

3. RECORD CONTROL

PURPOSE

To establish a procedure for the control of records.

DEFINITION OF RECORDS

The term “records” refers to data produced related to the management system. Records indicate results achieved or evidence of activities performed. Examples include reports, meeting minutes, and accreditation applications. FSAB records are maintained and controlled to preserve their security, appropriate availability, and confidentiality.

SCOPE

This procedure applies to all FSAB functions designated in the Policy Manual.

RECORDS CONTROL

- Records are identified by title and date.
- The Administrative Manager shall not destroy records without written notification from the President.
- Board personnel records, such as application materials, are confidential.
- The Administrative Manager shall release records to parties external to the FSAB with the approval of the EC.
- The Administrative Manager shall release records to Directors/Affiliates with the approval of the President.
- The secure area of the website that contains meeting minutes, expense reimbursement forms, and other selected records is solely for the use of the Directors, accessible only by username and password.

COMPLIANCE

Compliance shall be monitored annually through one or more of the following:

- Internal Audit and/or Management Review

SECURITY

- FSAB records are retained in the Administrative Office in a secure environment.
- A secure area has been partitioned on the website to store records available only to authorized personnel.

RECORDS RETENTION

Archived records shall be retained for a period of ten years. The Executive Committee is authorized to make changes in the list of records to be archived.

RECORDS PROPOSED FOR ARCHIVAL

RECORD	SUBORDINATE RECORDS
ARC RECORDS	Accreditation application, including any supplemental documentation Application payment Correspondence with applicant Application ARC scoring sheet ARC final recommendation summary Accreditation certificate, if issued
MEETING MINUTES	Annual meeting All committee meetings Telephone meetings
COMPLAINTS	Complaint – include supporting documents Complaint Review Committee – report and recommendations Board rulings/actions
LAWSUITS	Complaint and all filings – all correspondence
DIRECTOR TRAINING	Initial and ongoing training relevant to job performance Copies of course certificates
ON-SITE VISITS	Scoring sheet All Correspondence re: on-site visit Post-visit results notification letter to CAB
ANNUAL INTERNAL AUDIT REPORT	Areas audited and results
MISCELLANEOUS	Organizational chart
ANNUAL FORMS	Documents signed annually
CAB CONTACTS	Current point of contact list for accredited CABs