



USF Health - Morsani College of Medicine
GME POLICY & PROCEDURE

Title: Request for Information / File Retention	GME# 220
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Scope: Applies to all University of South Florida Morsani College of Medicine ("USF MCOM") residents and fellows ("Residents") in Accreditation Council for Graduate Medical Education ("ACGME") accredited and non-accredited/non-standard programs.

Background: Resident documentation is one of the most important aspects of post-graduate education. Record retention is vital in documenting the specific curricular components for each individual resident and the evaluation of performance, educational needs, and assessment of progress over time. The ACGME does not have standards for document retention, which specify the period for which records need to be kept after a resident's graduation. It defers to institutional document retention standards (ACGME Bulletin, August 2008). In order for programs to determine which documents to retain and which to destroy, the Graduate Medical Education ("GME") office has prepared the following Institutional Policy for Record Retention for Graduate Medical Education based on the USF Systems Policy 0-106 Public Records Law Compliance and Record Confidentiality and US (see attached).

Policy: The Office of Graduate Medical Education is responsible for maintaining a resident database, both current and alumni, to serve as the primary source for obtaining resident information, such as name, address, specialty, year in training, VISA and ECFMG status, etc. Copies of resident appointment forms and contracts are also maintained in the Office of GME. Resident evaluation forms, performance records, etc. are maintained in the resident's applicable specialty and sub-specialty Program. Records of USF residents are considered confidential and non-public records and subject to USF Policy 0-106.

Time frame for retention of resident records follows the State of Florida General Records Schedule GS5 For Public Universities and Colleges. Resident records are considered employment and student education records and must be maintained permanently. Records may be maintained in any form (i.e., CD, portable hard drive, etc.) but must be labeled and stored appropriately. USF Procurement Services maintains a [website](#) that outlines the process that must be followed for record disposal.

Residents are allowed access to records contained in the Office of GME and their respective specialty or sub-specialty department. Records may not be removed from the Office of GME or from the Program Office. A copy may be made of any and all documents contained therein, but no alternations, additions, or deletions may be made by the resident without the knowledge and approval of the Office of GME or the Program Director. A copying fee may be assessed.

Procedure

Responsible Party

Action

Resident

For Office of GME Records: Submits a written request to the GME Office to access his/her records.

For Program Records: Submits a written request to the Program Director.

Office of GME or Program Director

Allows resident access to his/her records as requested, reminding the resident of restrictions on additions, alteration, or deletions of records.

APPROVED:



Sr Associate Dean, Graduate Medical Education/DIO

REVIEWED, REVISED, REISSUED
REVIEWED, APPROVED - 10/2011, 2/2020