nurse anesthesia programs are also required to maintain complete and accurate records in any readily retrievable format. Sufficient data must be available to onsite reviewers to demonstrate that all components of a comprehensive evaluation plan are actually being implemented and the program is complying with accreditation standards. Institutional policies may require programs to maintain other records outside the purview of the Council.

PROCEDURE

1. Program requirements

    a. Maintain accurate cumulative records.

        1) All student records must be retained until the student passes the National Certification Examination except for records that should be kept indefinitely.

            a. Student records to be kept indefinitely include any records that may relate to grievances, litigation, final case records, summative student evaluations, and National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) transcripts.

    b. In addition to maintaining the student records already identified, ensure that the following information is maintained and available:

        1) Program philosophy, objectives, and master schedule.

        2) Organizational charts.

        3) Administrative policies.

        4) Budget data.

        5) Committee meeting minutes of the preceding three years.

        6) Clinical site demographics and case experiences.

        7) Current course outlines, objectives, and student brochure.

8) Examinations and testing materials.

9) Faculty teaching and time commitment data.

10) Alumni evaluations of the quality of the program for the preceding three years.

11) Employer evaluations for the preceding three years.

12) All COA decision letters and formal correspondence sent to the program since the time of its last accreditation review.

~~12)~~13) COA Annual Reports since the last accreditation review.

~~13)~~14) Student and faculty evaluations of the program conducted by the COA, including but not limited to those collected at the midpoint of the program's accreditation cycle and prior to its current accreditation review.

2. Council actions

a. Keep current, formal correspondence between the Council and programs in electronic files that are secured ~~in the Council's office~~.

b. Keep onsite all Self Study materials of programs that are currently under accreditation review. Once the Council completes reviews and renders final accreditation decisions, it will ~~send~~ archive the ~~self~~ Self ~~study~~ Study and accompanying documents ~~to an off-site archive~~electronically indefinitely. ~~These documents will be kept for 10 years unless a different date for destruction is placed on them.~~

c. Retain records for each program, which will include the following:

1) The last full accreditation review of each institution or program, including the onsite review team reports, the institution or program's responses to onsite reports, progress reports, any reports of special reviews and major programmatic changes conducted by the Council between regular reviews, and the institution's or program's most recent Self Study report.

2) All final accreditation decisions, including all adverse actions and correspondence significantly related to those decisions.

3) Final decisions on major programmatic changes and correspondence significantly related to these decisions.

d. Keep all the annual report survey instruments for historical and research purposes. ~~After five years, completed reports submitted by programs will be destroyed.~~ Any summary reports or tables generated from the annual reports will be stored

electronically indefinitely ~~in the off-site archives~~.

e. Keep current administrative and personnel files in secure file~~s~~ cabinets within the Council's office~~s~~ or secured electronically.

f. Maintain complaint files electronically ~~in the Council's offices~~ (see "Complaints against Nurse Anesthesia Programs" and "Complaints Initiated against the Council").

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