

## Records Retention Policy

### **Scope of This Policy**

This policy defines the COCA's practice in terms of the selection and retention of documents related to the accreditation of member COMs and in keeping with federal requirements.

### **Specified Records**

The COCA will retain accurate and complete records related to the review and decisions of each COM, 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 COM's most recent self-study.

The COCA will also retain records of all decisions made throughout a COM's affiliation with the agency regarding the accreditation and pre-accreditation of any COM, including those related to substantive changes, and all correspondence that is significantly related to those decisions.

The COCA will also retain its formal documents, such as *AOA Commission on Osteopathic College Accreditation Handbook; Accreditation of Colleges of Osteopathic Medicine: COM New & Developing Accreditation Standards and Accreditation of Colleges of Osteopathic Medicine: COM Continuing Accreditation Standards, including all tables and appendices; Accreditation of Colleges of Osteopathic Medicine: COM Substantive Change Policies and Procedures; and COCA Policies and Procedures.*

Working documents, such as team members' hand-written notes, public comments on proposed actions, or miscellaneous email inquiries, will not be retained.

### **Duration of Retention**

Records related to a COM's reviews will be retained at least for the duration of its last full accreditation or pre-accreditation review cycle.

Records such as minutes of the work of COCA's committees may be discarded after five years at the COCA's discretion.

Records of the COCA's decisions on the accredited status of a COM will be kept indefinitely.

### **Related Federal Requirements:**

34 C.F.R. § 602.15(b):