



Guidelines for Maintaining Active and Permanent Individual Student Records

AAMC Group on Student Affairs Committee on Student Records (March 2005)

Part I. Record (hard copy or electronic)		Active Record ⁱ		Permanent Record ⁱⁱ	
		Yes	No	Yes	No
1.	AMCAS application, including the personal statement, employment history, activities, Medical College Admission Test (MCAT) scores, undergraduate grade point average (GPA), etc. <i>COMMENT:</i> Optional for active record. Many schools keep this information as a reference while the student is in school. American Medical College Application Service (AMCAS) data may be maintained permanently in an electronic format.	✓			✓
2.	Transcript(s) from undergraduate/pre-medical coursework completed at another educational institution. <i>COMMENT:</i> Optional for active record. These transcripts are the property of the other institution.	✓			✓
3.	Letters of recommendation for admission to medical school. <i>COMMENT:</i> Letters of recommendation should be destroyed upon the student's matriculation in medical school, since their purpose has been met.		✓		✓
4.	Official transcript of all medical school coursework.	✓		✓	
5.	Official dates of enrollment in medical school, including start and end dates of each academic year, dates of leaves of absence, and graduation date.	✓		✓	
6.	United States Medical Licensing Examination (USMLE) score(s), USMLE ID number, exam date and notation of pass or fail. <i>COMMENT:</i> Scores should be maintained if passing the exam(s) is required for promotion and/or graduation. Should include the score required to pass. These scores are the property of the National Board of Medical Examiners (NBME).	✓		✓	
7.	Student's clinical clerkship performance evaluations written by faculty members. <i>COMMENT:</i> Original kept in student's academic file, copy in departmental office (see #24 below) up to 5 years past graduation. <i>COMMENT:</i> Consult school's general counsel and/or state regulations.	✓		✓	
8.	Medical Student Performance Evaluation (MSPE, formerly the Dean's Letter), including appendices.	✓		✓	
9.	Documentation of grade changes. <i>COMMENT:</i> All grade changes should be properly noted on the transcript.	✓		✓	
10.	Miscellaneous change of status forms and letters related to leave of absence, extended academic schedule, name change, etc. <i>COMMENT:</i> Optional if the change is documented in the database, on the transcript, or in the MSPE. Also available in AAMC Student Records System (SRS).	✓			✓
11.	Documentation of dismissal or withdrawal. <i>COMMENT:</i> Only final action letters and documents.	✓		✓	
12.	Documents signed by student, such as those related to Health Insurance Portability and Accountability Act (HIPAA) compliance, patient confidentiality statements, documentation of training in specific areas, etc.	✓			✓
13.	Institutional technical standards forms for admission and graduation.	✓			✓

14.	Personal identification, such as the student's photograph and a document containing the student's signature. <i>COMMENT:</i> May be in academic file or database or kept in another format such as class composite photo.	✓		✓	
15.	Extramural/international clerkships information. <i>COMMENT:</i> Should be documented on the transcript, in the MSPE, and/or in the student database.	✓			✓
16.	Americans with Disabilities Act (ADA) documents and accommodation statements. <i>COMMENT:</i> Should be kept in Disability Services Office (or campus equivalent).		✓		✓
17.	Notices of awards, research abstracts, publications, curriculum vitae (CV), etc. <i>COMMENT:</i> Most information is likely to be included in the MSPE.	✓			✓
18.	Letters of appreciation from patients, commendation letters from faculty, etc. <i>COMMENT:</i> Most of this information is likely to be included in the MSPE.	✓			✓
19.	Electronic Residency Application Service (ERAS) letters of recommendation. <i>COMMENT:</i> Kept in separate file during ERAS application process. Usually destroyed at graduation or kept no longer than 2 years. If used after graduation, letter-writer should be notified. Letters should remain confidential, and student or graduate should be denied access to them, if the student has waived right of access.		✓		✓
20.	Copy of Federation of State Medical Boards (FSMB) Verification Service form (FCVS) completed during senior year exit interview. <i>COMMENT:</i> Some schools prepare a mock verification form at the end of fourth year so that the student is aware of the form's content.	✓		✓	
21.	Copy of diploma. <i>COMMENT:</i> Suggest placing a copy in the graduate's file for quick reference or scanning into student database.		N/A	✓	
22.	International student documentation (I-20 form). <i>COMMENT:</i> This document may be maintained in the International Student Services Office (or campus equivalent).	✓			✓

Part II. Other Records

Depending on the structure of the medical school, in addition to the records maintained in the medical school Registrar's Office, other medical school offices frequently maintain records that are not a part of the student's regular academic file. Examples of these records are listed below for the purpose of reminding student records officers of the existence of these additional student records. It is recommended that institutional guidelines be developed related to the maintenance of these records.

23. Notes of Student Affairs deans, Minority Affairs officers, ADA officers, faculty advisors, course and clerkship directors, administrative staff notes, etc. *COMMENT:* Does not include "sole possession" notes.
 24. Copies of class grade sheets held by departmental offices, copies of students' clinical clerkship performance evaluations written by faculty members, and narrative summaries held by clinical clerkship departmental offices. *COMMENT:* Suggest keeping 1-5 years after graduation. See # 7 above.
 25. Minutes and other documentation of admissions and student promotions committee meetings. *COMMENT:* Consult institutional policy on retention of collegiate committee meeting minutes.
 26. Financial Aid Office records and award letters and Student Health Office records. *COMMENT:* These records should be kept only in those offices.
- Information on the Family Educational Rights and Privacy Act (FERPA) is available at the U.S. Department of Education Web site (www.ed.gov/offices/OII/fpc). Informal requests for technical assistance and advice may be e-mailed to FERPA@ed.gov or call 202-260-3887.
 - The American Association of College Registrars and Admissions Officers (AACRAO) guidelines for retention of records were referred to in creating this document. Information on AACRAO's publications is available on the AACRAO Web site (www.aacrao.org).
 - Records officers may wish to contact (1) their institutional general counsel's office regarding institution-specific record-keeping requirements and (2) their state's medical licensing agency regarding specific state record-keeping requirements.

ⁱ “Active records” are those of a student who is currently enrolled or on an approved leave of absence.

ⁱⁱ “Permanent records” are those of a student who is no longer enrolled due to graduation, dismissal, withdrawal, or death.

Approved: AAMC Executive Council February 2005