



## CONTINUING MEDICAL EDUCATION POLICIES: Activity Records Retention

### Activity Records Retention

#### Background

The Accreditation Council for Continuing Medical Education (ACCME) requires the following regarding retention of activity records:

“An accredited provider is required to retain activity files/records of CME activity planning and presentation during the current accreditation term or for the last twelve months, whichever is longer.”

#### Procedure

The TJFF COM Graduate Medical Education/Faculty Affairs/CME records and stores activity files/records of CME activity planning and presentations. Records are currently retained in hard copy format and transferred to electronic format (spreadsheets) once the activity concludes. The electronic format is stored in a secure file on the departmental shared drive. Data servers are regularly backed up by TJFF COM and University of Houston. All continuing medical education activity files are currently stored on the secure shared drive. Once accredited by the ACCME, TJFF COM CME will retain activity planning records for six years which will cover the current accreditation term (accreditation decisions of “Accreditation - four years, or “Accreditation with Commendation” - six years) as well as meet ACGME and LCME records retention requirements of five years, or for the last twelve months, whichever is longer. All activity planning data will eventually be stored in a Learning Management System (LMS) once one is obtained and implemented. TJFF COM has initiated the formal process of LMS acquisition which includes generating a formalized Request for Proposal and evaluating responses based on established product criteria.

- Activity Title
- Activity Format
- Educational Delivery Method
- Date of Activity
- Location
- Credit Types
- Activity Description
- Registration Type
- Registration Fee (if applicable)
- Activity URL (if applicable)
- Providership



- Outcomes
- Commercial Support
- Monetary Support
- In-kind Support
- Total Number of Learners
- Physician Learners
  
- Non-Physician Learners

**EFFECTIVE DATE:** January 1, 2023

**APPROVAL DATE:** January 1, 2023

**REVIEW DATE:** December 1, 2028