

**Peer Assessment Committee**  
**College of Physicians and Surgeons of New Brunswick**



**Peer Assessment Committee**  
**Retention/Destruction of Records**

Policy #: Approved by PAC: 20/01/2020      Scheduled Review: 2023

Policy: In order to maintain appropriate records and safeguard confidentiality, the Peer Assessment Committee (PAC) shall ensure that files of individual physicians who have been peer reviewed are retained for specific time periods on a secure local server with remote backup.

Guidelines:

- .1 Complete PAC physician files, including correspondence, shall be retained for a period of at least seven years.
- .2 The Physician Profile, Assessment Report(s) and Clinical Practice Guidelines shall be scanned and become part of the permanent PAC record. These records shall be retained indefinitely and stored by PAC physician number on the server.
- .3 The following schedule shall apply for the destruction of current "hard-copy" physician files:

a) Category 1	7 years
b) Categories 2 & 3	10 years from last assessment
c) Old Category 6 & All Referrals:	Indefinitely
- .4 The year that the physician was reviewed and the final category rating shall be noted in the electronic data base master file and retained indefinitely.
- .5 As a greater number of physicians continue to move to electronic records, this policy shall be reviewed on a biannual basis with a view to determining how best to incorporate various components of the assessment process into one comprehensive electronic file for each physician.