

Request for Records Disposition Authority

Records Schedule Number DAA-0015-2018-0005

Schedule Status Modified Approved Version

Agency or Establishment Department of Veterans Affairs

Record Group / Scheduling Group Records of the Department of Veterans Affairs

Records Schedule applies to Major Subdivision

Major Subdivision Veterans Health Administration

Schedule Subject 7100

Laboratory Services - Pathology and Laboratory Medicine

This records schedule applies to Veterans Health Administration (VHA) administrative structure and management of services and service lines providing laboratory testing in Department of Veterans Affairs (VA) facilities and their outreach functions.

Internal agency concurrences will be provided No

Background Information "These are minimum VHA retention requirements. If Pathology and Laboratory Medicine accreditation requirements are more stringent, the more stringent requirements would apply."

Paper printouts from electronic records would not need to be maintained as long as all of the information is maintained in the electronic system and is retrievable for the required retention time. (example: Short accession lists, providers' orders printed from CPRS, etc.). This also applies to data directly transmitted from instruments to the laboratory computer system via an interface (on-line system); it is not necessary to retain paper worksheets, instrument printouts, etc., so long as the computer/electronic system retains the data for the required retention time frame.

Manual computer entry of patient result data from worksheets, printouts, etc. requires retention of all worksheets, printouts, etc. for at least the minimum retention requirement (digitized or photographic images are acceptable).

Pathology reports may be retained in either paper or electronic format. If retained in electronic format alone, the reports must include a secure pathologist electronic signature. Images of paper

reports, such as microfiche or PDF files are acceptable.
Policy for Pathology and Laboratory Medicine is managed by VHA Handbook 1106.01
“PATHOLOGY AND LABORATORY MEDICINE SERVICE (P&LMS) PROCEDURES” dated January 29, 2016.

The National Director, Pathology and Laboratory Medicine Service (P&LMS), Diagnostic Services (10P4D) is responsible for the contents of Handbook 1106.01. Questions may be addressed to (202) 632-8418.

Laboratory testing, where applicable, must also meet the requirements of the following organizations:

- 1) The Joint Commission,
- 2) College of American Pathologists (CAP),
- 3) AABB (formerly the American Association of Blood Banks),
- 4) FDA,
- 5) Occupational Safety and Health Administration (OSHA) and
- 6) Nuclear Regulatory Commission (NRC).

This records schedule applies to all.

Note: All laboratories' operational records such as test results and equipment maintenance are temporary, though many have a very long retention to support patient records. VHA wants to be considered for flexible schedule for all items less than 25 years. We would like the schedule to be 2-24 years. Items over 25 years, we would like a schedule of 25-75 years. We will apply the schedule per the current required CAP and AABB certification requirements. This would give all temporary records maximum flexibility to meet the requirements of ALL laboratory certifying bodies. Currently there are no permanent records. The longest schedule is 75 years and these records are mostly related to blood bank records. We will incorporate items related to new tests or equipment in accordance with CAP and AABB certification and patient record retention requirements.

Note: VHA wants to be considered for flexible schedule. For all items under 25 years, we would like the schedule to be 2-24 years. For items over 25 years we would like the schedule to be 25-75 years. We will apply the schedule per the current required CAP and AABB certification requirements. This would give all temporary records maximum flexibility to meet the requirements of ALL laboratory certifying bodies.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
50	0	50	0

GAO Approval

Outline of Records Schedule Items for DAA-0015-2018-0005

Sequence Number	
1	7100.1 Laboratory Competency Personnel Records Disposition Authority Number: DAA-0015-2018-0005-0001
2	7100.2 Records of Employee Signatures, Initials, Identification Codes Disposition Authority Number: DAA-0015-2018-0005-0002
3	7100.3 Accession Logs
3.1	General Lab and Surgical Pathology and Autopsy accession log: Disposition Authority Number: DAA-0015-2018-0005-0003
3.2	Cytology accession log Disposition Authority Number: DAA-0015-2018-0005-0004
3.3	Electron Microscopy
3.3.1	Written logs Disposition Authority Number: DAA-0015-2018-0005-0005
3.3.2	Electronic logs Disposition Authority Number: DAA-0015-2018-0005-0006
4	7100.4 Test Requisitions/Test Orders
4.1	General Lab Disposition Authority Number: DAA-0015-2018-0005-0007
4.2	Blood Bank Disposition Authority Number: DAA-0015-2018-0005-0008
5	7100.5 Test Records
5.1	General Lab Disposition Authority Number: DAA-0015-2018-0005-0009
5.2	Blood Bank Disposition Authority Number: DAA-0015-2018-0005-0010
6	7100.6 Laboratory Test Reports (Preliminary, final, corrected)
6.1	General Lab Disposition Authority Number: DAA-0015-2018-0005-0011
6.2	Bone Marrow Disposition Authority Number: DAA-0015-2018-0005-0012
6.3	Blood Bank Disposition Authority Number: DAA-0015-2018-0005-0013
6.4	Surgical Pathology Disposition Authority Number: DAA-0015-2018-0005-0014
6.5	Cytopathology

	Disposition Authority Number: DAA-0015-2018-0005-0015
6.6	Autopsy Disposition Authority Number: DAA-0015-2018-0005-0016
6.7	Molecular Pathology
6.7.1	Neoplastic Conditions Disposition Authority Number: DAA-0015-2018-0005-0017
6.7.2	Constitutional conditions Disposition Authority Number: DAA-0015-2018-0005-0018
7	7100.7 Laboratory Instrument & Computer System Maintenance Records
7.1	General Lab Disposition Authority Number: DAA-0015-2018-0005-0019
7.2	Blood Bank Disposition Authority Number: DAA-0015-2018-0005-0020
8	7100.8 Instrument Repair Records (repairs, parts, and replacement records) including annual preventive maintenance (PM's)
8.1	General Lab Disposition Authority Number: DAA-0015-2018-0005-0021
8.2	Blood Bank Disposition Authority Number: DAA-0015-2018-0005-0022
9	7100.9 Test Instrument or Method & Computer Validation Records
9.1	General Lab Disposition Authority Number: DAA-0015-2018-0005-0023
9.2	Blood Bank Disposition Authority Number: DAA-0015-2018-0005-0024
10	7100.10 Quality Control Records
10.1	General Lab, Pathology & Morgue Disposition Authority Number: DAA-0015-2018-0005-0025
10.2	Blood Bank Disposition Authority Number: DAA-0015-2018-0005-0026
10.3	Tissue Banking Disposition Authority Number: DAA-0015-2018-0005-0027
11	7100.11 Individualized Quality Control Plan Documents Disposition Authority Number: DAA-0015-2018-0005-0028
12	7100.12 Quality Management Records
12.1	General Lab Disposition Authority Number: DAA-0015-2018-0005-0029
12.2	Blood Bank

