**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.

|  |  |
| --- | --- |
| **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
 | 10 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 |

|  |  |
| --- | --- |
| **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
 | 5 years |
| * + 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