

Pathology Department Records Retention Schedule										
		Contact: Norma Ward 5-8872								
DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
Add-On request forms	Clinical Labs		CY + 9		Yes	Yes	Yes	Paper + PC	Patient file	
Billing Records	Dept Admin		CY + 9		Yes	Yes	Yes	Paper + PC		
CLS program files	CLS program Office		Indefinite		Yes	Yes	Yes	Paper +PC		Locked Files
Compliance Audits	Dept Admin		CY + 9		Yes	Yes	Yes	Paper		
Contracts & Agreements	Dept Admin		CY + 7		Yes	Yes	No	Paper		
Financial Reports	Dept Admin		CY + 7		Yes	Yes	Yes	Paper + PC	Yes	Locked Office
Grant Awards	Grant Admin		CY		Yes	Yes	Yes	Paper		Locked Office
Human Resource files	Dept Admin		CY + 3-5 yrs		Yes	Yes	Yes	Paper + PC	No	Locked files/Office
Instrument Printouts	Clinical Labs		CY + 1		Yes	No	Yes	Paper	No	
Meeting Minutes	Dept Admin		CY +1		Yes	No	Yes	Paper + PC	Intranet	
Payroll files	Dept Admin		CY +?		No	Yes	No	Paper + PC	Yes	Locked Office
Procurement Card Reports	Dept Admin		CY +1		No	Yes	No	Paper +PC	Yes	Locked Office
Proficiency Testing	Clinical Labs		CY +1		Yes	No	Yes	Paper + PC	Yes	
Purchase Orders	Purchasing Dept		CY +1		No	No	No	Paper +PC	Yes	
Quality Control	Clinical Labs		CY +1		Yes	No	Yes	Paper + Instrument PC	no	
Resident Program Files	Dept Admin		Indefinite		Yes	Yes	Yes	Paper + PC		Locked Office
Statement of Accounts	Dept Admin		CY + 7		No	No	No	Paper + PC	Yes	Locked Office
Test Results	Clinical Labs		CY + 2		Yes	Yes	Yes	Paper +PC	Patient file	
Genetic test results	Clinical Labs		Indefinite		Yes	Yes	Yes	Paper +PC	Yes	
Hematopoietic Prgenitor Cell Lab	Clinical Labs		Indefinite		Yes	Yes	Yes	Paper + PC	Patient file	

Effective Date: ?

3/28/02

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Immunohematology Records	Clinical Labs		Indefinite		Yes	Yes	Yes	Papr + PC	Patient file	
Test Requisitions	Clinical Labs		CY + various times--		Yes	Yes	Yes	Paper + PC	Patient file	
Travel Vouchers	Clinical Labs		CY + 1		Yes	Yes	Yes	Paper + PC	Patient file	
Vouchers and Invoices <\$10,000	Dept Admin		CY + 2		No	No	No	Paper + PC	Yes	
Vouchers and Invoices >\$10,000	Dept Admin		CY + 2		No	No	No	Paper + PC	Yes	
Notes:										
1) The retention period for convenience copies is 3 years which is a guideline and not a requirement.										
2) The custodian has official responsibility for retention and disposition of the record.										
3) An "Official Record" is the single official copy of a document maintained on file by an administrative unit of FUS which is usually, but not always, the original.										
Convenience copies are not official records.										
4) A "Confidential Record" is unavailable to the general public unless otherwise ordered by court, by the lawful custodian or by another person duly authorized.										
Medical, student and personnel files are examples.										
5) A "Vital Record" is one which is absolutely essential in order to continue doing business or to preserve the rights of the unit, its employees and the general public.										
6) "Office Correspondence of an Official Nature" refers to policies, procedures, reports (internal or external), etc. that are used in the administration and management of the department and that should be memorialized.										