



Policies and Procedures

Policy MFMR17	Graduate File Retention
Effective Date:	10/26/2022
Reviewed/Revised Date:	
PEC Approval Date:	10/26/2022; 12/13/2023
References:	

**Purpose**

All graduates of the Methodist Medical Center Family Medicine Residency Program have a residency file maintained in the program office. The purpose is to retain information vital to the program and graduate's career.

**Policy**

Methodist Medical Center Family Medicine Residency Program will maintain Resident educational files permanently; specifically, documentation related to their education/training including evaluations and credentialing.

The file will be maintained in a secure location, and will be available only to the program director and program coordinator. The following schedule will apply to documentation:

Electronic File	Minimum Retention Period
Biographic Data (To include Social Security Number)	Termination + 6 years
Employment Contract	Termination + 6 years
ECFMG Certificate	Termination + 6 years
ERAS Application	Termination + 3 years
Medical School Diploma	Termination + 6 years
Moonlighting Permission	Termination + 6 years
Final Summative Evaluation	Permanent
Leave of Absence/Family Medical Leave Records	Termination + 6 years
Malpractice Records	Permanent
Score Reports	Permanent
Training Verification	Permanent
Transfer Request	Permanent
Interview Documents	1 year