



POLICY 1.9

MAINTENANCE AND STORAGE OF COMMISSION RECORDS

The Commissions on Elementary and Secondary Schools shall maintain complete and accurate records relating to each accredited and candidate institution for the period noted IN THIS POLICY.

1.9.1. The Commissions will maintain the following records for each accredited and candidate institution:

- a. Records of the all accreditation or candidate actions by the Commission(s) since the institution was first granted Candidacy for Accreditation;
- b. The most recent report of a visiting team to the institution until superseded by the report of another visiting team for the purposes of reaccreditation;
- c. The most recent self-study document until completion of the Mid-Term review process or similar process of a cooperating accrediting agency;
- d. Reports of all mid-term reviews since the last visiting team's visit and report;
- e. Reports of all special visits to the institution since the last visiting team's visit;
- f. The last and current Annual Profiles;
- g. Official Notification of Accreditation letters for all accreditation actions taken by the Commission(s) since the institution was first granted Candidacy for Accreditation;
- h. Records of the degree to which the institution participates actively in the Commission(s)' activities, including submitting team member nominations, providing team members, participating in training for team chairs, hosting workshops, etc.

1.9.2. Maintenance and Storage of Accreditation Records for Postsecondary Institutions

The Commission on Secondary Schools shall maintain and store complete and accurate records relating to each member postsecondary institution as follows:

- a. Records of the last two accreditation or candidate reviews of the institution;
- b. The last two reports of the visiting team to the institution;

- c. The last two self-study documents;
- d. Reports of all periodic reviews since the last visiting team’s visit and report;
- e. Reports of all on-site and special visits to the institution;
- f. Annual Profiles;
- g. The last and current Annual Reports;
- h. Records of complaints about the institution;
- i. All correspondence regarding the institution with the U.S. Secretary of Education, state agencies, and other accrediting agencies;
- j. Official Notification of Accreditation letters for all accreditation actions taken by the Commission since the institution was first granted Candidacy for Accreditation; and
- k. Records of the degree to which the institution participates actively in the Commission’s activities, including submitting team member nominations, providing team members, participating in training for team chairs, hosting workshops, etc.

1.9.3. Separation of Elementary, Secondary, and Postsecondary Institution Records. All records for institutions offering postsecondary programs shall be maintained separately from the other institutional records of the Commissions.

1.9.4. Published List of Accredited and Candidate Institutions. The Commissions on Elementary and Secondary Schools shall maintain a list of accredited and candidate institutions that is accessible to the public on its website.

Action	Date	Notes
Initial Adoption	April 15, 2011	Adoption as a MSA-CESS policy; new policy for MSA-CES and revised policy for MSA-CSS
Revisions		