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## MAINTENANCE OF RECORDS POLICY

### RECORD RETENTION

AK-PIC permanently maintains all intern records. Our records are kept in an electronic system that is encrypted. Passwords are only provided to those individuals approved by AK-PIC Faculty and essential to the functioning of our consortium.

### INTERN PERFORMANCE

The Alaska Psychology Internship Consortium documents and permanently maintains accurate records of the interns' training experiences, evaluations, and certificates of internship completion for evidence of the interns' progress through the program and for future reference and credentialing purposes. Additionally, AK-PIC informs interns of its records retention policy.

### COMPLAINTS AND GRIEVANCES

AK-PIC keeps information and records of all formal complaints and grievances of which it is aware that have been submitted or filed against the program and/or against individuals associated with the program since its last accreditation site visit. This information is tracked in an electronic log, and the records are stored in our electronic system. AK-PIC is aware that the Commission on Accreditation will examine a program's records of intern complaints as part of its periodic review of the program.

Reviewed/revised and approved by AK-PIC Faculty on 2/05/19

[www.ak-pic.org](http://www.ak-pic.org)

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Alaska Psychiatric Institute, Aleutian Pribilof Island Association, Hope Counseling Center, Norton Sound Health Corporation, Providence Family Medicine Center/Alaska Family Medicine Residency