

**CENTRAL IOWA HEALTH SYSTEM
GRADUATE MEDICAL EDUCATION COMMITTEE**

POLICY ON THE RETENTION AND PROTECTION OF RESIDENT ACADEMIC RECORDS

I. Purpose

This policy establishes guidelines for the retention and protection from loss or destruction of resident academic records.

II. Responsibilities

- A. Each residency program shall maintain a paper / electronic file for each resident currently enrolled in their residency program. The files will contain resident information for the stated time frame per the table below.
- B. Electronic resident files will be maintained on one of the Iowa Health-Des Moines shared drives and or downloaded on a disk for long term record maintenance.
- C. Resident information retention and time frames are listed below.

Information Retained Until Graduation
Graduate Medical Education appointment contract and annual renewals
Iowa Controlled Substance Act & Drug Enforcement Administration registrations
Human resource forms: action/status form, vacation approvals, relocation allowance statement
Receipt of manuals form
Cornerstone Education Module Completion records
In-Training Exam scores, ABSITE results, Mock Oral Examination results
Monthly Resident Evaluations
Conference attendance
Outside rotation agreements
Moonlighting Requests & Approval
Malpractice Coverage Documentation
National Provider Identifier (NPI)
ERAS Application including academic transcripts, Dean's Letter, References, Personal Statement, and Curriculum Vitae.
Trainee Performance Summary (Competency based)

Information Retained for Five Years
Resident Evaluations (semi-annual / tri-annual / quarterly)
BLS, NRP, PALS, STABLE, ACLS, ALSO, ATLS and Mandatory Reporter Education certificates.
Copy of semi-annual / quarterly written notification report of resident performance to future categorical director
Visa Information

Information Retained Permanently
Annual Program Director Evaluation
Master Resident Rotation Schedule (one / three / five year)
Human Resource Policy Violation documentation
Copy of Residency Diploma
Credentialing References (Graduates)
MedHub Evaluations (maintained off-site)
ECFMG Certificate (if applicable)
Exit Evaluation
Medical School Diploma
Portfolio Information
Remediation Documentation (if applicable)
Resident / Permanent Iowa Medical Licenses
Resident Authorization to disclose educational/employment information
Resident Dashboard (if applicable)
Resident forwarding address information
Resident procedure summary report
Specialty Board consent for release of information form
USMLE / COMLEX records
Conscientious Sedation Certificate