

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-015-99-2	DATE RECEIVED 5/5/99
1. FROM (Agency or establishment) Department of Veterans Affairs (VA)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Veterans Health Administration (VHA)		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION VA Medical Facilities		DATE 8-11-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
4. NAME OF PERSON WITH WHOM TO CONFER Sherwin Lynch (lynsher@mail.va.gov)	5. TELEPHONE 202-273-8312		

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached, or has been requested.

DATE 4/20/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Donald L. Neilson	TITLE Director, Information Management Service
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Pathology and Laboratory Medicine Service Records</p> <p>This SF 115 covers records created to provide anatomic pathology, blood transfusion, and clinical pathology services. The records include test requisitions, test records, test reports (preliminary and final), pathology test reports, test procedures, proficiency testing records, test results, specimen records, and other records used to gather specific information for patient care. These records exist in a variety of record mediums. However, regardless of the medium, specimens, paper, etc. are to be disposed of in accordance with their respective retention and disposal requirements. Several of these records are filed in the patient's medical records folder which is retained for 75 years after the last episode of patient care.</p> <p>Records listed on this SF 115 are maintained by VHA Laboratory Services.</p> <p>Blood Donor Records are covered by the Privacy Act System 04VA113, Blood Donor File-VA. Auxiliary medical records created as a result of specific laboratory tests or procedures are included as part of the Privacy Act System 24VA136, Patient Medical Records-VA. A new Privacy Act notice will be published for the Laboratory Service Personnel Records.</p> <p>Test Requisition Files: Requisitions and related documents used by the provider to request that the laboratory perform certain tests on a patient.</p> <p>Disposal: Destroy after 2 years.</p>		

Agency, NWRM, NR, NWRM-B

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2.	<p>Test Record Files: Documents that record the results of the test, the date, the name of the individual who performed the test, and the name of the individual who verified the test.</p> <p>Disposal: Destroy after 2 years.</p>		
3.	<p>Laboratory Copies Test Reports (preliminary, final, corrected): This file consists of reports that provide results of a particular test on a particular patient, the identification of the laboratory performing the test and the normal range of values.</p> <p>Disposal: Destroy 2 years after the date of the report.</p>		
4.	<p>Pathology Test Reports: These reports consist of the clinical pathologist's consultation reports including supporting documents.</p> <p>Disposal: Destroy 25 years after the date of the report.</p>		
5.	<p>Quality Control Records: These records document the results of the control testing performed on a machine, the validation testing of a machine, the monitoring of the temperature in an incubator or refrigerator or other indicators monitored to ensure that the laboratory is performing quality work.</p> <p>Disposal: Destroy after 5 years.</p>		
6.	<p>Test Procedures Files: These files consist of documents that instruct an individual how to perform a laboratory test.</p> <p>Disposal: Destroy 2 years after the procedures have been discontinued.</p>		
7.	<p>Proficiency Testing Records: These documents record the date of the proficiency test; type of test; instrument used, if appropriate, results and individual performing the test.</p> <p>Disposal: Destroy after 2 years.</p>		

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8.	<p>Records of Remedial Action after Proficiency Testing (PT) Failure: These records document the corrective action taken by the laboratory that fails a particular proficiency sample.</p> <p>Disposal: Destroy after 2 years.</p>		
9.	<p>Instrument Maintenance Records: These records document the date and type of preventive maintenance performed on laboratory equipment.</p> <p>Disposal: Destroy after 2 years.</p>		
10.	<p>Instrument Maintenance Records (repairs, parts, and replacement records): These records record repairs made, who performed the repairs, and the date the repairs were made.</p> <p>Disposal: Destroy 5 years after the instrument is no longer utilized.</p>		
11.	<p>Personnel Records: These records document competency, testing results, proficiency testing results and training. They consist of correspondence, forms, and copies of documents duplicated in the individual's official personnel folder. Note: The information dealing with competency and proficiency training is not found in the official personnel records.</p> <p>Disposal: Destroy after 30 years.</p>		
12.	<p>Body Fluids: These are specimens taken from patients for laboratory testing.</p> <p>Disposal: Destroy 24 hours after results are reported.</p>		
13.	<p>Peripheral Blood Smears, Body Fluids Smears: These are glass slides with a drop of either blood or body fluid affixed to them. They are stained and viewed under a microscope.</p> <p>Disposal: Destroy after 1 month.</p>		
14.	<p>Bone Marrow Smears: These are glass slides with a drop of bone marrow affixed to them. They are stained and</p>		

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	<p>viewed under a microscope. These are used for diagnostic purposes.</p> <p>Disposal: Destroy after 20 years.</p>		
15.	<p>Permanently Stained Slides for Microbiology (e.g., gram, trichrome, etc.): A sample of a colony or specimen is placed on a glass slide, fixed and stained with one or more of a variety of stains.</p> <p>Disposal: Destroy after 1 month.</p>		
16.	<p>Specimens from Blood Bank Donors and Recipients: These are samples of blood taken from individuals who donate blood and those who receive blood products.</p> <p>Disposal: Destroy 7 days after transfusion or 10 days after crossmatch.</p>		
17.	<p>Donor and Recipient Records: These records contain vital information on individuals who donate blood and patients who receive blood or blood products.</p> <p>Disposal: Destroy after 75 years.</p>		
18.	<p>Records of Employee Signatures, Initials, Identification Codes: These records record the names, signatures, initials and codes used to identify which employee performed either the complete test or a particular part of a test.</p> <p>Disposal: Destroy after 75 years.</p>		
19.	<p>Test Procedures (Transfusion Medicine) Manual: This is a manual that describes how to perform the various procedures that are used in Transfusion Medicine.</p> <p>Disposal: Destroy after 5 years or after procedures are superseded.</p>		
20.	<p>Immunoematology Test Records and Reports: These are results of tests performed in immunoematology.</p>		

