

Graduate Medical Education Committee

Updated August, 2020

RESIDENT RECORDS ACCESS AND RETENTION POLICY

Definitions

Feedback forms: These forms (in either electronic or paper versions) are "raw files" or work products completed by individual evaluators regarding specific rotational experiences or other concerns related to resident training activities. A residency program uses information from these sources to generate its formal summative documents.

Summary evaluations: These evaluations (in either electronic or paper versions) are documents a residency program generates to provide summary formal evaluations to residents at specified intervals during the residents' training. They are part of the official record of the resident's progress in the program.

Resident/Fellow file: A comprehensive personnel file for a resident or fellow; used to verify completion of residency or fellowship education requirements. May include summary evaluations (see above), letters of recommendation, application, correspondence, Certification of Residency, certification of completion, etc.

Access to and Retention of Feedback Forms

- Residents may be allowed access to their feedback forms while in the training program.
- Feedback Forms will not be released to the resident nor to other entities requesting these work products.
- They will be retained for three (3) years after a resident graduates at which point they will be destroyed.

Access to and Retention of Summary Evaluations

- Summary evaluations are accessible to residents during their training.
- Copies will also be available to the resident and other official entities after graduation and must be accompanied by a signed release.
- Those requesting the information will bear the cost of having copies made and sent.
- These original records (either paper or electronic versions) will be retained for 45 years.

Access to Resident/Fellow Files:

- Each resident will have access to the documents in his or her file during training.
- Copies will also be available to the resident and other official entities after graduation and must be accompanied by a signed release.
- Those requesting the information will potentially bear the cost of having copies made and sent.
- These original records (either paper or electronic versions) will be retained for 45 years.