

**Turkish Psychological Counseling and Guidance Association Evaluation and  
Accreditation Unit of Psychological Counseling and Guidance Education Programs**

**Archiving Directive**

**Turkish Psychological Counseling and Guidance Association Evaluation and  
Accreditation Unit of Psychological Counseling and Guidance Education Programs**

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## **ARTICLE 1: Basis, Purpose and Scope**

This directive has been prepared in accordance with Article 14.3 of the “Turkish Psychological Counseling and Guidance Association, Psychological Counseling and Guidance Education Programs Evaluation and Accreditation Unit (PCDR-EPDAB)” Accreditation Working Regulation, which regulates the storage of PCDR-EPDAB documents. Its purpose is to determine the retention procedures and duration of documents and reports related to the work of the PCR-EPDAB, including documents and reports on the accreditation process and results.

## **ARTICLE 2: Definitions and Abbreviations**

In this directive:

- (a) Turkish Psychological Counseling Association, Turkish Psychological Counseling and Guidance Association
- (b) Psychological Counseling and Guidance Education Programs Evaluation and Accreditation Unit, which carries out the necessary work for the evaluation and accreditation of psychological counseling and guidance education programs,
- (c) AÜK, the PCR-EPDAB Accreditation Supreme Council,

## **ARTICLE 3: Responsibility**

- (a) Documents and reports related to the work of the PCDR-EPDAB shall be archived and stored in an organized manner. The Chair of the AUC shall ensure that official documents and reports of the PRD-EPDAB are archived and stored securely.
- (b) The PRD-EPDAB shall keep a record of the list of programs for which it has granted accreditation, the types of accreditations granted and the period of validity.

## **ARTICLE 4: Documents and Reports on the Accreditation Process and Results**

- (a) Declarations of Intent to Accredit, the latest self-evaluation reports, institutional visit reports, final reports and final notification documents of the programs applying for accreditation and the institutions they are affiliated with are kept at the physical address and/or sections allocated to the PCDR-EPDAB by the Turkish Psychological Counseling Association Headquarters.
- (b) Institutional visit reports, final reports and final notification documents for the last five (5) years are kept at the center, while self-assessment reports and their annexes are kept outside the center.
- (c) Self-assessment reports, institutional visit reports, final reports and final notification documents are kept for ten (10) years. Publications of the institution (catalog, etc.) can be archived in the Library of the Turkish Counseling and Psychological Counseling Association.
- (d) Institutional visit reports, final reports and final notification documents older than five (5) years are indefinite.
- (e) The retention period for Accreditation Criteria and annual accreditation activity reports is indefinite.
- (f) Program evidence, transcripts, correspondence and evaluation reports are retained for five (5) years.
- (g) Evaluator records are kept up to date in hard copy and electronically. The 360-degree evaluation systematic is only accessible to AÜK members.
- (h) Self-assessment reports, institution visit reports, final reports, final notification documents, evidence, correspondence, notes, etc. are defined as “SERVICE SPECIFIC”. These records are only

It is accessible to AÜK members.

(i) Applications that have not completed the accreditation process are destroyed after one (1) year.

(j) A copy of the correspondence with Accreditation Bodies Abroad (CACREP etc.) is kept in the relevant folder and a copy is kept in the Incoming/Outgoing Document Folder.

#### **ARTICLE 5: Training Registrations**

(a) Workshop organization e-mail correspondence (hotels, trainers, etc.) electronically,

(b) Workshop Final Registration Forms, receipts, attendance lists (with serial numbers of attendance certificates) are kept in the Training Folder.

#### **ARTICLE 7: Legal Books, Documents and Records**

(a) The retention period for the minutes of meetings of the PCR-EPDAB and Commissions, working regulations, contracts, business agreements, licenses, agreements and understandings with other institutions, lease agreements, donation records and trademarks is indefinite.

(b) The retention period of petitions of professional organizations and similar legal entities applying for PDR-EPDAB membership is indefinite.

