**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**  **(total)** |
| **Inventory Management & Pending Lists** | | | | | |
| Daily Blood Issued Final report | Daily Reports notebook | Filing cabinet | | 2 months | 10 year |
| Daily Operations Reports: 4,12,14 | Daily Reports notebook | Filing cabinet | | 2 months | N/A |
| BBR2 - Blood Bank Inventory Summary | Administrative Secured Filing cabinet | Filing cabinet | | 24 months | N/A |
| Label Verification Form | Filing cabinet | Filing cabinet | | 2 months | 10 years |
| PL- Pending Test Log | Pending Reports notebook |  | | 2 weeks | N/A |
| Order Distribution Report/Packing Slip | Filing cabinet |  | | 2 months | 10 years |
| **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 (total)** |
| **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 post implant or discard |
| 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 |  | | 2 months, rolling calendar | N/A |
| Historical Data Reconciliation and Linking Form | LINK notebook |  | | 2 months, rolling calendar | N/A |
| 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  Credo Cooler Log (used products) | Trauma Logs Current Month notebook | Trauma Logs Previous Month notebook | | 2 months | 10 years |
| Credo Cooler Log (unused products) | Credo Cooler Log notebook |  | | 2 years | N/A |
| **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 |
| **Document or Record** | **Active Storage- On Site** | **Short term Storage- On Site** | | **Short term retention period** | **Archived Off site retention period (total)** |
| TS Testing & Blood Product Order Form | Filing cabinet | Filing cabinet | | 2 months | 5 years |
| Antibody Identification Workups | Filing cabinet | | | Indefinite | |
| **Policies & Communications** | | | | | |
| MLS Shift Duties Checklist | Clipboard in technical area | Filing cabinet | | Rolling calendar year | N/A |
| CLT Shift Duties Checklist | Clipboard in CLT area | QA Manager | | 6 months | 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 10 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 + prior 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 + prior year | 10 years |
| Quality Improvement Monitoring Form (QIM) | Secured Admin area filing cabinet | | | Current year | 10 years |
| BBR7 Quality Assurance Report | Secured Admin area filing cabinet | | | Current year + prior year | 10 years |
| Equipment Validation and Qualification | Electronic: indefinite  Master Signed copy: Secured Administration Filing cabinet, 10 years post retirement of equipment | | | | 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 |
| TempTrak logs | Temptrak binder |  | | 1 year | 10 years |
| Tango Control Journal | Tango Daily QC Reports notebook | Filing cabinet | | 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 (total)** |
| Tango Maintenance Form | Tango Maintenance Notebook |  | | Current year | 10 years post retirement of equipment |
| Testing Cellular Reagent Antigrams | Antigram Master Binder | Electronic | | | |
| Testing Reagent Package Inserts  Reagent Receipt Record for Validation Supplies  TS Review of Package Insert Form | Reagents Package Insert Notebooks |  | | Current year | 10 years |
| **Assessment Records:**   * CAP Survey results (5 yrs) * Internal Audits * Corrective Actions * Blood Usage (5 years) | CAP notebooks  Electronic | 5 years in TSL  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 * Qualifications to perform critical tasks * Training records * Competency records | Labmed HR  Training and Competency Filing Cabinet | 5 years | | | 10 years post employee exit |
| 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

CAP checklist

Washington State Regulations