

Type of Record/Material	Retention Period
Body transfer and disposition records	Indefinitely
Wet tissue (stock bottle)	1 year
Paraffin blocks	10 years
Glass slides	50 years or 30 years if a DNA sample is available
Autopsy reports	Indefinitely
Gross photographs/images	Indefinitely
Body fluids and tissues for toxicology	1 year
Sample suitable for DNA analysis	Indefinitely

NOTE 2: For autopsy paraffin blocks, the CAP recommends extending the required retention period to indefinitely or for at least a generation (approximately 20 years); however, it is not a requirement of accreditation. These blocks represent the last opportunity for tissue-based biomarker, genetic, and other testing in the interest of family members and public health. Strategies, such as retaining even a select number of blocks from each case permanently or partnering with a regional biorepository for permanent storage may be considered.

NOTE 3: The wet tissue (stock bottle) refers to small portions of organs that are saved in a small container. There is no CAP requirement or recommendation for retention of whole or large portions of organs.

REFERENCES

- 1) College of American Pathologists. Guidelines for the retention of laboratory records and materials. Northfield, IL: CAP; current edition
- 2) National Association of Medical Examiners. NAME Inspection and Accreditation Checklist for Autopsy Services. February 2013.
- 3) College of American Pathologists. CAP Policies and Documents Pertaining to the Autopsy. In: Collins KA, ed. *Autopsy Pathology and Reporting*. 3rd ed. Northfield, IL: College of American Pathologists; 2017; chap 5

ELECTRON MICROSCOPY

If the electron microscopy service is a separate and distinct laboratory in the Anatomic Pathology section, the inspector may find it more convenient to use an additional copy of the Anatomic Pathology Checklist for the inspection, answering all applicable requirements.

Inspector Instructions:

READ 	<ul style="list-style-type: none"> • Sampling of EM policies and procedures
DISCOVER 	<ul style="list-style-type: none"> • Select a representative EM sample and follow the entire process from specimen receipt to final result reporting