

Maine Medical Center
RESIDENT/FELLOW RECORD RETENTION POLICY

Resident/Fellow record retention requirements are intended to comply with state, federal, and MMC institutional rules pertinent to all employees, including graduate medical education trainees. The attached table defines MMC's Resident/Fellow record retention requirements.

The Dept. of Medical Education is responsible only for verifying dates and department that a Resident/Fellow trained here at MMC. If someone is looking for additional information, this request is forwarded on to the pertinent Program Director.

All residency and fellowship program directors, coordinators, and other administrative personnel should note the following:

1. The requirements apply to all accredited residency and fellowship programs and to all non-accredited fellowships.
2. The requirements fall into two general categories:
 - a. Those pertinent to employment recruitment and qualifications, i.e. application material, medical licenses, visa status, etc.
 - b. Those pertinent to Resident/Fellow performance, evaluation, and experience.
3. The requirements apply to four categories of Residents/Fellows:
 - a. Those who are accepted into and completed their programs.
 - b. Those who are accepted into but do not complete the program for any reason.
 - c. Those individuals who apply, are interviewed, but are not enrolled into a program.
 - d. Those individuals who apply but are neither interviewed nor considered for a program position.
4. It will be the responsibility of Medical and Hospital Administrations to provide the resources necessary to assure the safe storage of all required records for the length of time indicated.

The foregoing time requirements are the minimum necessary for program compliance with this policy. There are, however, reasons for certain Resident/Fellow records to be retained permanently. This includes:

1. To accurately respond to hospitals and medical credentialing agencies seeking information about graduate Resident/Fellow; program dates, final evaluation summaries and case/experience logs should be retained permanently.

This policy is subject to modifications that may be necessitated by changes in state, federal, or MMC institutional rules or by requirements promulgated by the Accreditation Council for Graduate Medical Education.

Approved by the GME Committee, April 26, 2006

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P=Program CO=Central Office	RESIDENT GRADUATE	TERMINATED RESIDENT	INTERVIEWED APPLICANT NOT ENROLLED	APPLICANT NOT INTERVIEWED
Application Materials				
1. ERAS/equivalent application form [P]	4 Years	4 Years	1 Year	1 Year
2. personal statement [P]	4 Years	4 Years	1 Year	1 Year
3. medical school performance evaluation (dean's letter) [P]	4 Years	4 Years	1 Year	1 Year
4. medical school transcript (if provided) [P]	4 Years	4 Years	1 Year	1 Year
5. USMLE/similar transcripts [P]	4 Years	4 Years	1 Year	1 Year
6. CV, if provided [P]	4 Years	4 Years	1 Year	1 Year
7. faculty letters of recommendation [P]	4 Years	4 Years	1 Year	1 Year
8. others' letters of recommendation [P]	4 Years	4 Years	1 Year	1 Year
9. interviewer applicant evaluation forms [P]	4 Years	4 Years	1 Year	1 Year
10. applicant/program director correspondence [P]	4 Years	4 Years	1 Year	1 Year
11. ECFMG, Visa/immigration, etc certificates [CO]	4 Years	4 Years	N/A	N/A
Program Materials				
1. contracts [CO]	7 Years	7 Years	N/A	N/A
2. medical licenses [CO]	7 Years	7 Years	N/A	N/A
3. Human Resource paperwork [CO]	4 Years	4 Years	N/A	N/A
4. evaluations - periodic [P]	7 Years	7 Years	N/A	N/A
Evaluations - final summative [P]	Permanent	Permanent	N/A	N/A
5. case/experience logs [P]	Permanent	Permanent	N/A	N/A
6. procedure credentialing forms [P]	7 Years	7 Years	N/A	N/A
7. in-training exam scores [P]	7 Years	7 Years	N/A	N/A
8. oral exam scores/evaluations [P]	7 Years	7 Years	N/A	N/A
9. duty hour logs/attestation statements [P]	7 Years	7 Years	N/A	N/A
10. disciplinary/remedial action paperwork [P]	7 Years	7 Years	N/A	N/A
-CO will keep what Programs send to CO	7 Years	7 Years	N/A	N/A
11. portfolio contents [P]	7 Years	7 Years	N/A	N/A
12. program director correspondence re: resident [P]	7 Years	7 Years	N/A	N/A
13. on-call schedules, personal [P]	7 Years	7 Years	N/A	N/A
14. rotation schedules, personal [P]	7 Years	7 Years	N/A	N/A
15. conference attendance logs/dates [P]	7 Years	7 Years	N/A	N/A