(c) Contracts shall be retained until four (4) years after the expiration of the contract.

(d) Insurance policies shall be retained until three (3) years after the expiry of the policy period.

(e) Construction and renovation records have indefinite retention periods.

(f) Lease payment records are retained until four (4) years after the end of the lease term.

(g) Documents sent to and from the PCR-EPDAB are recorded in the Incoming/Outgoing Document Book by the office assistant. The original document is placed in the Incoming Document Folder, while a copy is placed in the relevant folder according to its subject. A copy of the outgoing document is placed in the Outgoing Document Folder.

(h) Member Registration Forms and necessary documents related to the members of the PCR-EPDAB are kept in the relevant Member Folder, and forms and documents related to new members are added to the folder by the office assistant. Member information is also kept electronically.

#### **ARTICLE 8: Financial Records**

(a) The retention period for PDR-EPDAB books, audit reports, accounting records, annual financial reports, purchase records and tax documents is indefinite.

(b) Accounting records, expense records, inventory records, payment orders, sales records are retained for ten (10) years.

(c) Bank records, canceled checks, debt records and electronic payment records shall be retained for ten (10) years.

#### **ARTICLE 9: Archive Security and Access**

(a) Access to the archive of accreditation records is open to those authorized to access the internal information of the Turkish Counseling and Psychological Counseling Association, subject to the permission of the president of the AÜK.

(b) It is obligatory to keep a record of the persons authorized to access the archive.

#### **ARTICLE 10: Reproduction and Lending**

(a) Documents and reports on the accreditation process and results may be shared with third parties and institutions subject to the decision of the AÜK.

(b) The original documents and reports in the archive may not be released from the archive for any reason or under any circumstances. However, when it is necessary to perform a service belonging to the State, real and legal persons, or to protect or prove a right, samples may be duly provided or examined on site by experts appointed by the courts or officials appointed by the relevant departments.

(c) The reproduction and/or lending of archived documents for use in association activities is subject to the permission of the AÜK.

#### **ARTICLE 11: Sorting and Destruction**

(a) Documents, reports and similar materials whose retention periods specified in this directive have expired shall be identified ex officio or by the decision of the AÜK, sorted out by the person or persons authorized by the AÜK and destroyed with a report.

(b) Materials that have an actual role in current transactions, whose retention is determined by law and other legislation for certain periods of time (those deemed necessary according to the provisions of special legislation), and materials that are subject to any lawsuit cannot be subject to sorting and destruction within the specified period and time limit determined by the legislation and/or until the conclusion of the lawsuit.

#### **ARTICLE 12: Archive Material Recorded in Electronic Media**

(a) Among the information and documents in electronic media, backups shall be made in order to prevent the loss of those that have the characteristics of archival material and to ensure their continuity.

(b) The provisions applicable to all other materials shall apply to the storage, classification, transfer and similar archival procedures of such materials.

#### **ARTICLE 13: Storage of Documents of the PCR-EPDAB Economic Enterprise**

(a) The procedures defined in this regulation regarding the retention of PCR-EPDAB documents shall also apply to the retention of the documents of the PCR-EPDAB Economic Enterprise.

#### **ARTICLE 14: Amendments to the Directive**

(a) This Directive may be amended by the AÜK, and when necessary, the Directive shall be reviewed by a committee to be appointed by the AÜK and the proposed amendments shall be submitted to the AÜK.

#### **ARTICLE 15: Enforcement**

(a) This Directive shall enter into force on the date of its approval by the AÜK.

(b) When this Directive enters into force, the documents in the archive shall be evaluated according to this provision, those that are not archival shall be weeded out and the archive order shall be established accordingly.

#### **ARTICLE 16: Execution**

(a) The provisions of this Directive shall be executed by the Chairperson of the AUC.

(b) All correspondence, files and documents archived in the PCDR-EPDAB shall be transferred to the new chairperson to be determined at the end of the term of office of the AÜK Chairperson.