**Policy:**

The Harborview Medical Center Transfusion Service has established processes and procedures that comply with applicable standards and regulatory requirements for the retention of time-sensitive and critical laboratory documents and records.

**Purpose:**

To provide direction for the processes and procedures for the retention of time-sensitive and critical laboratory documents and records.

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| --- | --- |
| **Record** | **Minimum Retention Time** |
| Laboratory Information System (Sunquest)   * Patient Test Results * Patient information and transfusion history. * Unit receipt, visual inspection, confirmatory testing, modification and final distribution | Indefinite |
| * Records of names, signatures, initials, or identification codes, and inclusive dates of employment for staff that performs or review critical tasks. | 10 years |
| * Requests for Blood Products (hard copy) * Blood Product Order Forms * Blood Product Release Forms | 5 years |
| * Urgent Blood Products Release Forms signed by physicians * Notification of abnormal results * Look-back investigations * BPDR reports | 10 years |
| * Use of control system appropriate to the method of testing—All QC records. * Daily Reagent Quality control results * Daily TANGO Quality control results * Additional reagent Quality Control results * Blood Label Verification Form | 10 years |

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| **Record** | **Minimum Retention Time** |
| * Temperature monitoring of refrigerators, freezers, and platelet incubators * Monitoring and maintenance of equipment * Equipment Validation and Qualification | 10 years |
| * All validations of Computer Systems | 2 years post retirement of the system |
| * Immediate evaluation including clerical review of all Suspected Immediate Transfusion Reactions * Interpretation of the evaluation of Suspected Immediate Transfusion Reactions * Evaluation and interpretation of delayed transfusion reactions | 10 years |
| * Antibody Identification workups | 10 years |
| * All supplier records * Evaluation and performance of suppliers * Supplier agreements * Reagent inspection and acceptance * Validation of new or changed processes |  |
| * + Archived policies and procedures | Indefinite |
| * Assessment Records * CAP Survey results * Internal Audits * Corrective Actions * Blood Utilization Review | 5 years |
| * All personnel records * Job descriptions * Training records * Competency records * Qualifications to perform critical tasks | 5 years |
| * Review of documents | 5 years |

**References:**

AABB Standards for Blood Banks and Transfusion Services, Current Edition