	Disposition Authority Number: DAA-0015-2018-0005-0030
13	7100.13 Proficiency Testing Records
13.1	General Lab Disposition Authority Number: DAA-0015-2018-0005-0031
13.2	Records of remedial action after proficiency testing (PT) failure Disposition Authority Number: DAA-0015-2018-0005-0032
13.3	Blood Bank Disposition Authority Number: DAA-0015-2018-0005-0033
14	7100.14 Discontinued Procedures/Policies
14.1	General Lab Disposition Authority Number: DAA-0015-2018-0005-0034
14.2	Blood Bank Disposition Authority Number: DAA-0015-2018-0005-0035
14.3	Blood Banking Exceptions Disposition Authority Number: DAA-0015-2018-0005-0036
14.4	Tissue Banking Disposition Authority Number: DAA-0015-2018-0005-0037
15	7100.15 Blood and Blood Component Quality Control Records Disposition Authority Number: DAA-0015-2018-0005-0038
16	7100.16 Blood or Blood Component Issue Records Disposition Authority Number: DAA-0015-2018-0005-0039
17	7100. 17 Blood or Blood Component Source Record Disposition Authority Number: DAA-0015-2018-0005-0040
18	7100.18 Blood and Blood Component Transfusion Request Disposition Authority Number: DAA-0015-2018-0005-0041
19	7100.19 Blood Donor Records Disposition Authority Number: DAA-0015-2018-0005-0042
20	7100.20 Blood Recipient Records Disposition Authority Number: DAA-0015-2018-0005-0043
21	7100.21 Transfusion Record Disposition Authority Number: DAA-0015-2018-0005-0044
22	7100.22 Apheresis or Therapeutic Phlebotomy records Disposition Authority Number: DAA-0015-2018-0005-0045
23	7100.23 Records of Permanently Deferred Donors Disposition Authority Number: DAA-0015-2018-0005-0046
24	7100.24 Infectious Disease / Look Back Records Disposition Authority Number: DAA-0015-2018-0005-0047
25	7100.25 Tissue Banking Records

26

Disposition Authority Number: DAA-0015-2018-0005-0048

7100.26 Tissue Banking Recipient Records

Disposition Authority Number: DAA-0015-2018-0005-0049

27

7100.27 Tissue Banking Donor Records

Disposition Authority Number: DAA-0015-2018-0005-0050

Records Schedule Items

Sequence Number					
1	<p>7100.1 Laboratory Competency Personnel Records</p> <p>Disposition Authority Number DAA-0015-2018-0005-0001</p> <p>Records contain training and annual competency assessments not maintained in the Official Personnel Folder (OPF)</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" data-bbox="345 905 1529 1010"> <tr> <th data-bbox="345 905 938 947">Manual Citation</th><th data-bbox="938 905 1529 947">Manual Title</th></tr> <tr> <td data-bbox="345 947 938 1010">7100.1</td><td data-bbox="938 947 1529 1010">Records Control Schedule (RCS 10-1)</td></tr> </table> <p>GRS or Superseded Authority Citation N1-15-02-4/3</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of CY</p> <p>Retention Period Destroy after 2-24 years after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	7100.1	Records Control Schedule (RCS 10-1)
Manual Citation	Manual Title				
7100.1	Records Control Schedule (RCS 10-1)				
2	<p>7100.2 Records of Employee Signatures, Initials, Identification Codes</p> <p>Disposition Authority Number DAA-0015-2018-0005-0002</p> <p>Records record the names, signatures, initials, and codes used to identify which employee performed either the complete test, particular part of a test or each significant step in a process.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in No</p>				

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
7100,2	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority Citation **N1-15-99-2/18**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of CY**

Retention Period **Destroy after 25-75 years after cutoff.**

Additional Information

GAO Approval **Not Required**

7100.3 Accession Logs

This log contains the list of specimens received, the patient identification and the laboratory number assigned to the specimen

General Lab and Surgical Pathology and Autopsy accession log:

Disposition Authority Number **DAA-0015-2018-0005-0003**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
7100.3a	Records Control Schedule (10-1)

GRS or Superseded Authority Citation **N1-15-99-2/30**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of CY**

Retention Period **Destroy after 2-24 years after cutoff.**

Additional Information

GAO Approval **Not Required**

3

3.1

3.2

Cytology accession log

Disposition Authority Number **DAA-0015-2018-0005-0004**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **No**

Manual Citation	Manual Title
7100.3b	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority
Citation **N1-15-99-2/36**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of CY**

Retention Period **Destroy after 2-24 years after cutoff.**

Additional Information

GAO Approval **Not Required**

3.3

Electron Microscopy

3.3.1

Written logs

Disposition Authority Number **DAA-0015-2018-0005-0005**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **No**

Manual Citation	Manual Title
7100.3c	Records Control Schedule (RCS 10-1)

Disposition Instruction

Cutoff Instruction **Cutoff at the end of CY**

3.3.2	Retention Period	Destroy after 2-24 years after cutoff.				
	Additional Information					
	GAO Approval	Not Required				
	Electronic logs					
	Disposition Authority Number	DAA-0015-2018-0005-0006				
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1"> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> <tr> <td>7100.3d</td> <td>Records Control Schedule (RCS 10-1)</td> </tr> </table>		Manual Citation	Manual Title	7100.3d	Records Control Schedule (RCS 10-1)
Manual Citation	Manual Title					
7100.3d	Records Control Schedule (RCS 10-1)					
4	Disposition Instruction					
	Cutoff Instruction	Cutoff at the end of CY				
	Retention Period	Destroy after 25-75 years after cutoff.				
	Additional Information					
	GAO Approval	Not Required				
	7100.4 Test Requisitions/Test Orders					
	Requisitions and related documents used by the provider to request that the laboratory perform certain tests on a patient.					
	General Lab					
	Disposition Authority Number	DAA-0015-2018-0005-0007				
	Final Disposition	Temporary				
Item Status	Active					
Is this item media neutral?	Yes					
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No					
4.1	<table border="1"> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> <tr> <td></td> <td></td> </tr> </table>		Manual Citation	Manual Title		
	Manual Citation	Manual Title				

4.2

7100.4a	Records Control Schedule (RCS 10-1)
GRS or Superseded Authority Citation	N1-15-99-2/1
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of CY
Retention Period	Destroy after 2-24 years after cutoff.
Additional Information	
GAO Approval	Not Required
Blood Bank	
Disposition Authority Number	DAA-0015-2018-0005-0008
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Manual Citation	Manual Title
7100.4b	Records Control Schedule (RCS 10 -1)

5

Disposition Instruction

Cutoff Instruction Cutoff at the end of CY

Retention Period Destroy after 2-24 years after cutoff.

Additional Information

GAO Approval Not Required

7100.5 Test Records

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. Includes instrument printout and worksheets if results manually entered into electronic patient record.

