

# **TEPDAD ARCHIVES DIRECTIVES (2017)**

## **Article 1. Basis, Purpose and Scope**

This directive has been prepared in accordance with Article 11 of the Regulation governing the storage of documents in the Working Directive of The Association for Evaluation of Medical Education Programs (TEPDAD). Objectives of this directive is related to storage of documents related to the accreditation process and results, reports and other documents of TEPDAD and how long they will be stored.

## **Article 2 - Definitions and Abbreviations**

This directive last;

- a) TEPDAD: Association for Evaluation and Accreditation of Medical Education Programs
- b) General Assembly: The General Assembly of TEPDAD
- c) Center: TEPDAD office
- d) UTEAK: National Accreditation Council for Medical Education
- e) UATEAK: International Accreditation Council for Medical Education
- f) Executive Council: The executive council of TEPDAD
- g) The SER team: refers to the Self-Evaluation Report Evaluation Team.

## **Article 3 - Liability**

- a) Documents and reports related to TEPDAD work is archived and stored on a regular basis. TEPDAD president assures securely archiving and the storage of TEPDAD official documents and reports.
- b) TEPDAD keeps, the list of accredited programs and the records related to accreditation.

## **Article 4 Accreditation Process, Documentation and Reports Regarding The Results**

- a) Application form for accreditation of the school of Medicine, the most recent self-evaluation report and attachments, the SER evaluation reports, site-visit reports, final reports and notification documents (over the last five years) are stored in the TEPDAD central office.
- b) The storage time of self-evaluation report is ten (10) years. Publications (books, catalogs, etc.) of TEPDAD are archived in the library.
- c) Institutions site-visit reports, final report and statement documents over five years are stored digitally.
- d) Assessor records are kept up to date as a hard copy and digitally.  
The evaluation of the assessors is open for access to Executive Council members, UTEAK and UATEAK President.
- e) Self evaluation reports, site-visit reports, final reports, notification documents, evidence documents, correspondence, notes, etc. are open for access to Executive Council members, UTEAK and UATEAK President.
- f) The application documents of schools which has not completed the process are stored (1) year in printed form and then digitally.
- g) A copy of correspondence with foreign accreditation agencies is kept in the relevant folder, and a copy in the Incoming / Outgoing Documents folder

#### **Article 5. Records of the Personnel**

- a) The salaries of employees and those who left the association and their tax records are stored for 10 years,
- b) All business applications are stored for three (3) year period
- c) Social security records are stored for the permanent employees

#### **Article 6: Training Records**

Records related to training activities are stored electronically.

#### **Article 7: Records of the Association**

- a) The meeting minutes of General Assembly, Executive Council, UTEAK, UATEAK and their Commissions, and bylaws, operating regulations, lease agreements, records and other corporate documents are stored permanently in print or electronic media.
- b) Membership documents of professional associations and other legal entities are stored permanently.
- c) Contracts, rental payment records, insurance policies, construction and modification records are stored electronically.
- d) All the documents sent from TEPDAD or coming to TEPDAD are stored in Incoming / Outgoing Documents folder.
- e) Application of members are stored in a separate folder. Information of the members are also stored digitally.

#### **Article 8. Financial Resources**

- a) The Association books, audit reports, accounting records, annual financial reports, purchase records and tax documents are stored in separate folders.
- b) Banking and accounting records, canceled checks, debits and electronic payment records are stored for ten years.

#### **Article 9. Archive Security and Access**

Archive records on accreditation can be accessed by the members with the approval of the President. The President has the authority to give permission for access to the archives by those other than executives of TEPDAD. The list of those who has given the permission to access the archives is recorded.

#### **Article 10. Duplication and Lending**

- a) Documents and reports related to the accreditation process and results can not be shared with third parties and institutions.
- b) The original documents and reports in the archives can not be taken outside the TEPDAD Central office for any reason whatsoever. However, the State, if requires information for protection of the community rights information can be given to the experts appointed by the court for legal purposes.
- c) Reproduction of archived documents to be used in various activities of the association is subject to the permission of the President.

**Article 11 Sorting and Disposal**

- a) When the document storage time which is specified in the directive, reports and other materials can be destroyed either by the executive council or by a commission appointed by the executive council.
- b) The documents which needs to be stored for a certain period according the legislation or law and needed in any ongoing court case can not be sorted and disposed.

**Article 12. Digitally Recorded Archive Material**

- a) To prevent the loss of documents containing information and material from archives located on the property in the digital environment and in order to ensure the continuity and all documents are backed up.
- b) The provisions applicable to all other materials in the archive operations for sorting and storage is applied for these materials.

**Article 13. Preservation of Documents of TEPDAD Economic Enterprise**

The procedures defined in this Regulation with regard to the storage of TEPDAD documents shall also apply to TEPDAD Economic Enterprise documents.

**Article 14- Changing the Directive**

When needed, the changes proposed of the directive is presented to the executive council. The proposed changes are discussed and decision is made in the first meeting of the executive council.

**Article 15: Enforcement and Execution**

- a) This Directive shall enter into force on the date of approval by the executive council.
- b) Documents present in the archives when this shall be evaluated and included according to the articles of this directive and the others will be disposed. directive enter into force.
- c) This Directive shall be enforced by the president of the executive council.
- d) All correspondence and files in TEPDAD archives will be handed to the new president when the current president's term is over.