



### **NM-PIC Policy: Record Retention**

NM-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 NM-PIC Faculty and essential to the functioning of our consortium.

The New Mexico 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, NM-PIC informs interns of its records retention policy.

NM-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 stored in our electronic system. NM-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.