5.1

General Lab

Disposition Authority Number DAA-0015-2018-0005-0009

Cutoff at the end of CY

5.2	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>7100.5a</td> <td>Records Control Schedule (RCS 10-1)</td> </tr> </table>		Manual Citation	Manual Title	7100.5a	Records Control Schedule (RCS 10-1)
	Manual Citation	Manual Title				
	7100.5a	Records Control Schedule (RCS 10-1)				
	GRS or Superseded Authority Citation	N1-15-99-2/2				
	Disposition Instruction					
	Cutoff Instruction	Cutoff at the end of CY				
	Retention Period	Destroy after 2-24 years after cutoff.				
	Additional Information					
	GAO Approval	Not Required				
	Blood Bank					
	Disposition Authority Number	DAA-0015-2018-0005-0010				
Final Disposition	Temporary					
Item Status	Active					
Is this item media neutral?	Yes					
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No					
<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>7100.5b</td> <td>Records Control Schedule (RCS 10-1)</td> </tr> </table>		Manual Citation	Manual Title	7100.5b	Records Control Schedule (RCS 10-1)	
Manual Citation	Manual Title					
7100.5b	Records Control Schedule (RCS 10-1)					
Disposition Instruction						
Cutoff Instruction	Cutoff at the end of CY					
Retention Period	Destroy after 2-24 years after cutoff.					
Additional Information						
GAO Approval	Not Required					

6 **7100.6 Laboratory Test Reports (Preliminary, final, corrected)**
Reports on a particular patient that provide test results, diagnosis or findings.
Includes Cytopathology intra- and external departmental consultations

6.1 **General Lab**

Disposition Authority Number DAA-0015-2018-0005-0011

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? No

Manual Citation	Manual Title
7100.6a	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority Citation N1-15-99-2/3

Disposition Instruction

Cutoff Instruction Cutoff at the end of CY

Retention Period Destroy after 2-24 years after cutoff.

Additional Information

GAO Approval Not Required

6.2 **Bone Marrow**

Disposition Authority Number DAA-0015-2018-0005-0012

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? No

Manual Citation	Manual Title
7100.6b	Records Control Schedule (RCS 10-1)

6.3

Disposition Instruction

Cutoff Instruction Cutoff at the end of CY
Retention Period Destroy after 2-24 years after cutoff.

Additional Information

GAO Approval Not Required

Blood Bank

Disposition Authority Number DAA-0015-2018-0005-0013

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7100.6c	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority Citation N1-15-99-2/4

Disposition Instruction

Cutoff Instruction Cutoff at the end of CY
Retention Period Destroy after 2-24 years after cutoff.

Additional Information

GAO Approval Not Required

Surgical Pathology

Disposition Authority Number DAA-0015-2018-0005-0014

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

6.4

6.5

Manual Citation	Manual Title
7100.6d	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority Citation **N1-15-99-2/4**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of CY**

Retention Period **Destroy after 25-75 years after cutoff.**

Additional Information

GAO Approval **Not Required**

Cytopathology

Disposition Authority Number **DAA-0015-2018-0005-0015**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
7100.6e	Records Control Schedule (RCS 10-1)

Disposition Instruction

Cutoff Instruction **Cutoff at the end of CY**

Retention Period **Destroy after 25-75 years cutoff.**

Additional Information

GAO Approval **Not Required**

Autopsy

Disposition Authority Number **DAA-0015-2018-0005-0016**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

6.6

6.7 6.7.1	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Manual Citation	Manual Title
	7100.6f	Records Control Schedule (RCS 10-1)
	GRS or Superseded Authority Citation	NC-15-76-4/1
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY
	Retention Period	Destroy after 25-75 years after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Molecular Pathology	
Neoplastic Conditions		
6.7.2	Disposition Authority Number	DAA-0015-2018-0005-0017
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Manual Citation	Manual Title
	7100.6g	Records Control Schedule (RCS 10-1)
	GRS or Superseded Authority Citation	NC-15-76-4/1
	Disposition Instruction	
	Retention Period	Destroy 2-24 years after cutoff.
Additional Information		
GAO Approval	Not Required	
Constitutional conditions		

Disposition Authority Number **DAA-0015-2018-0005-0018**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **No**

Manual Citation	Manual Title
7100.6h	Records Control Schedule (RCS 10-1)

Disposition Instruction

Cutoff Instruction **Cutoff at the end of CY**

Retention Period **Destroy 2-24 years after cutoff.**

Additional Information

GAO Approval **Not Required**

7100.7 Laboratory Instrument & Computer System Maintenance Records
Records that document the date and type of preventive maintenance performed on laboratory equipment includes routine maintenance performed by staff at specified time frames.

General Lab

Disposition Authority Number **DAA-0015-2018-0005-0019**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **No**

Manual Citation	Manual Title
7100.7a	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority
Citation **N1-15-99-2/9**

Disposition Instruction

7

7.1

7.2

Cutoff Instruction	Cutoff at the end of CY
Retention Period	Destroy 2-24 years after cutoff.
Additional Information	
GAO Approval	Not Required
Blood Bank	
Disposition Authority Number	DAA-0015-2018-0005-0020
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

Manual Citation	Manual Title
7100.7b	Records Control Schedule (RCS 10-1)

8

Disposition Instruction	
Cutoff Instruction	Cutoff at the end of CY
Retention Period	Destroy 2-24 years after cutoff.
Additional Information	
GAO Approval	Not Required

8.1

7100.8 Instrument Repair Records (repairs, parts, and replacement records) including annual preventive maintenance (PM's) Records that record repairs made, who performed the repairs, and the date the repairs were made.	
General Lab	
Disposition Authority Number	DAA-0015-2018-0005-0021
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No

8.2	Manual Citation	Manual Title
	7100.8a	Records Control Schedule (RCS 10-1)
	GRS or Superseded Authority Citation	N1-15-02-4/2
	Disposition Instruction	
	Cutoff Instruction	Cutoff after retirement of the equipment
	Retention Period	Destroy after 2-24 years cutoff.
	Additional Information	
	GAO Approval	Not Required
	Blood Bank	
	Disposition Authority Number	DAA-0015-2018-0005-0022
Final Disposition	Temporary	
Item Status	Active	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
9	Manual Citation	Manual Title
	7100.8b	Records Control Schedule (RCS 10-1)
	Disposition Instruction	
	Cutoff Instruction	Cutoff after retirement of the equipment
	Retention Period	Destroy 2-24 years after cutoff.
	Additional Information	
	GAO Approval	Not Required
	7100.9 Test Instrument or Method & Computer Validation Records	
	Records that document, the date the instrument, method or computer System was put into service and that Performance Specifications were met.	
	General Lab	
9.1	Disposition Authority Number	DAA-0015-2018-0005-0023
	Final Disposition	Temporary

9.2

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
7100.9a	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority Citation **N1-15-02-4/1**

Disposition Instruction

Cutoff Instruction **Cutoff after life of instrument/system.**

Retention Period **Destroy 2-24 years after cutoff.**

Additional Information

GAO Approval **Not Required**

Blood Bank

Disposition Authority Number **DAA-0015-2018-0005-0024**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
7100.9b	Records Control Schedule (RCS 10-1)

