

**TRANSFUSION MICROBIOLOGY  
RECORDS RETENTION AND DISPOSAL GUIDELINES**

<b>Work Area</b>	<b>Record Description</b>	<b>DD No.</b>	<b>Storage Instructions</b>	<b>Method of Indexing</b>	<b>Min Retention Period</b>	<b>Relevant Legislation / Source</b>
Transfusion Microbiology	Donor archive prints	N/A	Retain in NIBTS for a minimum of 1 year then transfer to external storage.	In numerical barcoded McConnells box in TM office	15 years	BSQR 2005
Transfusion Microbiology	Prism prints	N/A	Retain in NIBTS for a minimum of 1 year then transfer to external storage.	In numerical barcoded McConnells box in TM office	15 years	BSQR 2005
Transfusion Microbiology	Global prints	N/A	Retain in NIBTS for a minimum of 1 year then transfer to external storage.	In numerical barcoded McConnells box in TM office	15 years	BSQR 2005
Transfusion Microbiology	Syphilis prints	N/A	Retain in NIBTS for a minimum of 1 year then transfer to external storage.	In numerical barcoded McConnells box in TM office	15 years	BSQR 2005
Transfusion Microbiology	CMV Prints/Notification forms	DD174	Retain in NIBTS for a minimum of 1 year then transfer to external storage.	In numerical barcoded McConnells box in TM office	15 years	BSQR 2005
Transfusion Microbiology	TM4 Prints	N/A	Retain in NIBTS for a minimum of 1 year then transfer to external storage.	In numerical barcoded McConnells box in TM office	15 years	BSQR 2005
Transfusion Microbiology	TM4 Worksheets and unreported	DD1345 DD1346 DD1347	Retain in NIBTS for a minimum of 2 years then transfer to external storage.	In numerical barcoded McConnells box in TM office	30 years	BSQR 2005
Transfusion Microbiology	Rubella Referral documentation	N/A	Retain in NIBTS for a minimum of 2 years then transfer to external storage.	Within patient record which are stored numerically	30 years	BSQR 2005

TRANSFUSION MICROBIOLOGY  
RECORDS RETENTION AND DISPOSAL GUIDELINES

Transfusion Microbiology	MAT/T Cruzei referral documentation	DD1216 DD708 DD510 DD800	Retain in NIBTS for a minimum of 2 years then transfer to external storage.	Within patient record which are stored numerically	30 years	BSQR 2005
Transfusion Microbiology	Faxes to MRU	DD150	Retain in NIBTS for 2 years.	In box file in lab in date order	2 years	Good Practice
Transfusion Microbiology	Kit Validation & Evaluation records	DD1388 DD087	Retain in NIBTS for a minimum of 2 years then transfer to external storage.	In box file & filing cabinet in TM lab in date order	30 years	BSQR 2005
Transfusion Microbiology	Donor/patient files (AD, AG/HB, HC, MAT, JAU, TCR, ANHIV, SI)	N/A	Retain in NIBTS for a minimum of 2 years then transfer to external storage.	In filing cabinet in TM office numerically	30 years	BSQR 2005
Transfusion Microbiology	MRU Referral books	N/A	Retain in NIBTS for a minimum of 2 years then transfer to external storage.	In filing cabinet in TM office numerically	5 years following year to which the diary relates.	Good Practice
Transfusion Microbiology	Donor Surveillance data and reports	N/A	Held in archive storage	Held in archive storage	30 years	BSQR 2005
Transfusion Microbiology	NEQAS Scheme documentation	DD1107	Retain in NIBTS for a minimum of 2 years then transfer to external storage.	In filing cabinet in TM office in date order	30 years	BSQR 2005
Transfusion Microbiology	Request forms (TM4, Bone Bank)	DD708	Retain in NIBTS.	In patient file in filing cabinet in TM office numerically	1 year	Good Practice
Transfusion Microbiology	Microbiology day book	DD1441	Retain in TM office	In filing cabinet in TM office in date order	5 years following year to which the diary relates.	Good Practice

TRANSFUSION MICROBIOLOGY  
RECORDS RETENTION AND DISPOSAL GUIDELINES

Transfusion Microbiology	TM4 Book	DD896	Retain in TM office	In filing cabinet in TM office in date order	5 years following year to which the diary relates.	Good Practice
Transfusion Microbiology	Donor Syphilis screening book.	DD656	Retain in TM office	In filing cabinet in TM office in date order	5 years following year to which the diary relates.	Good Practice
Transfusion Microbiology	Miscellaneous testing book.	N/A	Retain in TM office	In filing cabinet in TM office in date order	5 years following year to which the diary relates.	Good Practice
Transfusion Microbiology	Telephone request log	DD252	Retain in NIBTS for a minimum of 1 year then transfer to external storage.	In filing cabinet in TM office in date order	30 years	BSQR 2005
Transfusion Microbiology	Cleaning records	DD017 DD1399 DD1425	Retain in NIBTS for a minimum of 2 years then transfer to external storage.	In filing cabinet in TM office in date order	2 years.	BSQR 2005
Transfusion Microbiology	Mapping reports	DD1139	In mapping report folder. Retain in NIBTS while equipment in use & for 2 years after, then transfer to external storage.	On shelf in TM office in date order	11 years after equipment is made obsolete	BSQR 2005
Transfusion Microbiology	Validation projects	DD682 DD683 DD675 DD678	In relevant equipment validation folder.	On shelf in TM office in date order	11 years after equipment is made obsolete or 15 years, whichever is greatest.	BSQR 2005
Transfusion Microbiology	Equipment logs	DD996	In relevant equipment maintenance folder. Retain in NIBTS while equipment in use & 2 years after, then transfer to external storage.	On shelf in TM office in date order	11 years after equipment is made obsolete	BSQR 2005

TRANSFUSION MICROBIOLOGY  
RECORDS RETENTION AND DISPOSAL GUIDELINES

Transfusion Microbiology	Service reports (Pre-equipment logs-Best, Prism. Northgate)	N/A	In relevant equipment maintenance folder. Retain in NIBTS while equipment in use & 2 years after, then transfer to external storage.	In equipment logs in date order	11 years after equipment is made obsolete	BSQR 2005
Transfusion Microbiology	HR / Personnel records held in department	DD1352 DD763	Retain in locked filing cabinet. Transfer to HR when employment ceases	In filing cabinet in TM office in date order	N/A	N/A
Transfusion Microbiology	NAT Testing Book	DD1379	Retain in TM office	In filing cabinet in TM office in date order	5 years following year to which the diary relates.	Good Practice

TRANSFUSION MICROBIOLOGY  
RECORDS RETENTION AND DISPOSAL GUIDELINES

Final Action
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.

TRANSFUSION MICROBIOLOGY  
RECORDS RETENTION AND DISPOSAL GUIDELINES

Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Destroy - Confidential Waste
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Destroy - Confidential Waste
Destroy - Confidential Waste

TRANSFUSION MICROBIOLOGY  
RECORDS RETENTION AND DISPOSAL GUIDELINES

Destroy - Confidential Waste
Destroy - Confidential Waste
Destroy - Confidential Waste
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
Check for any changes in legislation. Retain for additional time if required, otherwise destroy.

TRANSFUSION MICROBIOLOGY  
RECORDS RETENTION AND DISPOSAL GUIDELINES

Check for any changes in legislation. Retain for additional time if required, otherwise destroy.
N/A
Destroy - Confidential Waste