**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 Inserts  Reagent Receipt Record for Validation Supplies  TS Review of Package Insert Form | Routine Reagents Package Inserts Notebook  Additional 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