Disposition Instruction

Cutoff Instruction **Cutoff after retirement of the equipment**

Retention Period **Destroy 2-24 years after cutoff**

Additional Information

GAO Approval **Not Required**

7100.10 Quality Control Records

10

10.1	Records that document the results of quality control testing performed on test methods, instruments and equipment, instrument/equipment function checks, the monitoring of the temperature in an incubator or refrigerator, product inspection and storage temperatures or other indicators to ensure that the laboratory is performing quality work.					
	General Lab, Pathology & Morgue					
	Disposition Authority Number	DAA-0015-2018-0005-0025				
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1"> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> <tr> <td>7100.10a</td> <td>Records Control Schedule (RCS 10-1)</td> </tr> </table>		Manual Citation	Manual Title	7100.10a	Records Control Schedule (RCS 10-1)
	Manual Citation	Manual Title				
	7100.10a	Records Control Schedule (RCS 10-1)				
GRS or Superseded Authority Citation	N1-15-02-4/1					
Disposition Instruction						
Cutoff Instruction	Cutoff at the end of CY					
Retention Period	Destroy 2-24 years after cutoff.					
Additional Information						
GAO Approval	Not Required					
10.2	Blood Bank					
	Disposition Authority Number	DAA-0015-2018-0005-0026				
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1"> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> <tr> <td>7100.10b</td> <td>Records Control Schedule (RCS 10-1)</td> </tr> </table>		Manual Citation	Manual Title	7100.10b	Records Control Schedule (RCS 10-1)
	Manual Citation	Manual Title				
	7100.10b	Records Control Schedule (RCS 10-1)				

10.3	GRS or Superseded Authority Citation	NN-171-54/1				
	Disposition Instruction					
	Cutoff Instruction	Cutoff at the end of CY				
	Retention Period	Destroy 2-24 years after cutoff.				
	Additional Information					
	GAO Approval	Not Required				
	Tissue Banking					
	Disposition Authority Number	DAA-0015-2018-0005-0027				
	Final Disposition	Temporary				
	Item Status	Active				
Is this item media neutral?	Yes					
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No					
<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>7100.10c</td> <td>Records Control Schedule (RCS 10-1)</td> </tr> </table>			Manual Citation	Manual Title	7100.10c	Records Control Schedule (RCS 10-1)
Manual Citation	Manual Title					
7100.10c	Records Control Schedule (RCS 10-1)					
11	Disposition Instruction					
	Cutoff Instruction	Cutoff at the end of CY				
	Retention Period	Destroy 2-24 years after cutoff.				
	Additional Information					
	GAO Approval	Not Required				
	7100.11 Individualized Quality Control Plan Documents					
	Disposition Authority Number	DAA-0015-2018-0005-0028				
	Includes risk assessment, validation data and approved quality control plan.					
	Final Disposition	Temporary				
	Item Status	Active				
Is this item media neutral?	Yes					
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No					

Manual Citation	Manual Title
7100.11	Records Control Schedule (RCS 10-1)

Disposition Instruction

Cutoff Instruction Cutoff when plan is discontinued

Retention Period Destroy 2-24 years following discontinuation of the plan

Additional Information

GAO Approval Not Required

12 7100.12 Quality Management Records
Records used to assess the quality of work such as self-assessment audits, external assessments, and performance measures, peer reviews of blood utilization and validation of new or changed Blood Bank processes or procedures

12.1 **General Lab**

Disposition Authority Number DAA-0015-2018-0005-0029

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7100.12a	Records Control Schedule (RCS 10-1)

Disposition Instruction

Cutoff Instruction Cutoff at the end of CY

Retention Period Destroy 2-24 years after cutoff

Additional Information

GAO Approval Not Required

12.2 **Blood Bank**

Disposition Authority Number DAA-0015-2018-0005-0030

Final Disposition Temporary

13	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>7100.12b</td> <td>Records Control Schedule (RCS 10-1)</td> </tr> </table>		Manual Citation	Manual Title	7100.12b	Records Control Schedule (RCS 10-1)
	Manual Citation	Manual Title				
	7100.12b	Records Control Schedule (RCS 10-1)				
	Disposition Instruction					
	Cutoff Instruction	Cutoff at the end of CY				
	Retention Period	Destroy 2-24 years after cutoff				
	Additional Information					
GAO Approval	Not Required					
7100.13 Proficiency Testing Records						
13.1	Documents that record the date of the proficiency test, type of test, instrument used, results, individual performing the test and corrective actions taken for any unsatisfactory PT testing.					
	General Lab					
	Disposition Authority Number	DAA-0015-2018-0005-0031				
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>7100.13a</td> <td>Records Control Schedule (RCS 10-1)</td> </tr> </table>		Manual Citation	Manual Title	7100.13a	Records Control Schedule (RCS 10-1)
	Manual Citation	Manual Title				
	7100.13a	Records Control Schedule (RCS 10-1)				
GRS or Superseded Authority Citation	N1-15-99-2/7					
Disposition Instruction						
Cutoff Instruction	Cutoff at the end of CY					
Retention Period	Destroy 2-24 years after cutoff					

13.2	Additional Information					
	GAO Approval	Not Required				
	Records of remedial action after proficiency testing (PT) failure					
	Disposition Authority Number	DAA-0015-2018-0005-0032				
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1"> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> <tr> <td>7100.13b</td> <td>Records Control Schedule (RCS 10-1)</td> </tr> </table>		Manual Citation	Manual Title	7100.13b	Records Control Schedule (RCS 10-1)
	Manual Citation	Manual Title				
7100.13b	Records Control Schedule (RCS 10-1)					
GRS or Superseded Authority Citation						
N1-15-99-2/8						
Disposition Instruction						
Cutoff Instruction						
Cutoff at the end of CY						
Retention Period						
Destroy 2-24 years after cutoff.						
13.3	Additional Information					
	GAO Approval	Not Required				
	Blood Bank					
	Disposition Authority Number	DAA-0015-2018-0005-0033				
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1"> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> <tr> <td>7100.13c</td> <td>Records Control Schedule (RCS 10-1)</td> </tr> </table>		Manual Citation	Manual Title	7100.13c	Records Control Schedule (RCS 10-1)
	Manual Citation	Manual Title				
7100.13c	Records Control Schedule (RCS 10-1)					

14

Disposition Instruction

Cutoff Instruction

Cutoff at the end of CY

Retention Period

Destroy 2-24 years after cutoff.

Additional Information

GAO Approval

Not Required

7100.14 Discontinued Procedures/Policies

Documents that instruct an individual how to perform a laboratory test or process.

Documents include reviews, date of initial use and retirement date.

14.1

General Lab

Disposition Authority Number

DAA-0015-2018-0005-0034

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Manual Citation	Manual Title
7100.14a	Records

GRS or Superseded Authority Citation

N1-15-99-2/6

Disposition Instruction

Cutoff Instruction

Cutoff at the end of CY

Retention Period

Destroy 2-24 years after cutoff.

