



## Guam-PIC Policy 1.10: Record Retention

The Guam-PIC Training Committee (GPTC) permanently maintains all intern and program records in the Guam-PIC administration-accessible electronic repository located on GBHWC's secure network. Access is only provided to those individuals approved by Guam-PIC faculty and are essential to the functioning of the consortium.

Guam-PIC documents and permanently maintains accurate records of intern onboarding documents, training experiences, evaluations, and certificates of internship completion for evidence of the interns' participation in and progress through the program as well as for future reference and credentialing purposes. Additionally, Guam-PIC informs interns of its records retention policy.

Guam-PIC also maintains record 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. Guam-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.