

RECORD RETENTION POLICY

1. While the Resident / Fellow is in Training at UC Davis Health

Each sponsoring program maintains that trainees educational record. The educational record should include, but is not limited to:

- Demographic information
- Documents directly related to the academic and professional development of the House Staff member, such as
 - In-service exam results
 - Logs, as required by specialty (e.g. operative/procedure/patient/diagnosis)
 - Results of skills tests
 - Educational accomplishments
- Rotation schedules
- Formative written evaluations by faculty and others (monthly, quarterly, rotational, other)
- Summative written evaluations by Program Director
 - Semi-annual Evaluations
 - Final (end-of-training) Evaluations
- Documents about medical conditions (these should be kept separate from the educational file)
- Documentation regarding remediation or disciplinary action

2. For Resident / Fellows who have Successfully Completed the Program or Transferred from the Program Voluntarily, or Resigned Voluntarily

Records of Housestaff that should be **kept indefinitely** by the sponsoring program for residents/fellows recommended for board certification or voluntary transfers to another program include:

- Dates of Training
- Leaves of Absence
- Rotation Schedules
- Procedure Logs and Procedure Credentialing
- Semi-Annual Summative Evaluations
- Summative Final (End-of-Training) Evaluations
- Any Disciplinary Actions
- Materials required by the ACGME/RRC
- Other records judged important by the Program Director

All other documents related to academic and professional development should be maintained by the applicable sponsoring department for a minimum of 7 years after the Housestaff member has successfully graduated from the program, voluntarily resigned from the program, or voluntarily transferred to another program.

Records of medical conditions are maintained for 7 years unless the medical condition is as a result of an OSHA-monitored incident, in which case the record of the medical condition will be maintained in accordance with UC Davis Human Resource policies.

3. Record Retention for Resident / Fellow Terminated, Suspended, or Not Recommended for Board Certification

The educational file should remain intact **in perpetuity** for any Housestaff member who was:

- Terminated; or
- Suspended from the GME program; or
- Received a final recommendation which did not recommend the graduate without reservation; or
- Reported for professional misconduct or who had other major quality of performance or disciplinary issues during the UC Davis GME training program