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	<p>Disposal: Destroy after 5 years.</p>		
21.	<p>Quality Control Records and Proficiency Test Surveys: This is the documentation to the results of quality control testing and any corrective action that is taken and the results of the proficiency testing and, if the test results are wrong, corrective actions that are taken.</p> <p>Disposal: Destroy after 5 years.</p>		
22.	<p>Blood and Blood Products Quality Control Records: This is the documentation of the quality control testing performed on blood and blood products.</p> <p>Disposal: Destroy after 5 years.</p>		
23.	<p>Records of Permanently Deferred Donors: These are the donor records of individuals who may never donate blood.</p> <p>Disposal: Destroy after 75 years.</p>		
24.	<p>Infectious Disease Records: This is the documentation concerning infectious diseases identified in blood of donors or recipients.</p> <p>Disposal: Destroy after 75 years.</p>		
25.	<p>Tissue Banking Records: Quality Control Records, Superseded Procedures, Manuals, Publications, Storage Temperature Records, Records of Source Facility (original numeric or alphanumeric donor or lot identification, and recipients or other final disposition of each tissue)</p> <p>Disposal: Destroy after 5 years.</p>		
26.	<p>Histopathology Stained Slides: These are tissue slides that have been processed and stained.</p> <p>Disposal: Destroy 25 years from the date of the exam.</p>		

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27.	<p>Histopathology Blocks: These are paraffin blocks that contain patient tissue</p> <p>Disposal: Destroy 10 years from the date of the exam.</p>		
28.	<p>Wet Tissue: Patient tissues that have not been fixed with a preservative.</p> <p>Disposal: Destroy 2 weeks after final report.</p>		
29.	<p>Reports (Surgical Pathology): These reports contain the results of the review of tissue by pathologists. The report usually contains a diagnosis of the patient's health status.</p> <p>Disposal: Destroy after 25 years.</p>		
30.	<p>Accession Logs (Surgical Pathology): This log contains the list of tissues received, the patient identification and the laboratory number assigned to the specimen.</p> <p>Disposal: Destroy after 5 years.</p>		
31.	<p>Maintenance Records: These records document the date and type of preventive maintenance performed on laboratory equipment</p> <p>Disposal: Destroy after 5 years.</p>		
32.	<p>Cytology Slides (negative, unsatisfactory): These are glass slides with a patient samples affixed to them and stained for cytology examination.</p> <p>Disposal: Destroy after 5 years.</p>		
33.	<p>Cytology Slides (suspicious, positive): These are glass slides with a patient samples affixed to them and stained for cytology examination.</p> <p>Disposal: Destroy after 25 years.</p>		

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34.	<p>Cytology Fine Needle Aspiration Slides: These are glass slides with a patient samples obtained by a fine needle aspiration affixed to them and stained for cytology examination.</p> <p>Disposal: Destroy after 25 years.</p>		
35.	<p>Reports: (Cytology) These are the official findings of the pathologist that review the cytology slides.</p> <p>Disposal: Destroy after 25 years.</p>		
36.	<p>Accession Log Reports (Cytology): This report contains the list of specimens received for cytology examination, the patient identification and the laboratory number assigned to the specimen.</p> <p>Disposal: Destroy after 5 years.</p>		
37.	<p>Wet Tissue (Autopsy): Patient tissues removed at autopsy that have not been fixed with a preservative.</p> <p>Disposal: Destroy 6 months after final report.</p>		
38.	<p>Paraffin Blocks (Autopsy): Paraffin blocks that contain patient tissues that were removed at autopsy.</p> <p>Disposal: Destroy 10 years after the date of final report.</p>		
39.	<p>Slides (Autopsy) These are glass slides with patient samples removed at the time of the autopsy examination.</p> <p>Disposal: Destroy 25 years after the date of final report.</p>		
40.	<p>Reports (Autopsy): These are the official findings of the pathologist after the performance of the autopsy and the review the autopsy slides.</p> <p>Disposal: Destroy ²⁵/30 years after date of final report.</p>		

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41. Accession Log (Autopsy): This is the list of specimens received from autopsies for examination, the patient identification and the laboratory number assigned to the specimen.

Disposal: Destroy 5 years after date of final report.

42.

Electronic version of records created by electronic mail and word processing applications.

Delete when recordkeeping copy is generated

*Item 42 Amended by Wilcox Willes
via telephone with
Sherwin Lynch /VA,
5/14/99*

*Modifications to other schedule items
approved by Sherwin Lynch on
1/24/00. See enclosed e-mail
Julie Tracy*