

### 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 DESTRUCTION**

The destruction of archived paper and electronic records media is to be accomplished to prevent accessing the information contained in the record.

Any audio recordings, videos, or transcriptions of meetings will be used only to prepare or validate minutes and then thereafter will be immediately destroyed.

## RECORDS PROPOSED FOR ARCHIVAL

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