

## Record Retention For GME Program Applicants

Statement of Policy: Requests from applicants for information concerning residency training and/or completed applications are retained for variable periods of time, based on guidelines from national professional organizations.

### Procedures:

1. The Graduate Medical Education Committee has a specific policy and procedure for resident/fellow eligibility and selection.
2. All requests (including E-mail requests) for information and/or an application to a Palmetto Health residency program will be retained for two (2) years where:
  - a. information is requested, but no completed application is filed;
  - b. the individual is deemed ineligible, or
  - c. the individual is deemed eligible, but not invited for an interview.
3. All requests for information and an application received from an eligible individual, who is invited for an interview, but fails to “match” with a Palmetto Health residency program, will be retained for seven (7) years.
4. All requests for information and an application received from an eligible individual, invited for an interview and accepted into the program, will be retained permanently.

October 1, 1997  
Date of Initial GMEC Approval

Signature on File  
Katherine G. Stephens, PhD, MBA, FACHE  
System Vice President, Medical Education and  
Research, DIO

Signature on File  
James I. Raymond, MD  
Chief Medical and Academic Officer

February 20, 2014  
Date of Last GMEC Review