

## 0300 Accreditation Records

*Description:* Documents the formal review of the University by outside accrediting bodies, and the subsequent maintenance of accreditation for a program, department, or school. *Examples:* Records may include visit arrangements and schedules, school preparation and response documentation, accreditation reports, and correspondence.

*Retention Period:*

- a) Final accreditation reports, school preparation and response documentation, and substantive correspondence: **Retain permanently, and once administrative use ceases, transfer to Archives.**
- b) Visit arrangements and all other records: **Retain records from current and previous review, and then destroy all others.**