Additional Information

GAO Approval

Not Required

14.2

Blood Bank

Disposition Authority Number

DAA-0015-2018-0005-0035

Routine blood bank policies and procedures.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

14.3	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Manual Citation	Manual Title
	7100.14b	Records Control Schedule (RCS 10-1)
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY
	Retention Period	Destroy 2-24 years after cutoff
	Additional Information	
	GAO Approval	Not Required
	Blood Banking Exceptions	
	Disposition Authority Number	DAA-0015-2018-0005-0036
Exceptions to blood banking policies and procedures		
Final Disposition	Temporary	
Item Status	Active	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
14.4	Manual Citation	Manual Title
	7100.14c	Records Control Schedule (RCS 10-1)
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY
	Retention Period	Destroy 2-24 years after cutoff
	Additional Information	
	GAO Approval	Not Required
	Tissue Banking	
	Disposition Authority Number	DAA-0015-2018-0005-0037
	Final Disposition	Temporary

15	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table><tr><td>Manual Citation</td><td>Manual Title</td></tr><tr><td>7100.14d</td><td>Records Control Schedule (RCS 10-1)</td></tr></table>		Manual Citation	Manual Title	7100.14d	Records Control Schedule (RCS 10-1)
	Manual Citation	Manual Title				
	7100.14d	Records Control Schedule (RCS 10-1)				
	Disposition Instruction					
	Cutoff Instruction	Cutoff at the end of CY				
	Retention Period	Destroy 2-24 years after cutoff				
	Additional Information					
	GAO Approval	Not Required				
	7100.15 Blood and Blood Component Quality Control Records					
	Disposition Authority Number	DAA-0015-2018-0005-0038				
	Results of inspection of blood and components, Serologic confirmation of donor blood ABO/Rh, Irradiation of cellular components, evaluations and actions taken for nonconforming blood, blood Components or critical materials					
	Final Disposition	Temporary				
Item Status	Active					
Is this item media neutral?	Yes					
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No					
<table><tr><td>Manual Citation</td><td>Manual Title</td></tr><tr><td>7100.15</td><td>Records Control Schedule</td></tr></table>		Manual Citation	Manual Title	7100.15	Records Control Schedule	
Manual Citation	Manual Title					
7100.15	Records Control Schedule					
GRS or Superseded Authority Citation		N1-15-99-2/22				
Disposition Instruction						
Cutoff Instruction		Cutoff at the end of CY				
Retention Period		Destroy 2-24 years after cutoff.				
Additional Information						

16	GAO Approval	Not Required				
	7100.16 Blood or Blood Component Issue Records					
	Disposition Authority Number	DAA-0015-2018-0005-0039				
	Final Inspection of blood and blood components before issue and verification process at time of issue of all recipient and blood component information, special transfusion requirements, crossmatch interpretation, date/time of issue and personnel issuing and accepting blood component. Emergent Release of Blood Records.					
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Manual Citation</td> <td style="width: 50%; padding: 5px;">Manual Title</td> </tr> <tr> <td style="padding: 5px;">7100.16</td> <td style="padding: 5px;">Records Control Schedule (RCS 10-1)</td> </tr> </table>		Manual Citation	Manual Title	7100.16	Records Control Schedule (RCS 10-1)
	Manual Citation	Manual Title				
7100.16	Records Control Schedule (RCS 10-1)					
GRS or Superseded Authority Citation		NN-171-54/2				
Disposition Instruction						
Cutoff Instruction		Cutoff at the end of CY				
Retention Period		Destroy 2-24 years after cutoff.				
Additional Information						
GAO Approval		Not Required				
17	7100. 17 Blood or Blood Component Source Record					
	Disposition Authority Number	DAA-0015-2018-0005-0040				
	Source/receipt to final disposition of unit, unique identification of each unit and ID of recipient if applicable.					
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				

18

Manual Citation	Manual Title
7100.17	Records Control Schedule (RCS10-1)

GRS or Superseded Authority Citation **NN-166-139/3**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of CY**

Retention Period **Destroy 2-24 years after cutoff.**

Additional Information

GAO Approval **Not Required**

7100.18 Blood and Blood Component Transfusion Request

Disposition Authority Number **DAA-0015-2018-0005-0041**

Requests for blood and blood components & orders to transfuse blood, component, tests and derivatives.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
7100.18	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority Citation **N1-15-87-4/20**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of CY**

Retention Period **Destroy 2-24 years after cutoff.**

Additional Information

GAO Approval **Not Required**

7100.19 Blood Donor Records

Disposition Authority Number **DAA-0015-2018-0005-0042**

19

Donor identifying information, address, medical history and exam, informed consent, receipt of educational materials, infectious disease marker tests, severe adverse reactions and notification of significant findings.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7100.19	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority Citation NN-171-54/2

Disposition Instruction

Cutoff Instruction Cutoff at the end of CY

Retention Period Destroy 2-24 years after cutoff.

Additional Information

GAO Approval Not Required

7100.20 Blood Recipient Records

Disposition Authority Number DAA-0015-2018-0005-0043

Difficulty in blood typing, significant antibodies, significant adverse events to transfusion (transfusion reactions) and special transfusion requirements.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7100.20	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority Citation N1-15-99-2/17

21

Disposition Instruction					
Cutoff Instruction	Cutoff at the end of CY				
Retention Period	Destroy 25-75 years after cutoff.				
Additional Information					
GAO Approval	Not Required				
7100.21 Transfusion Record					
Disposition Authority Number	DAA-0015-2018-0005-0044				
a. Verification of patient identification and blood or blood component information prior to transfusion b. Recipient Informed Consent c. Transfusion record indicating ABO/Rh and compatibility testing, date/time of transfusion, transfusionist, vitals, component, unit#, amount given and adverse reactions if applicable d. Transfusion fatality records					
Final Disposition	Temporary				
Item Status	Active				
Is this item media neutral?	Yes				
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
<table><tr><td>Manual Citation</td><td>Manual Title</td></tr><tr><td>7100.21</td><td>Records Control Schedule (RCS 10-1)</td></tr></table>		Manual Citation	Manual Title	7100.21	Records Control Schedule (RCS 10-1)
Manual Citation	Manual Title				
7100.21	Records Control Schedule (RCS 10-1)				

22

Disposition Instruction	
Cutoff Instruction	Cutoff at the end of CY
Retention Period	Destroy 2-24 years after cutoff.
Additional Information	
GAO Approval	Not Required
7100.22 Apheresis or Therapeutic Phlebotomy records	
Disposition Authority Number	DAA-0015-2018-0005-0045
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	No

23

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
7100.22	Records Control Schedule (RCS 10-1)

Disposition Instruction

Cutoff Instruction Cutoff at the end of CY
Retention Period Destroy 2-24 years after cutoff.

Additional Information

GAO Approval Not Required

7100.23 Records of Permanently Deferred Donors

Disposition Authority Number DAA-0015-2018-0005-0046

Donor records of individuals who may never donate blood.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7100.23	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority Citation N1-15-99-2/23

Disposition Instruction

Cutoff Instruction Cutoff at the end of CY
Retention Period Destroy 25-75 years after cutoff.

