



STANTON TERRITORIAL HEALTH AUTHORITY

Yellowknife, Northwest Territories

TITLE: Record Retention, Storage, Retrieval and Destruction	Revision Date: 30-September-15	Issue Date: 30-September-13
Document Number: QUA70500	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 1 of 4	
Approved by: C. Case, Manager of Diagnostic Services	Signed by: <i>Cheryl Case</i>	

PURPOSE:

Document master files are to be stored in a manner that prevents loss, damage, or unauthorized access, and promotes easy retrieval. Duration of the retention of archived laboratory documents is defined in regulations, accreditation requirements, and by the organization. The laboratory must have a documented process for short-term and long-term storage for both on-site and off-site locations.

POLICY:

- See **R-1960 Retention of Hospital Records.**

SUPPLIES:

- Banker's Box® StaxOnSteel® Transfer Files
- Document Storage Labels
- Service Requisition for Maintenance Operations
- **QUA70520 Laminated Placeholder**
- **QUA70510 Laboratory Archive Log Sheet**

PROCEDURE INSTRUCTIONS:

Step	Action
Record Retention and Storage	
1	Check R-1960 Retention of Hospital Records for the record retention time of the documents you wish to archive.

NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

FILENAME:
QUA70500RecordRetentionStorageRetrievalandDestructionPRO.doc

PRINT DATE: 30 September 2013

TITLE: Record Retention, Storage, Retrieval and Destruction	Revision Date: 30-September-15	Issue Date: 30-September-13
Document Number: QUA70500	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 2 of 4	

2	Group documents with similar retention times together.
3	Once you know the retention time, you can start a new box. In the top left hand corner place a Stanton Hospital label. Directly under that sticker place a sticker that says " Laboratory ". On the right hand side, place a sticker with the discard date written in red ink.
4	Check the Archive Log for the last active sheet and number this box with the next available number. The boxes are labeled with ARC followed by the four digit year that the document is being archived in. Then the LAB number is the three digit number (sequential) to differentiate the different boxes archived by the lab each year. Place the label with the ARC and LAB numbers in the centre of the box front.
5	For each box, complete one copy of QUA70510 Laboratory Archive Log Sheet . Complete and save the header of the document to match the ARC and LAB numbers assigned above. Enter the documents you are placing into the box(es) on the sheet. If the box is not full yet, leave the document saved in the Tech II Shared Drive > Archive Procedures > Archived Documents > Archive Log. Only Tech IIs and Supervisors have access to this drive. Remember to add the documents to this list each time you add them to the box.
6	Once the box is full and ready to be transported to the warehouse, complete a Service Requisition for Maintenance Operations or send an email to STH_Maintenance@gov.nt.ca requesting that the box be moved to the warehouse.
7	Print a copy of the Archive Log for that box. Place a hard copy of the document in sequential order in the Archive Log binder.

Step	Action
Record Retrieval and Destruction	
1	Find the document(s) that you are looking for in the Laboratory Archive Log.
2	The Laboratory Archive Log will tell you which box in the warehouse will contain the document(s) you are looking for. If the discard date for the document has passed, the document will have been destroyed by the Facilities Services department. You will be

NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.	
FILENAME: QUA70500RecordRetentionStorageRetrievalandDestructionPRO.doc	PRINT DATE: 30 September 2013

TITLE: Record Retention, Storage, Retrieval and Destruction	Revision Date: 30-September-15	Issue Date: 30-September-13
Document Number: QUA70500	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 3 of 4	

	unable to retrieve this document.
3	Complete a Service Requisition for Maintenance Operations or send an email to STH_Maintenance@gov.nt.ca requesting that you be taken to the warehouse to retrieve the document(s) from the box. Copy the Laboratory Supervisor on this email.
4	Prior to leaving for the warehouse, take a QUA70520 Laminated Placeholder from the inside pouch of the Archive Log binder. Using a Sharpie, indicate which document you are retrieving, the date you are removing it from the Archive box, and sign the placeholder.
5	Retrieve the document(s) and insert the QUA70520 Laminated Placeholder in the box in the location you removed the document from. Inform the Laboratory Supervisor if you were unable to locate the document.
6	Once you are ready to place the document back into storage, complete a Service Requisition for Maintenance Operations or send an email to STH_Maintenance@gov.nt.ca requesting that you be taken to the warehouse to return the document(s) to the box. Copy the Laboratory Supervisor on this email.
7	Place the document back in its original location in the box and remove the QUA70520 Laminated Placeholder . Once you return to the lab show the Laboratory Supervisor the retrieved QUA70520 Laminated Placeholder prior to erasing the ink with alcohol and returning the placeholder back in the Archive Log binder.

RELATED DOCUMENTS:

- QUA70510 Laboratory Archive Log Sheet
- R-1960 Retention of Hospital Records
- QUA70520 Laminated Placeholder

REFERENCES:

- Clinical and Laboratory Standards Institute. (2006). *Laboratory Documents: Development and Control; Approved Guideline - Fifth Edition*. Wayne,

NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.	
FILENAME: QUA70500RecordRetentionStorageRetrievalandDestructionPRO.doc	PRINT DATE: 30 September 2013

TITLE: Record Retention, Storage, Retrieval and Destruction	Revision Date: 30-September-15	Issue Date: 30-September-13
Document Number: QUA70500	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 4 of 4	

Pennsylvania: Clinical and Laboratory Standards Institute.

- Clinical and Laboratory Standards Institute. (2006). *The Key to Quality: The fundamentals for implementing a quality managementsystem inthe clinical laboratory*. Wayne, Pennsylvania: Clinical and Laboratory Standards Institute.

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	30Sep13	Initial Release	C. Russell

NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.	
FILENAME: QUA70500RecordRetentionStorageRetrievalandDestructionPRO.doc	PRINT DATE: 30 September 2013