



ASCCP Document Retention and Destruction Policy

General

It is the ASCCP's policy to maintain complete, accurate and high quality records. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth herein. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed in accordance with the ASCCP Document Destruction Schedule (Exhibit A). No Officer, Director, employee, volunteer, or agent of ASCCP shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case. This policy covers all records and documents of ASCCP. ASCCP reserves the right to amend, alter and terminate this policy at any time and for any reason.

Responsibility for Administration

The Chief Executive Officer of ASCCP shall be responsible for administering this policy. As part of this role, the Chief Executive Officer or his/her staff designee, in consultation with the Board of Directors and legal counsel, shall ensure that ASCCP documents and records retained by Officers, Directors, employees, volunteers, or agents are stored or destroyed in a manner consistent with this policy.

Exhibit A

Document Destruction Schedule

Products:

Product Invoices are filed by fiscal year (Oct. 1 – Sept. 30) and can be destroyed up to September 30 of previous audit year.

Example: Audit Completion to ASCCP January/February 2014. Products sales September 30, 2013 and older can be destroyed.

CMP:

CMP documents are filed by calendar year (Jan. 1 – Dec. 31) and can be destroyed after 3 years.



Example: Year End 2014, CMP files dates through 12/31/2011 can be destroyed. On hand: 2012, 2013, 2014

Course Registrations:

Course invoices/receipts (hard copy) are filed by fiscal year (Oct. 1 – Sept. 30) and can be destroyed up to September 30 of previous audit year.

Example: Audit Completion to ASCCP January/February 2015. Course invoices/receipts September 30, 2014 and older can be destroyed.

Course Attendance Records and Files:

Below is ACCME's policy attendance records and files:

1. Attendance Records: An accredited provider must have mechanisms in place to record and, when authorized by the participating physician, verify participation for **six years** from the date of the CME activity. The accredited provider is free to choose whatever registration method works best for their organization and learners. The ACCME does not require sign-in sheets.
2. Activity Documentation: An accredited provider is required to retain activity files/records of CME activity planning and presentation **during the current accreditation term or for the last twelve months, whichever is longer.**

This policy has been reviewed, approved and adopted by the Board of Directors in June 2016.