

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE  
Deer's Head Center, Salisbury, Maryland – Laboratory Department

Item No.	Record Series Description	Retention
1.	<p><i>This schedule supersedes schedule #1146</i> <b>DAILY ACCESSION AND WORKLOAD REPORTS</b> Workbooks contain the patients' name, time and date specimen was collected, time and date specimen was finished, doctor's name, lab tests ordered, and the results of the lab tests. The workbook is not part of the patient's permanent record.</p>	<p>Retain for two (2) years and then destroy by burning or shredding.</p>
2.	<p><b>QUALITY CONTROL RECORDS</b> College of American Pathologists surveys consisting of known values of blood and urine samples used to monitor the lab as compared to other labs. Quality control charts used daily to monitor the accuracy and precision of lab equipment and quality of reagents. This is not part of the patients' permanent record.</p>	<p>Retain for two (2) years, then destroy.</p>
3.	<p><b>REFERENCE LAB RECORDS OF REQUISITIONS SENT</b> Back copies of requisitions sent to the reference labs or workbooks containing the patient's name, date test sent out, the tests sent out, and the date the test comes back. This does not contain patient test results and is not part of the patient's permanent record.</p>	<p>Retain for two (2) years, then destroy by burning or shredding.</p>
4.	<p><b>LABORATORY COPY OF LAB REQUISITIONS</b> This is a copy of the lab tests ordered by the doctor and the lab results of the test ordered. There is an original placed on the patient's chart as a permanent record. The lab carbon copy is filed in the lab and is occasionally used for reference.</p>	<p>Retain for two (2) years, then destroy by burning or shredding.</p>

APPROVED BY: (Agency/Unit Manager)

DATE: May 7, 2001

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