OSPITAL NG PARAÑAQUE		Document Code: **OSPAR- ANCI- LAB-2022-24** Issue Date:
ANCILLARY DIVISION APPROVAL MATRIX		Section / Department **LABORATORY SECTION**
Policy Title: **POLICY ON THE RETENTION OF RECORDS OBJECTIVES**		Page **1** of **4**
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OBJECTIVES

A. General Objective:

This policy shall provide guidance on the standard minimum retention period of documents, records, slides and specimens in the clinical laboratory based on the DOH AO 2022-0007, Philippine Standards on the Retention Period of Documents, Records, Slides and Specimens in Clinical Laboratories dated March 1, 2022.

B. Specific Objectives:

1. To establish retention period guidelines on documents, records, slides and specimens according to its storage condition and to prevent overloading of the storage capacity of laboratories
2. To ensure compliance of retention protocols as part of the minimum standards and inspection tool in licensing a clinical laboratory by HFSRB.

GENERAL GUIDELINES

1. The laboratory shall maintain and observe the minimum standard retention period of documents, records, slides and specimens.
2. The laboratory shall safeguard and archive all documents, records, slides, and specimens, including paraffin blocks, in a safe environment and protect it from loss, destruction and secure it from theft and tampering.
3. For records, slides, and specimens classified for permanent preservation, a permanent storage area shall be made available.

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RETENTION PERIOD BASED ON CATEGORY:

A.	DOCUMENTS AND RECORDS	Retention Period			Remarks
		Active	Storage	Total	
1.	Analytical Systems and Quality Improvement Files				
	Annual Review of Policies, Processes and Procedures Records	2 years		2 years	
	Equipment and Instrument Preventive Maintenance	2 years		2 years	
	Inspection, Audit and Assessment Records	5 years		5 years	
	Management Review Records	2 years		2 years	
	Method Manuals and Lab worksheet	2 years		2 years	
	Method/Process Validation	2 years		2 years	
	Qualification, competency and Training of Laboratory Staff	3 years		3 years	
	Quality control Records	2 years		2 years	
	Proficiency testing records	5 years		5 years	
	Reagents, materials and supplies records	2 years		2 years	
	Registration and referral records	1 year		1 year	
	Supplier qualification records	2 years		2 years	
	Waste Disposal Records	2 years		2 years	
2	Clinical Laboratory Files				
	Clinical Laboratory Employees' Signature Initials	2 years	3 years	5 years	After updated
	Laboratory Test Filled-out Requisition Forms	2 years		2 years	
	Record Book:				
	General Laboratory Test Results	5 years		5 years	
	General Patient Registry	5 years	5 years	10 years	
3	Laboratory Test Reports				

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	Clinical Laboratory	2 years		2 years	
	Cytology	5 years	5 years	10 years	
	Surgical Pathology	5 years	5 years	10 years	

B	SLIDES, SMEARS AND PARAFFIN BLOCKS	Retention Period
1	ANATOMIC PATHOLOGY	
	Surgical Pathology and Immunohistochemistry Stained Slides and Paraffin Blocks	10 years
2	CYTOLOGY	
	Negative / Unsatisfactory stained slides	5 years
	Positive / Suspicious stained slides	10 years
	FNAB stained slides	10 years
	Gynecologic stained slides	5 years
3	HEMATOLOGY	
	Malaria-Stained Smears	1 year
	Other body fluids slides for cell counting	7 days
	Peripheral Blood Slides (abnormal)	1 year
	Peripheral Blood Slides (normal)	7 days
5	MICROBIOLOGY	
	AFB-stained smears	1 year
	Gram-Stained smear	7 days
	KOH slides	7 days

C	SPECIMENS	Retention Period
1	ANATOMIC PATHOLOGY	
	Wet and Formalin Fixed tissues for Routine Histopathology (Benign)	2 weeks after completion of final report
	Wet and Formalin-fixed Tissues for Routine Histopathology (Malignant)	4 weeks after completion of final report
2	BLOOD BANKING AND TRANSFUSION MEDICINE:	
	ABO Blood Typing (EDTA-Whole Blood and Serum)	7 days

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	Crossmatch Unit Segments from blood donor units and recipients	7 days post transfusion
	Direct Antiglobulin Test	7 days
3	CLINICAL CHEMISTRY AND IMMUNOLOGY / SEROLOGY	
	Other Body Fluids (Pleural / Peritoneal / Pericardial Fluid	1 weeks, refrigerated
	Serum / Plasma	1 week, refrigerated
4	HEMATOLOGY	
	Anti-coagulated (Heparinized or EDTA) Whole Blood	24 hours, room temperature
	Plasma for Coagulation Testing	24 hours, room temperature

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