

## Dissemination of Formal Correspondence

### Formal Correspondence:

Is defined as, any *Training Memo, Routine Message, or Any Other Material* deemed worthy of conveyance by the American Heart Association to its Training Centers, Training Sites, and Instructor Community.

### Dissemination to Training For Life Training Sites & Instructors:

All material will be conveyed to Training Sites & affiliated Instructors via the method it was received, i.e. if received by email, it will be forwarded as such.

### Availability of Training Center Staff for Clarification:

Training Center Faculty and/or the Training Center Coordinator will make themselves available to Training Sites & Instructors, via a mutually convenient medium, i.e. email, phone, etc., to clarify any *Formal Correspondence*.

### Retention of Formal Correspondence:

Regardless of format, *Formal Correspondence*, as defined above, will be maintained for three years.

Any *Formal Correspondence* which is superseded by later correspondence will be so noted or removed completely as directed.

Revised 12/22

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