Additional Information

GAO Approval Not Required

24

7100.24 Infectious Disease / Look Back Records

Disposition Authority Number DAA-0015-2018-0005-0047

Documentation concerning infectious diseases identified in blood of donors or recipients.

25

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7100.24	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority Citation N1-15-99-2/24

Disposition Instruction

Cutoff Instruction Cutoff at the end of CY

Retention Period Destroy 25-75 years after cutoff.

Additional Information

GAO Approval Not Required

7100.25 Tissue Banking Records

Disposition Authority Number DAA-0015-2018-0005-0048

Records of storage temperature, inspection of incoming tissue, requests, issuing records including quality checks and person dispensing and receiving the tissue.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7100.25	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority Citation N1-15-12-001 / 1

Disposition Instruction

Cutoff Instruction Cutoff at the end of CY

26

Retention Period Destroy 2-24 years after cutoff.

Additional Information

GAO Approval Not Required

7100.26 Tissue Banking Recipient Records

Disposition Authority Number DAA-0015-2018-0005-0049

Records include source facility/tissue supplier; original numeric or alphanumeric donor or lot identification; quantity; expiration date; date of use/transplantation, personnel using the tissue, final disposition of each tissue and adverse effects.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
7100.26	Records Control Schedule (RCS 10-1)

GRS or Superseded Authority Citation N1-15-02-4/9

Disposition Instruction

Cutoff Instruction Cutoff at the end of CY

Retention Period Destroy 25-75 years after cutoff.

Additional Information

GAO Approval Not Required

7100.27 Tissue Banking Donor Records

Disposition Authority Number DAA-0015-2018-0005-0050

Records include documents of tissue collection, preparation/processing, transportation, issuing; Traceability of tissue to final disposition.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

27

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
7100.27	Records Control Schedule (RCS 10-1)

Disposition Instruction

Cutoff Instruction

Cutoff at the end of CY

Retention Period

Destroy 25-75 years after cutoff.

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/25/2018	Certify	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
07/25/2019	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/31/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/31/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/01/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Current RCS				Proposed Changes			
Item No.	Title and Description	Disposition	Authority	New Item No.	Title and Disposition	Disposition	References
7100.22 FRC (113-22)	Personnel Records a. Records consist of correspondence, forms and other records duplicated in the individual's official personnel folder(OFP). b. Records contain competency assessments and proficiency training documents	a. Destroy after 30 years. b. Destroy after 5 years	National Archives Job No. NI-15-02-04,Item 3	7100.1 (0001) (0001)	Personnel Records a. Records consist of correspondence, forms and other records duplicated in the individual's official personnel folder (OFP). b. Records contain training and annual competency assessments	a. Destroy after 30- 5 years. b. Destroy after 5 years	b. CAP GEN.20377 (2 years for clinical lab 5 years Blood Bank CAP considers these quality records) POC.06850 (2 years) AABB 6.2C & CAP TRM.32250 (5 years)
7100.29 FRC (113-29)	Records of Employee Signatures, Initials, Identification Codes 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	Destroy after 75 years.	National Archives Job No. NI-15-99-2,Item 18	7100.2 (0002)	Records of Employee Signatures, Initials, Identification Codes Records record the names, signatures, initials, and codes used to identify which employee performed either the complete test, particular part of a test or each significant step in a process.	Destroy after 75 years	CAP TRM.32250 & AABB 6.2C (10 years) CAP TRM.32250, AABB 6.2A
7100.41 FRC (113-41)	Accession Logs (Surgical Pathology) This log contains the list of tissues received, the patient identification and the laboratory number assigned to the specimen	Destroy after 5 years.	National Archives Job No. NI-15-99-2,Item 30	7100.3 (0003-0006)	Accession Logs This log contains the list of specimens received, the patient identification and the laboratory number assigned to the specimen	a. General Lab and Surgical Pathology and Autopsy: Destroy after 2 years b. Cytology: Destroy after 5 years c. Electron Microscopy : 1) Written logs Destroy after 5 years 2) Electronic logs : destroy after 25 years	CAP ANP.12500 (2 years) RCS 10-1;7100.47 (5 years), CAP CYP.06600 (5 years newly identified abnormality in cervical cytopathology) CAP GEN.20377 CAP ANP.55100 (2 years), Electron Microscopy: VHA Handbook 1106.01 (5 years written 25 years electronic)
7100.12 FRC (113-12)	Test Requisition File Requisitions and related documents used by the provider to request that the laboratory perform certain tests on a patient.	Destroy after 2 years	National Archives Job No. NI-15-99-2,, item 1	7100.4 (0007-0008)	Test Requisitions/Test Orders Requisitions and related documents used by the provider to request that the laboratory perform certain tests on a patient.	General Lab: Destroy after 2 years Blood Bank : Destroy after 5 years	RCS 10-1;113-12, CAP GEN.20377, TJC DC.02.04.01&AXA, 42CFR493.1105 AABB 6.2B
7100.13 FRC (113-13)	Test Record File 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.	Destroy after 2 years.	National Archives Job No. NI-15-99-2, item 2	7100.5 (0009-0010)	Test Records 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. Includes instrument printout and worksheets if results manually entered into electronic patient record.	General Lab: Destroy after 2 years. Blood Bank : Destroy after 10 years	CAP GEN.20377, TJC DC.02.04.01& WT.01.01.01&AXA, 42CFR493.1105 CAP TRM.32250 & AABB 6.2B (10 years)
7100.14 FRC (113-14)	Laboratory Copies Test Reports (Preliminary, final, corrected) Reports that provide results of a particular test on a particular patient, the identification of the laboratory performing the test and the reference range of values	Destroy 2 years after date of the report.	National Archives Job No. NI-15-99-2, Item 3	7100.6 (0011-0018)	Laboratory Test Reports (Preliminary, final, corrected) Reports s on a particular patient that provide test results, diagnosis or findings. Includes Cytopathology intra and extra-department consultations	a. General Lab: Destroy after 2 years b. Bone Marrow: Destroy after 10 years c. Blood Bank: Destroy after 10 years d. Surgical Pathology: Destroy after 25 years	Reports:e CAP GEN.20377, TJC DC.02.04.01&AXA, 42CFR493.1105 Printouts/worksheets: CAP GEN.20377, TJC DC 02.04.01 & AXA, 42CFR493.1105

