FA026 Activity and Attendance Records Retention

Policy Type: Administrative/Operations **Responsible Administrator:** David Sakala, Director, Continuing Medical Education, Office of Faculty Affairs **Responsible Office**: Faculty Affairs

Approved by:

Originally Issued: June 17, 2024 Revision Date: N/A Training Required: No LCME Required: No

Marc J. Kahn, MD, Dean

Date: June 17, 2024

Definitions

N/A

Statement of Purpose

The SOM shall notify UNLV Records Retention Officer once the minimum required retention period for activity files/records and attendance records has been reached before any file/records are destroyed.

All other files and records related to accredited continuing education shall be retained per the Nevada System of Higher Education Records Management Program and Records Retention Schedule.

Related Documents

CME Activity and Attendance Records Retention | ACCME

Nevada System of Higher Education Records Management Program and Records Retention Schedule

```
Con tom11.9 (R)2.
```