

## Personnel Record Retention Policy

In accordance with the ACGME/GME Policies & Procedures, key personnel and training records must be kept in paper format that is accessible by the trainee and program leadership with digital copies also accessible by program leadership. Digital copies of these records must be retained **ONLY** on the Department T-Drive.

Access to these records must be given to Program Director(s), Associate Program Director(s), Program Coordinator(s), the DIO& GME office.

**Personnel and training records are never to be stored on personal Drives, Desktops, or Personal Computers.**

Documents stored within WebADS or that have expired do not need to be retained in perpetuity.

