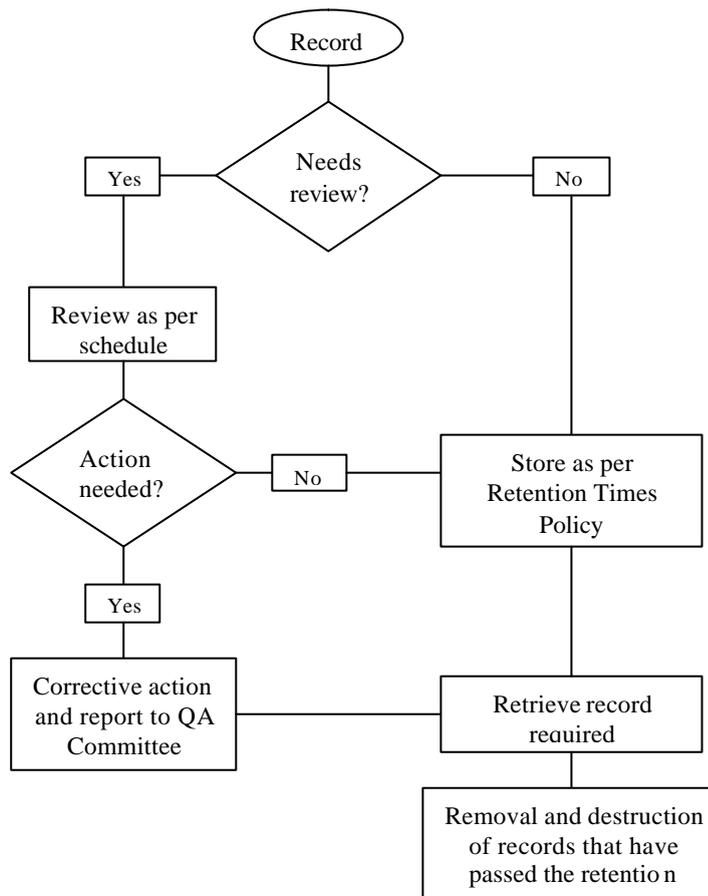


TML/MSH Department of Microbiology Laboratory Policy & Procedure Manual	Policy QDRMI0300.01	Page 1 of 2
Section: Quality Manual – Documents and Records	Subject Title: Record Maintenance, Archival and Retrieval Process	
	Original Date: November 1, 2002	
Approved by: Laboratory Director	Revision Date:	

Purpose:

To describe the process used to maintain archive and retrieve records.

Process:



Related Documents:

Documents and Records - Table of Contents	QDRMITOC
Record Review Procedure	QDRMI03001
Record Retention Procedure	QDRMI03002
Record Archival Procedure	QDRMI03003
Record Retrieval Procedure	QDRMI03004

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LABORATORY MANUAL

TORONTO MEDICAL LABORATORIES/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

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