

APHERESIS SUITE
RETENTION AND DISPOSAL GUIDELINES

| Work Area | Record Description | DD No. | Storage Instructions | Method of Indexing | Min Retention Period | Relevant Legislation / Source | Final Action |
|--------------|---|--------|---|--------------------|---|-------------------------------|--|
| Apheresis HQ | HB diary | N/A | Currently held by each unit, previous held in HQ records storage (upper floor). | Date order | 2 years after the year to which it relates | BSQR 2005 | Destroy |
| Apheresis HQ | Duty request diary | N/A | Currently held by each unit, previous held in HQ records storage (upper floor). | Date order | 2 years after the leave year to which it relates | GMGR | Destroy - confidential waste |
| Apheresis HQ | Written annual leave sheets | DD848 | Currently held in HQ office, previous held in HQ records storage (upper floor) | Date order | 2 years after the leave year to which they relate | GMGR | Destroy |
| Apheresis HQ | Resuscitation weekly maintenance record | DD169 | Currently held on session, previous held in HQ records storage (upper floor) | Date order | 2 years | Good Practice | Destroy |
| Apheresis HQ | Defibrillator daily check | DD762 | Currently held by each unit, previous held in HQ records storage (upper floor). | Date order | 11 years after equipment is made obsolete | BSQR 2005 | Check for any changes in legislation. Retain for additional time if required, otherwise destroy. |
| Apheresis HQ | Defibrillator monthly / after use check | DD752 | Currently held in the office, previous held in HQ records storage (upper floor) | Date order | 11 years after equipment is made obsolete | BSQR 2005 | Check for any changes in legislation. Retain for additional time if required, otherwise destroy. |
| Apheresis HQ | Use of Copper Sulphate daily record | DD874 | Currently held in the office, previous held in HQ records storage (upper floor) | Date order | 2 years | BSQR 2005 | Destroy |

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| Apheresis HQ | Workstation cleaning record | DD868 DD871 | Currently held on session, previous held in HQ records storage (upper floor) | Date order | 2 years. | BSQR 2005 | Check for any changes in legislation. Retain for additional time if required, otherwise destroy. |
| Apheresis HQ | Blood Mixer / weigher weekly calibration | DD818 | Currently held on session, previous held in HQ records storage (upper floor) | Date order | 2 years | BSQR 2005 | Destroy |
| Apheresis HQ | Log Sheet for recording charging of heat sealer | DD759 | Currently held on session, previous held in HQ records storage (upper floor) | Date order | 2 years | BSQR 2005 | Destroy |
| Apheresis HQ | Return to work interviews | DD763 | Currently held in HQ office, previous held in HQ records storage (upper floor) | Date order | 4 years | GMGR | Destroy |
| Apheresis HQ | Data logger graphs - daily | N/A | Currently held in the office, previous held in HQ records storage (upper floor) | Date order | 11 years | BSQR 2005 | Destroy |
| Apheresis HQ | Staff individual training records | DD1252 DD928 | filing cabinet in Nurses office | Date order | Duration of employment plus 6 years or age 100 whichever is the later. | GMGR | Destroy. Confidential Waste. |
| Apheresis HQ | Mapping Reports - Apheresis store | 1193 | Held in office in donation suite. Hold for 2 years then transfer to external storage. | Date order | 15 years | BSQR 2005 | Check for any changes in legislation. Retain for additional time if required, otherwise destroy. |

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| Apheresis HQ | Stock requisition books | N/A | Currently held on session, previous held in HQ records storage (upper floor) | Date order | 2 years following the end of the financial year to which they relate | GMGR | Destroy |
| Apheresis HQ | Non-stock requisition books | N/A | Currently held on session, previous held in HQ records storage (upper floor) | Date order | 2 years following the end of the financial year to which they relate | GMGR | Destroy |
| Apheresis HQ | Daily Record for Platelet Donation | DD093 | Retain in Apheresis suite until box is full, move to Records storage area. Keep onsite for 2 years then transfer to external storage | Date order | 30 years | GMGR | Destroy |
| Apheresis HQ | Drug record sheet (Obsolete) | DD964 | Retain in Apheresis suite until box is full, move to Records storage area. Keep onsite for 2 years then transfer to external storage | Date order | 30 years | BSQR 2005 | Destroy |
| Apheresis HQ | Lidocaine stock record sheet (obsolete) | DD1086 | currently held in apheresis suite then in HQ storage in attic | Date order | 2 years | Misuse of drugs regulations 2001 | Destroy |
| Apheresis HQ | Apheresis donor monitoring information | DD1019 | currently held in apheresis suite then in HQ storage in attic | Date order | 30 years | BSQR 2005 | Destroy |
| Apheresis HQ | GMP Consumables Log | DD1338 | Held in apheresis for 12 months then moved to attic | Date order | 2 years | Good Practice | Destroy |
| Apheresis HQ | Goods acceptance forms | DD973 | Held in apheresis for 12 months then moved to attic | Date order | 2 years | Good Practice | Destroy |

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| Apheresis HQ | QC Results for Sysmex POOCH-100i Haematology Analyser | DD945 | Held in apheresis for 6 months then moved to attic, transfer to external storage after 2 years (total) | Date order | 30 years | BSQR 2005 | Check for any changes in legislation. Retain for additional time if required, otherwise destroy. |
| Apheresis HQ | Cleaning and maintenance Record for Sysmex POOCH-100i Haematology Analyser | DD929 | In POOCH-100i maintenance folder | Date order | 11 years after equipment is made obsolete | BSQR 2005 | Check for any changes in legislation. Retain for additional time if required, otherwise destroy. |
| Apheresis HQ | Error log for POCH-100i | DD946 | In POOCH-100i maintenance folder | Date order | 11 years after equipment is made obsolete | BSQR 2005 | Check for any changes in legislation. Retain for additional time if required, otherwise destroy. |
| Apheresis HQ | Staff duty rotas | N/A | In off-duty roster file, retained in Apheresis for 12 months transferred to storage area for further 12 months | Date order | 2 years | GMGR | Destroy. Confidential Waste. |