

Policy on Trainee File Retention

Along with the ACGME, we recommend holding the full file for at least seven years from the resident/fellow's completion of training or separation. Should you want to streamline the file after seven years, hold on to the following:

- All milestone, semi-annual, and final review documentation.
- Original application and supporting documentation.
- Copies of completed verification requests.
- Copy of certificate of completion.
- Copy of final procedure log (if applicable).
- Copies of rotation schedules.
- Any disciplinary records (if applicable).
- Any documents the PD deems viable for future reference.

If space is an issue, we encourage programs to scan these documents and upload them to each respective graduated trainee's profile in New Innovations under their Files & Notes tab.