**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.

**Principle:**

Documents will be retained onsite for adequate time to provide access for potential investigation, as deemed necessary. Applicable documents will be sent for archival off site for a designated period of retention as necessary per regulatory standards.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document or Record** | **Active Storage- On Site** | **Short term Storage- On Site** | **Short term retention period** | **Archived Off site retention period** |
| **Inventory Management & Pending Lists** |
| Daily Operations Reports | Daily Reports notebook | Filing cabinet | 2 months | 10 year |
| BBR2- Blood Bank Inventory Summary | Administrative Secured Filing cabinet | Filing cabinet | 12 months | 10 years |
| HMC Inventory Order Form | Order notebook | Filing cabinet | Current year | 5 years |
| Label Verification Form | Filing cabinet | Filing cabinet | 2 months | 10 years |
| PL- Pending Test Log | Pending Reports notebook |  | 2 weeks | N/A |
| **Inventory reports:*** Notification of abnormal results
* Look-back investigations
* BPDR reports
 | Administration Secured Filing Cabinet |  | 10 years | N/A |
| **All supplier records*** Evaluation and performance of suppliers
* Supplier agreements
* Validation of new or changed processes
 | Administration Secured Filing Cabinet |  | 5 years | N/A |
| **Document or Record** | **Active Storage- On Site** | **Short term Storage- On Site** | **Short term retention period** | **Archived Off site retention period** |
| **Patient Testing and Transfusion Records** |
| **Bone Flap Tracking Records**:* Current Inventory & Quarantine
* Issued
* Discarded
 | Tissue Tracking, Tissue Discards, and Tissue Issue notebooks |  | 2 years | 10 years |
| Blood Products Received with Transfused Patients Log | Transferred with Patient’s Log notebook |  | Current year | 10 years |
| HMC Transfusion Record | Electronic | Indefinite |
| Modification to Patient Blood Product Restrictions Form | Modification Forms notebook |  | Current year | 10 years |
| Patient/Unit Antigen Typing Worksheet | Patient-Unit Antigen Typing notebook |  | Current year | 10 years |
| Request for Urgent Blood Product Release | Trauma Logs Current Month notebook | Trauma Logs Previous Month notebook | 2 months | 10 years |
| Tango Daily Journal Sample Report | Filing cabinet | Filing Cabinet | 2 months | 10 years |
| Trauma and Massive Transfusion Protocol Response Log | Trauma Logs Current Month notebook | Trauma Logs Previous Month notebook | 2 months | 10 years |
| **Transfusion Reaction Form, including:*** Immediate evaluation including clerical review of all immediate Suspected TX Reactions
* Interpretation of the evaluation of Suspected Immediate TX Reactions
* Evaluation and interpretation of Delayed TX Reactions
 | Filing cabinet |  | 10 years | Indefinite |
| * TS Blood Products Release Form
* Portable Refrigerator Response Log
 | Filing cabinet | Filing cabinet | 2 months | 10 years |
| TS Preadmission Testing & RBC Order Form | Filing cabinet | Filing cabinet | 2 months | 5 years |
| TS Testing & Blood Product Order Form | Filing cabinet | Filing cabinet | 2 months | 5 years |
| Antibody Identification Workups | Filing cabinet | 10 years |
| **Document or Record** | **Active Storage- On Site** | **Short term Storage- On Site** | **Short term retention period** | **Archived Off site retention period** |
| **Policies & Communications** |
| CT Shift Duties Checklist  | Clipboard in technical area | Filing cabinet | Rolling calendar year | N/A |
| Shift Hand Off Form | Shift Reports notebook | 2 weeks | N/A |
| Transfusion Service Updates | Communication log | Current year | N/A |
| Transfusion Service Staff Meeting Minutes | Electronic | Indefinite |
| TS Lab Staff Document Review In MTS system | Electronic | Indefinite |
| Archived policies and procedures | Electronic Archival Indefinite; Master Copy 5 years. |
| **Quality Assurance & Maintenance** |
| **Manual Reagent QC Forms:*** Antigen Typing QC Record
* Daily Manual Testing QC Form
 | Manual Reagent QC Forms notebook | Filing cabinet | Current year | 10 years |
| **Manual Testing Bench QC Forms:*** Bench Daily Reagent & Equipment QC Form
* Cell Washer Daily QC Form
* Heat block Daily QC Form
 | Manual Testing QC Notebooks (labeled, one per bench) |  | Current year | 10 years |
| Quality Improvement Monitoring Form (QIM) | Secured Admin area filing cabinet | Current year | 10 years |
| Equipment Validation and Qualification | Electronic, indefinite; Master Signed copy: Secured Administration Filing cabinet, 10 years | N/A |
| Refrigerator, Thawer, Rotator temperature logs | Daily QC Log notebook | Freezers, Portable Refrigerators, and Blood Refrigerators notebooks | Previous and Current year | 10 years |
| Refrigerator, Thawer, Rotator alarm check logs | Daily QC Log notebook |  | Previous and Current year | 10 years |
| Tango Control Journal | Tango Daily QC Reports notebook | Filing cabinet | Current year | 10 years |
| Tango Maintenance Form | Tango Maintenance Notebook |  | Current year | 10 years |
| **Document or Record** | **Active Storage- On Site** | **Short term Storage- On Site** | **Short term retention period** | **Archived Off site retention period** |
| **Quality Assurance & Maintenance (cont)** |
| Testing Cellular Reagent Antigrams | Antigram Master Binder | Discarded Antigrams notebook | Indefinite | N/A |
| Testing Reagent Package InsertsReagent Receipt Record for Validation SuppliesTS Review of Package Insert Form | Routine Reagents Package Inserts NotebookAdditional Antisera Package Inserts Notebook |  | Current year | 5 years |
| **Assessment Records:*** CAP Survey results
* Internal Audits
* Corrective Actions
* Blood Utilization Review
 | CAP notebooks | 5 years Secured Administration Filing Cabinet | 10 years |
| **Laboratory Information System** |
| **Sunquest:*** Patient Test Results
* Patient Information and transfusion history
* Unit Receipt, visual inspection, confirmation testing, modification and final distribution
 | Indefinite |
| All validations of Computer Systems | Master in LAB MED IT department; Copies in Manager Office. | 2 years post retirement of system |
| **Human Resources** |
| **Personnel records:*** Job descriptions
* Training records
* Competency records
* Qualifications to perform critical tasks
 | Administration Secured Filing Cabinet | 5 years | 10 years |
| Records of names, signatures, initials, or identification codes, and inclusive dates of employment for staff that perform or review critical tasks | Quality Plan Notebook | 5 years | 10 years |

**References:**

AABB Standards for Blood Banks and Transfusion Services, Current Edition