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Parent Policy: PGME Information and Records Management Policy

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## PGME Retention Schedule: Residency Programs

<b>Office of Accountability:</b>	Faculty of Medicine & Dentistry (FoMD)
<b>Office of Administrative Responsibility:</b>	Postgraduate Medical Education (PGME)
<b>Approver:</b>	Postgraduate Medical Education Committee
<b>Classification:</b>	Governance and Administration
<b>Scope:</b>	Postgraduate Medical Education Trainee and Program Files

### POSTGRADUATE MEDICAL EDUCATION TRAINEE FILES

#### RETENTION RULE 001

#### Purpose

To document the history of individual postgraduate medical education trainees including their admission, registration and academic progress.

#### General Description

Postgraduate Medical Education Trainee Files typically include application forms, assessments, contract letters, curriculum vitae, evaluations, exam results, licensing information, lists of clinical rotations, publications, reference letters, reports and lists of presentations, transcripts, and related documentation and correspondence. Specific list of record types with details, source, responsibility, and protection can be found on the [PGME Data Sourcelist](#).

#### Retention Rules

Responsibility	Retention	Disposition
Residency Programs	Five (5) years after completion of training, withdrawal, or dismissal.*	Destroy when no longer required by PGME.

*\*Note that files under active appeal cannot be destroyed until one year following appeal decisions and all appeal options have been exhausted.*

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#### Authorities

Freedom of Information and Protection of Privacy Act, (s) 35 (b) for 1-year retention of records

The Canadian Residency Accreditation Consortium (CanRAC) - General Standards of Accreditation for Institutions with Residency Programs requires an effective centralized policy for information management that addresses access, confidentiality, and information retention.

## RESIDENCY PROGRAM FILES

### RETENTION RULE 002

#### Purpose

- To document the history of individual residency programs including their accreditation review, curriculum alterations, continuous quality improvement, and other academic processes.
- To document program-level decisions and interactions with internal and external stakeholders, agencies, committees, councils, organizations, and associations.
- To document the information gathering and decision making processes of program committees.

#### General Description

Postgraduate Medical Education Program Files typically include program committee terms of references, membership lists, agendas, minutes, other meeting materials (e.g. RPC and its subcommittees), program-specific policies, guidelines, and procedures, program organizational charts, accreditation reports and previous survey reports/letters, educational experiences information (this includes rotation objectives, curriculum maps, AHD curricula, mandatory rotation lists, etc.), lists of resident publications/scholarly activity/projects, and other related documentation and correspondence. Specific list of record types with details, source, responsibility, and protection can be found on the [PGME Data Sourcelist](#).

#### Retention Rules

Responsibility	Retention	Disposition
Residency Programs	Ten (10) years following previous external accreditation review.	Transfer to University of Alberta Archive <u>except for</u> : <ul style="list-style-type: none"> <li>- lists of individual publications and individual scholarly activity information/related information &amp; documentation</li> <li>- internal processes</li> <li>- educational experiences information</li> </ul> Which will be destroyed

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