Current RCS				Proposed Changes			
						e. Cytopathology: Destroy after 25 years f. Autopsy: Destroy after 25 years g. Molecular Pathology 1) Destroy after 10 years for neoplastic conditions, 2) Destroy after 20 years for constitutional conditions. h. Cytogenetics: Destroy after 20 years	CAP ANP.12500 & TJC DC.02.04.01&AXA, 42CFR493.1105 (10 years) CAP ANP.33500 & CAP "Retention of Laboratory Records and Materials" & TJC DC 02.04.01&AXA (10 years)
7100.20 FRC (113-20)	Instrument Maintenance Records Records that document the date and type of preventive maintenance performed on laboratory equipment	Destroy after 2 years.	National Archives Job No. NI-15-99-2, Item 9	7100.7 (0019-0020)	Laboratory Instrument & Computer System Maintenance Records Records that document the date and type of preventive maintenance performed on laboratory equipment includes routine maintenance performed by staff at specified time frames.	General Lab: Destroy after 2 years Blood Bank : Destroy after 10 years	CAP GEN.20377, TJC EC.02.04.03&WT.01.01.01, AXA 42CFR493.1105 AABB 6.2C (10 years, considered QC records), CAP TRM.32250 (5 years), RCS 10-1; 7100.20 & TJC EC.02.04.03 (2 years)
7100.21 FRC (113-21)	Instrument Maintenance Records (repairs, parts, and replacement records) Records that record repairs made, who performed the repairs, and the date the repairs were made	Destroy after the instrument is no longer utilized and is removed from service.	National Archives Job No. NI-15-02-04, Item 2	7100.8 (0021-0022)	Instrument Repair Records (repairs, parts, and replacement records) including annual preventive maintenance (PM's) Records that record repairs made, who performed the repairs, and the date the repairs were made	General Lab: Destroy 2 years after retirement of the equipment Blood Bank: Destroy 10 years after retirement of the equipment	TJC EC.02.04.03&AXA RCS-10; 7100.21 & TJC EC.02.04.03&AXA (life of instrument), AABB 6.2C (10 years after retirement of the equipment)
	New			7100.9 (0023-0024)	Test Instrument or Method & Computer Validation Records Records that document, the date the instrument, method or computer system was put into service and that Performance Specifications were met	General Lab: Destroy after life of instrument/system + 2 years Blood Bank: Destroy 10 years after retirement of the equipment	Instrument: CAP GEN.20377 (Life+2yrs), 42CFR493.1105 (life of instrument but no less than 2 years) Computer: CAP GEN.43022, AABB 6.2C CAP GEN.20377 (Life+2yrs), AABB 6.2C (10 years after retirement of the equipment), RCS 10-1; 7100.16 (2 years)
7100.16 FRC (113-16)	General Laboratory Quality Control Records and Proficiency Test Surveys Records that document the results of control testing performed on a equipment, the validation testing of a equipment, the monitoring of the temperature in an incubator or refrigerator or other indicators to ensure that the laboratory is performing quality work	Destroy after 2 years.	National Archives Job No. NI-15-02-04, Item 1	7100.10 (0025-0027)	Quality Control, Records Records that document the results of quality control testing performed on test methods, instruments and equipment, instrument/equipment function checks, the monitoring of the temperature in an incubator or refrigerator, product inspection and storage temperatures or other indicators to ensure that the laboratory is performing quality work	General Lab, Pathology & Morgue: Destroy after 2 years. Blood Bank: Destroy after 10 years. Tissue Banking: Destroy after 10 years	CAP GEN.20377, TJC DC.02.04.01&EC.02.04.03&WT.01.01.01&AXA, 42CFR493.1105 AABB 6.2A, 6.2B & 6.2C (10 years), RCS 10-1; 7100.32 & 7100.33, CAP TRM.32250, & TJC AXA (5 years) TJC TS.03.02.01(10 years), TJC AXA; CAP TRM.32250 & COM.10500
	New			7100.11 (0028)	Individualized Quality Control Plan Documents: Includes risk assessment, validation data and approved quality control plan	Destroy 2 years following discontinuation of the plan	CAP Gen.20375
	New			7100.12 (0029-0030)	Quality Management Records: Records used to assess the quality of work such as	Destroy after 2 years for General Lab	RCS 10-1; 7100.16, CAP GEN.20377, TJC DC.02.04.01, 42CFR493.1105 CAP TRM.32250

Current RCS				Proposed Changes			
					self-assessment audits, external assessments, and performance measures, peer reviews of blood utilization and validation of new or changed Blood Bank Processes or procedures.	Destroy after 5 years for Blood Bank	& AABB 6.2C (5 years), RCS 10-1; 7100.16 & TJC 0C.02.04.01 (2 years) CAP TRM.32250 & AABB 6.2C (5 years), RCS 10-1; 7100.16 & TJC DC.02.04.01 (2 years)
7100.18 (113-18)	Proficiency Testing Records Documents that record the date of the proficiency test, type of test, instrument used, if appropriate, results and individual performing the test	Destroy after 2 years.	National Archives Job No. NI-15-99-2, Item 7	7100.13e (0031-0033)	Proficiency Testing Records Documents that record the date of the proficiency test, type of test, instrument used, results, individual performing the test and corrective actions taken for any unsatisfactory PT testing	General Lab: Destroy after 2 years, for records of remedial action after proficiency testing (PT) failure destroy after 5 years Blood Bank: Destroy after 5 years	CAP GEN.20375 & COM.01700, TJC QSA.01.02.01 & AXA, 42CFR493.1105
7100.17 (113-17)	Test Procedures File Files consist of documents that instruct an individual how to perform a laboratory test.	Destroy 2 years after the procedures have been discontinued.	National Archives Job No. NI-15-99-2, Item 6	7100.14 (0034-0037)	Discontinued Procedures/Policies Documents that instruct an individual how to perform a laboratory test or process. Documents include reviews, date of initial use and retirement date	a. General Lab: Destroy after 2 years b. Blood Bank: Destroy after 5 years, for exceptions to Blood Bank procedures or policies Destroy after 10 years c. Tissue Banking: Destroy after 10 years	CAP COM.10500 & GEN.20375, TJC DC.02.01.01 & AXA, 42CFR493.1105 TJC TS.03.02.01 (10 years), TJC AXA; CAP TRM.32250 & TRM.45190 & COM.10500; RCSE 10-1; 7100.36 & AABB 6.2C (5 years) RCS 10-1; 7100.30,
7100.33 FRC (113-33)	Blood and Blood Products Quality Control Records Documentation of the results of quality control testing and any corrective actions that are taken, results of the proficiency testing and, if the test results are wrong, corrective actions that are taken.	Destroy after 5 years.	National Archives Job No. NI-15-99-2, Item 22, 8/11/00	7100.15 (0038)	Blood and Blood Component Quality Control Records Results of inspection of blood and components, Serologic confirmation of donor blood ABO/Rh, Irradiation of cellular components, evaluations and actions taken for nonconforming blood, blood Components or critical materials	Destroy after 10 years	RCS 10-1; 7100.4, CAP TRM.32250 (5 years), & AABB 6.2A & 6.2B (10 years) TJC QSA.05.22.01 (5 years), CAP TRM.32250 & AABB 6.2A (10 years)
7100.4 FRC (113-4)	Blood Issue File Log book containing names of authorized persons to which blood was issued and a record of reissued blood.	Destroy 5 years after date of last donation.	National Archives Job No. NN-171-54, Item 8	7100.16 (0039)	Blood or Blood Component Issue Records: Final inspection of blood and blood components before issue and verification process at time of issue of all recipient and blood component information, special transfusion requirements, crossmatch interpretation, date/time of issue and personnel issuing and accepting blood component. Emergent Release of Blood Records	Destroy after 10 years	AABB 6.2B
7100.5 FRC (113-5)	Blood Source File Log book indicating source from which blood was received; i.e., donor, Red Cross, contract blood bank, etc	Destroy 10 years after last date of entry.	National Archives Job No. NN-166-139, Item 3	7100.17 (0040)	Blood or Blood Component Source Record Source/receipt to final disposition of unit, unique identification of each unit and ID of recipient if applicable	Destroy after 10 years	RCS 10-1; 7100.5 CAP TRM.32250, TJC QSA.05.22.01, AXA & AABB 6.2A TS.03.02.01 (10 years post disposition or expiration date whichever is longer) & AABB 6.2D (10 years)
7100.6 FRC (113-6)	Blood Transfusion Request and Record File Copies of the Clinical Record-Blood Transfusion indicating blood grouping, typing and compatibility tests	Destroy after 5 years and after information has been recorded in the patient's Medical Records Folder File (or Consolidated Health Record)	National Archives Job No. NI-15-87-4, Item 20	7100.18 (0041)	Blood and Blood Component Transfusion Request Requests for blood and blood components & orders to transfuse blood, component, tests and derivatives	Destroy after 5 years	AABB 6.2B, RCS 10-1; 7100.6
	New			7100.19 (0042)	Blood Donor Records: Donor identifying information, address, medical history and	Destroy after 10 years	RCS 10-1; 7100.28 (75 years) CAP TRM.32250 & AABB 6.2A (10 years)

