

4. Retention of Commission Files and Records (approved for public comment 6/3/11)

Procedures for the Retention of Accrediting Commission Files and Records

The Accrediting Commission of the Distance Education and Training maintains complete and accurate records of:

- 1. Its last full accreditation reviews of each institution, including the application, on-site evaluation team reports, the institution’s responses to on-site reports, periodic review reports, any reports of special reviews conducted between regular reviews, and a copy of the institution’s most recent Self-Evaluation Report;**
- 2. All decisions made throughout affiliations with DETC regarding its accreditation and any substantive change, including all correspondence that is significantly related to those decisions; and**
- 3. Minutes of all Accrediting Commission meetings.**

All records are maintained at the DETC office in Washington, D.C.