

<i>Policy #:</i>	16	<i>Origination Date:</i>	2012
<i>Subject:</i>	Activity File Record Retention	<i>Date of Last Revision:</i>	June 2013

Attendance Records

- Introduced in February 2012, Inova OCME uses ICMES to track attendance. Physicians must log-in to ICMES and verify their own attendance.
- All past attendee data can be accessed by the CME staff at anytime
- Because attendance records are maintained online, they are available indefinitely.

Documentation Records

- Inova OCME retains hard-copy documentation for live activities for the duration of the accreditation cycle
 - Each complete file is also scanned and saved on a Share drive
 - Important components for accreditation (i.e. budget, disclosures, LOA's, marketing, presentations) are also uploaded to the activity file in ICMES
- Documentation for RSS is all online: fliers and attestation forms are uploaded to ICMES by the Administrative Coordinator prior to the RSS, and disclosures are completed online by the RSS Speaker.

