



## **RECORDS MAINTENANCE**

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### **1.9. RECORDS MAINTENANCE**

#### **1.9.1. Storage of Accreditation Records for Secondary Institutions**

The Commission shall keep complete and accurate records relating to each member secondary institution as follows:

- the last full accreditation or candidate review of the institution
- the last evaluation team report
- all periodic review reports since the last evaluation team visit
- all reports of special visits since the last evaluation team visit
- Annual Profiles
- all records of official actions taken by the Commission
- degree of active participation in Commission activities such as submitting team member nominations, providing team members, receiving chair training, hosting workshops, etc.

The most recent self-study shall be kept for at least one year after the conclusion of the team visit.

#### **1.9.2. Storage of Accreditation Records for Postsecondary Institutions**

The Commission shall keep complete and accurate records relating to each member postsecondary institution for the last two accreditation cycles as follows:

- accreditation or candidate reviews of each institution or program
- onsite evaluation team reports
- the institution's response to the team report
- all periodic review reports,
- all reports of special visits
- the most recent self-study
- all complaints received against the institution
- all correspondence regarding the institution such as comments regarding default rates or information submitted to the Secretary of Education regarding the institution.
- Annual Profiles
- all records of official actions taken by the Commission
- degree of active participation in Commission activities such as submitting team member nominations, providing team members, receiving chair training, hosting workshops, etc.

#### **1.9.3. Separation of Secondary and Postsecondary Records**

All records for institutions offering postsecondary programs shall be maintained separately from the other institutional records of the Commission.

#### **1.9.4. Published List of Accredited and Candidate Institutions**

The Commission on Secondary Schools shall maintain a list of accredited and candidate institutions that is accessible to the public on its website.

*Policy # 1.9.1—1.9.4.*

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