

## **Maintenance of Records Policy**

### General Record Retention

Sanford Health-Psychology Internship Consortium (SH-PIC) keeps all intern records that may be required for licensure purposes indefinitely. Our records are kept in an electronic system that is encrypted. Passwords are only provided to those individuals approved by SH-PIC Faculty and whom need access for the functioning of our consortium.

### Intern Performance

The SH-PIC Training Committee documents and permanently maintains accurate records of the interns' training experiences, evaluations, and certificates of internship completion for evidence of the interns' progress through the program and for future reference for the purposes of credentialing. Additionally, SH-PIC informs interns of its records retention policy.

### Complaints and Grievances

SH-PIC keeps information and records of all formal complaints and grievances of which it is aware that have been submitted or filed against the program and/or against individuals associated with the program since its last accreditation site visit. This information is tracked in an electronic log, and the records are stored in our electronic system. SH-PIC is aware that the Commission on Accreditation will examine a program's records of intern complaints as part of its periodic review of the program.