

**CHRISTIANA CARE HEALTH SERVICES**

<b>POLICY:</b>	<b>Record Retention Policy for Resident Records</b>
DEPARTMENT:	Academic Affairs
DATE OF ORIGIN:	January 2015
LAST REVISION DATE:	
REGULATORY REFERENCE:	None

**Policy:**

Record retention guidelines for all Residents / Fellows who participate in any graduate medical education programs at CCHS.

**Purpose:**

The purpose of this policy is to define guidelines for the appropriate retention of residents' records and files.

**Scope:**

All residents / fellows who are part of any graduate medical education programs at CCHS.

**Procedure:**

Under the recommendation of the Academic Affairs office of CCHS, all of the following Resident / Fellow files who were part of any GME program, should be kept indefinitely (electronic or hard copy):

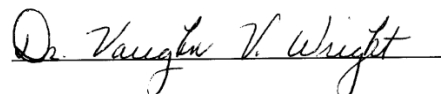
**Resident files:**

- Residency Applications
- Med School Diploma
- LOR's (Letters or Recommendation)
- Licenses
- Exit Evaluations
- Verification
- Photo
- Contracts
- Clearance List Sheet

**Certifications Documents:**

- ECFMG Certifications (J1; Visa; and DS2019)
- CCHS Certificates

**SIGNATURES/APPROVALS:**



Reviewed 05/01/2015