



David Geffen
School of Medicine

OLIVE VIEW-UCLA GME RECORDS RETENTION POLICY

PURPOSE

Programs must ensure appropriate retention of training records in compliance with ACGME requirements.

SCOPE

This policy applies to all Olive View sponsored ACGME-accredited residency and fellowship programs.

DEFINITIONS

POLICY

Programs must ensure appropriate retention of training records in compliance with ACGME requirements. Records may be retained as paper, electronic, or otherwise.

I. Indefinite or Permanent Record Retention

Programs and/or the Sponsoring Institution should indefinitely retain the following core files for all trainees in order to accommodate future requests for primary source verification of program completion:

- any summation of the Trainee's final summative evaluation, and the letter from the program director indicating readiness for unsupervised practice;
- records of the Trainee's rotations, training experiences, and procedures, as applicable to the specialty;
- documentation of disciplinary action, if any; and,
- verifications, peer review processes, and clinical privileges.

II. Other Records Retention

All Other Trainee records will be retained for a minimum of 5 years after separation from the program or institution, including but not limited to:



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- recruitment applications,
- mandatory training documentation,
- background check records,
- work history,
- employee exposure claims, classification eligibility records,
- visa records,
- letters of recommendation,
- career counseling,
- reasonable accommodations records.

PROCEDURE

N/A

FORMS

N/A

REFERENCES

ACGME Guidance for Site Visits: <https://www.acgme.org/globalassets/PDFs/SiteVisit/Resident-Fellow-Files.pdf>

CONTACT

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REVISION HISTORY

Effective Date: **/**/**



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APPROVAL

Graduate Medical Education Committee
Olive View- UCLA Medical Center

Laxmi Suthar, MD, FACP
Designated Institutional Official

Benjamin Waterman, MD
Chief Medical Officer
Olive View- UCLA Medical Center

REVISION HISTORY

GMEC Review Date: 07/13/2023

APPROVED:

GMEC 08/15/2023