**RECORD MAINTENANCE**

**Southern Arizona VA Health Care System**

**Psychology Internship Program**

* All trainee records are kept by the current Training Director in perpetuity. These records must be maintained for upwards of 30 to 40 years; basically for the professional life of the psychologist.
* The records are kept in a locked filing cabinet located in the Psychological Assessment office.
* The process has begun in 2019 to ensure that records are also kept in electronic form in a folder on the S drive of the SAVAHCS facility.
* These records must be utilized in credentialing and verification of the internship for all trainees.