

Approval Date: 11/2/21	Subject: RESIDENT RECORD RETENTION GUIDELINES	Page: 1 of 3
Approved by: GMEC		Revised Date: 1/31/11; 3/4/16; 10/7/21
Effective Date: 2/1/2000		Reviewed Date: 10/7/21

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE
Office of Educational Affairs**

All resident records are the property of the University of Florida and must follow the records management guidelines published by the State of Florida and the University.

Records Management and Public Records at the University of Florida

Records are information fixed on any media. As an employee of the University, any information a resident create or receive during his or her employment that has anything to do with University business belongs to the University.

The University of Florida is required by state law to make available, preserve, and safeguard public records which document University functions, policies, procedures and decisions and those that protect the legal and financial rights of the University. Management of public records is one of the many administrative functions assigned to all university entities and their staff.

TYPE OF PROGRAM RECORD(S):

Employment Application and Selection Records [Schedule GS1-SL Item 24]

Retention: 4 anniversary years after personnel action and any litigation is resolved.

1. Applicants not interviewed:

Master Record Copy includes applications and all supporting documentation (CV, letters of recommendation, Dean's letters, transcripts, test scores, any other supporting documents).

2. Applicants interviewed, but not hired:

Master Record Copy includes applications and all supporting documentation (CV, letters of recommendation, Dean's letters, transcripts, test scores, interview documentation including audio tapes, correspondence, pre-employment physical, background investigation, any other supporting documents).

Program Education File- Training Records and Documents: [Schedule GME Item 206]

Retention: All training records and documents must be maintained in New Innovations (NI) resident management software for residents and fellows during their training period. Training records and documents should be retained, at a minimum, for 7 anniversary years after resident completes training, with exception of the following documents (1-8 below) which should be retained permanently in their training record.

1. ERAS (Electronic Residency Application Services) application
2. ECFMG Documentation
3. Disciplinary Actions (if applicable)
4. Final/Summative Evaluation
5. Medical School Diploma (copy)
6. Procedure Log/Check list summary
7. Release of Verification Information Form
8. Residency Certificate (if distributed)

Employment Records and Documents: [Schedule GME Item 206]

Retention: Employment documents should be maintained in New Innovations (NI) resident management software for residents and fellows during their training period. Employment documents should be retained, at a minimum for 3 anniversary years after resident completes training, with exception of the following documents (1 below) which should be retained permanently in their training record.

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1. Resident/Fellow Contract

Personnel Records: Ops/Volunteer/Intern/Temporary Students [Schedule GS1-SI Item 66]

Retention: 3 fiscal years after any manner of separation or termination of employment.3. Applicants interviewed and appointed OPS into the program:

Master Record Copy may include, but is not limited to, employment applications, resumes, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials..

Grievance Files [Schedule GS1-SL Item 110]

Retention: 3 fiscal years after settlement.

This record series consists of records of agency proceedings in the settlement of disputes between the agency as employer and its employees. A grievance may be filed when an employee believes that a work-related condition affecting the employee is unjust, inequitable, or a hindrance to effective operation. Section 110.227(4), F.S., outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.

Accreditation Records [Schedule GS5 Item 96]

Retention: 5 fiscal years. Offer to University of Florida Archives for review.

This record series consists of accreditation report and final self-study documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of the school. See also "ACCREDITATION RECORDS: SUPPORTING DOCUMENTS."

Accreditation Records: Supporting Documents [Schedule GS5 Item 39]

Retention: 1 anniversary year after accredited.

This record series consists of supporting documents documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of school including supporting documentation. See also "ACCREDITATION RECORDS."

Biomedical Waste Records [Schedule GS4 Item 96]

Retention: 3 anniversary years.

This record series documents the shipment and disposal of biomedical waste. The series may include, but is not limited to, biomedical waste tracking forms, mail and return receipts, transporter information, and shipment logs.

Exposure Records [Schedule GS1-SL Item 227]

Retention: 30 anniversary years.

This record series consists of records documenting the exposure of an employee to a blood pathogen, contagion, radiation, or chemicals above the acceptable limits or dosage. These records may include, but are not limited to, statistical analyses, incident reports, material safety data sheets, copies of material records or reports, risk management assessments, and other supporting documentation demonstrating the possibility of exposure. Employers are required to maintain and make available to employees material safety data sheets for each hazardous/toxic chemical or substance present in the workplace. Retention is pursuant to 29CFR1910.1020, Access to employee exposure and medical records, and 29CFR1910.1030, Bloodborne pathogens.

Health Questionnaire Forms [Schedule 114 Item 11]

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Retention: 7 years.

This series consists of health questionnaire prepared by each incoming student.

UNIVERSITY OF FLORIDA OFFICE OF EDUCATIONAL AFFAIRS RECORDS:

Pre-employment physical, background investigation, Letter of Offer, Appointment Form (255), I-9, Unlicensed Physician Form or copy of license, ECFMG Certificate, Visa, IAP66, Form 270, W-4, SS card, Loyalty Oath, Termination Form (255), Final Letter of Evaluation, Copy of Residency Certificate, Computer run of change of PGY and salary, evaluative material, grievance documentation, probation documentation, any other supporting documents).

Records and documents after the retention period: Training and employment records, with the exception of permanent records can be destroyed. GME programs must follow the University of Florida’s guidelines regarding disposal of records.

Calculating Eligibility Dates

Example: If the ending date for a specific series is 7/31/2007, when are those records eligible for disposition under different retention period types?

Retention Period	Start Counting From	Add # of Years	Retain Through
3 anniversary years	7/31/2007	+3	7/31/2010
3 fiscal years	6/30/2008	+3	6/30/2011
3 calendar years	12/31/2007	+3	12/31/2010

Permanent records shall be maintained by utilizing a digitized system of record maintenance (paper or hard copy alone is not adequate).

Association of American Medical Colleges (AAMC) ERAS application from individuals who applied to a GME program and received an interview, but were not matched should be maintained for a minimum of seven (7) years. After the retention period, programs may dispose of the records following the University of Florida’s disposal guidelines.

ACGME states that educational records should be maintained for 100 years after completion of the training program. Resident training records should never be destroyed. Files must be maintained electronically in two or more media types and locations to ensure disaster recoverability if one storage method is inadvertently destroyed,

Paper documentation: programs may choose to make a scanned version of the paper “master record copy” and store the document in New Innovations. A request to dispose of the paper documentation from records management must be submitted for disposition. Website links are provided below for more information regarding the University of Florida’s policies on storage and disposition of documents.

UF Disposal of Records: <https://records.uflib.ufl.edu/record-disposal/disposal/>

UF Records Management Office: lib-recordmanagement@uflib.ufl.edu