

RECORDS RETENTION

Policy

It is the intent of this policy to standardize records retention practices in order to adhere to minimum standard guidelines of the ACGME, Federal, State, and University regulations.

Procedure

Program

Documents to keep permanently

- Resident Demographics such as Legal and Preferred Names, Credentials, NPI, Social Security Number, Race, Gender, Date of Birth, Birth Place, Citizenship Country, Email Address
- Application from electronic system (i.e., Electronic Residency Application Service, San Francisco Match Central Application Service) or paper (i.e., program, GME)
- Prior training verification if applicable
- Block schedules
- Summary Evaluations: Biannual evaluations, Annual Evaluation, Final Residency/Fellowship Training Verification
- Procedure logs and Case logs
- National Board scores (both USMLE and COMLEX)
- Disciplinary Summaries including Letter of Deficiency with Adverse Action: (termination; extension of contract due to Letter of Deficiency with Adverse Actions; or non-renewal of contract)

Documents to discard in 5 years

- All monthly evaluations
- Duty Hour Reports

Documents to discard in 3 years

- Applications for all residents not accepted into the Program must be retained for 3 years regardless of whether or not the applicant was invited for interview.

Documents to discard 1 year after leaving the program

- Pre-employment documents (MSPE and all letters of recommendation)
- On-boarding documents such as fit for duty, background check, and Institutional Curriculum

Documents to discard 1 year after request

- Request for verification of training including release forms

GME

Documents to keep permanently

- Resident Agreements/Contracts/Appointment Letters
- Application from electronic system (i.e., Electronic Residency Application Service, San Francisco Match Central Application Service) or paper (i.e., program, GME)
- Medical School Diploma
- ECFMG certificate
- CV

Residents/Fellows Policies and Procedures Manual

- Prior training verification if applicable
- Leave of absence documentation/Short term disability (not vacation leave)
- Final Residency/Fellowship Training Summary Verification
- Copy of graduating diploma
- Disciplinary Summaries including all legal documents and Letters of Deficiency with Adverse Action: (termination; extension of contract due to Letter of Deficiency with Adverse Actions; or non-renewal of contract)
- Disciplinary Summaries including all legal documents and Letters of Misconduct if it has been determined the Letter of Misconduct will remain a part of the permanent file and be reflected on the Final Residency/Fellowship Training Summary Verification)
- Documents to discard in 5 years**
 - Quarterly Duty Hour Reports
- Documents to discard 1 year after Graduation**
 - Pre-employment documents (MSPE and all letters of recommendation)
 - On-boarding documents (i.e., fit for duty, profile, and background check)
- Documents to discard 1 year after request**
 - Request for verification of training including release forms

Capital Area Health Consortium Records: Employment Records

- Documents to be kept permanently**
 - Database of all employment records
 - W2s
- Documents to be kept for 8 years**
 - House Staff Profile Sheet/personal information summary

References:

State of Connecticut Records Retention schedule
Henderson, Mark C. "The Resident File." *The Toolkit Series: a Textbook for Today's Internal Medicine Education Programs*. Washington, DC: Association of Program Directors in Internal Medicine, Association of Subspecialty Professors, 2007. Print
Levine, Jeffery L. "Chapter 31 Record Retention." *Guide to Medical Education in the Teaching Hospital*. Irwin, PA: Association for Hospital Medical Education, 2010. Print

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