

TML/MSH Department of Microbiology Quality Manual	Policy QDRMI03002.01	Page 1 of 2
Section: Documents and Records	Subject Title: Documents and Records Retention Procedure	
Prepared by: QA Committee	Original Date: March 1, 2003	
Issued by: Laboratory Manager	Revision Date	
Approved by: Laboratory Director	Annual Review Date:	

Purpose:

To provide retention times guidance for all records of the department.

Responsibility:

All Microbiology staff is responsible for maintaining retention of all laboratory records.

Procedure:

DOCUMENTS AND RECORDS RETENTION TIMES

Record Type	Storage Time	Storage Area
Achieved Procedure Manuals	2 years	Electronic copy: T:\Microbio\New Manual\Achieve Manual Hard copy: Microbiology Store Room
Electronic work cards	2 years minimum	Reside in LIS live environment for 2 years and then moved to archive environment by SCC.
Original Requisitions	2 years	Stored in the Microbiology Store Room for 3 months and then move to MSH 1 st floor store room for the rest of the 2 years
Assay Work lists/Day lists/printouts	2 years	Microbiology Store Room
VITEK computer record	2 years	Stored in VITEK computer hard drive
BacT/Alert computer record	2 years	Stored in BacT/Alert computer hard drive
Referred-out Logs	2 years	Microbiology Store Room

LABORATORY MANUAL

TORONTO MEDICAL LABORATORIES/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

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Record Type	Storage Time	Storage Area
Referred-out report (including PHL)	2 years	Microbiology Store Room
Statistics: LCDC reports	2 years	Microbiology Store Room
Proficiency testing results, QMP-LS results	Indefinitely	Microbiology Store Room
Instrument QC Printouts	2 years	Microbiology Store Room
Instrument Maintenance log	Life of instrument while in service	Lab Manual Shelf.
Instrument Service Record	Life of instrument while in service	Lab Manual Shelf.
Temperature controlled equipment QC	2 years	Microbiology Store Room
Study logs	As required	
Method Evaluation	Duration of method	
Incident Report	2 years	Lab Manual Shelf
Assay QC Data	Electronic-2 years minimum Hard copies-2 years	Electronic copies in the LIS. Hard copies in the Microbiology Store Room
Quality Control records	Electronic-2 years minimum Hard copies-2 years	Electronic copies in the LIS. Hard copies in the Microbiology Store Room

Related Documents:

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

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