Current RCS				Proposed Changes			
					exam, informed consent, receipt of educational materials, infectious disease marker tests, severe adverse reactions and notification of significant findings.		
7100.28 (113-28)	Donor and Recipient Records Samples of blood taken from individuals who donate blood and those who receive blood products	Destroy after 75 years.	National Archives Job No. NI-15-99-2,Item 17	7100.20 (0043)	Blood Recipient Records: Difficulty in blood typing, significant antibodies, significant adverse events to transfusion (transfusion reactions), and special transfusion requirements	Destroy after 75 years	RCS 10-1; 7100.28 (75 years), CAP TRM.32250 & TJC AXA (indefinite), AABB 6.2B (indefinite)
	New			7100.21 (0044)	Transfusion Record: <ul style="list-style-type: none"> • Verification of patient identification and blood or blood component information prior to transfusion • Recipient Informed Consent • Transfusion record indicating ABO/Rh and compatibility testing, date/time of transfusion, transfusionist, vitals, component, unit#, amount given and adverse reactions if applicable • Transfusion fatality records 	Destroy after 10 years	RCS 10-1; 7100.28 (75 years), CAP TRM.32250 (10 years), AABB 6.2B & TJC DC.02.04.01(10 years) AABB 6.2C
	New			7100.22 (0045)	Apheresis or Therapeutic Phlebotomy records	Destroy after 10 years	CAP TRM.32250 (10 years), AABB 6.2B (5 yrs)
7100.34 FRC (113-34)	Records of Permanently Deferred Donors Donor records of individuals who may never donate blood	Destroy after 75 years.	National Archives Job No. NI-15-99-2,Item 23	7100.23 (0046)	Records of Permanently Deferred Donors Donor records of individuals who may never donate blood	Destroy after 75 years	RCS 10-1; 7100.34 (75 years) CAP TRM.32250, TJC QSA.05.23.01, AXA & AABB 6.2A (indefinite)
7100.35 FRC (113-35)	Infectious Disease Records Documentation concerning infectious diseases identified in blood of donors or recipients	Destroy after 75 years.	National Archives Job No. NI-15-99-2,Item 24	7100.24 (0047)	Infectious Disease/ Look Back Records Documentation concerning infectious diseases identified in blood of donors or recipients	Destroy after 75 years	RCS 10-1; 7100.35 (75 years), CAP TRM.32250 & AABB 6.2A (10 years) & 6.2B (10 years)
7100.36 (113-36)	Tissue Banking Records for Transplantation Quality control records, superseded procedures, manuals, publications, storage temperature records	Destroy after 5 years.	National Archives Job No. NI-15-02-04,Item 7	7100.25 (0048)	Tissue Banking Records Records of storage temperature, inspection of incoming tissue, requests, issuing records including quality checks and person dispensing and receiving the tissue.	Destroy after 10 years	TRM.32250 & TJC TS.03.02.01 (10 years), AABB 6.2D (10 years - Same for Derivatives see AABB 6.2E)
7100.54 (113-54)	Tissue Banking Donor and Recipient Records for Transplantation Records include documents of source facility (original numeric or alphanumeric donor or lot identification and recipients or other final disposition of each tissue).	Destroy after 75 years.	National Archives Job No. NI-15-02-04,Item 9	7100.26 (0049)	Tissue Banking Recipient Records Records include source facility/tissue supplier; original numeric or alphanumeric donor or lot identification; quantity; expiration date; date of use/transplantation, personnel using the tissue, final disposition of each tissue and adverse effects	Destroy after 75 years	RCS 10; 7100.54 (75 years), CAP TRM.32250 & TRM.45190, TJC AXA, TS.03.02.01 (10 years post disposition or expiration date whichever is longer) & AABB 6.2D (10 years)
			New	7100.27 (0050)	Tissue Banking Donor Records Records include documents of tissue collection, preparation/processing, transportation, issuing; Traceability of tissue to final disposition	Destroy 75 years	RCS 10; 7100.54 (75 years); TRM.32250 & TJC TS.03.02.01 (10 years), AABB 6.2D (10 years - Same for Derivatives see AABB 6.2E)
7100.1 FRC (113-1)	Autopsy Protocol File Copies of autopsy protocols.	Destroy after 25 years.	National Archives Job No. NC-15-76-4, item 1		Remove from RCS Procedures are covered under 7100.16 If report	2 years	
7100.2 FRC (113-2)	Blood Bank Monitoring File (Card) Cards indicating daily records of blood inspections, daily records of refrigerator	Destroy after 5 years.	National Archives Job No. NN-171-54,Item 1		Remove from RCS Included in 7100.32, 7100.33, 7100.4, and 7100.5	10 years	

Current RCS				Proposed Changes			
	temperatures, records of bacteriologic studies, and records of disposition of unused blood						
7100.3 (113-3)	Blood Donor File Blood donor registration cards and related cross-index cards as to blood group and type	Destroy 5 years after last donation.	National Archives Job No. NN-171-54, Item 200		Remove from Included in 7100.33 and 7100.28	10years	
7100.7 (113-7)	Laboratory Examinations File Copies of laboratory reports on examinations of milk, cream, ice cream; frozen products; water and sewage effluent; and reports on bacterial counts on dishes, flatware, and equipment or on utensils used in preparation of food and supplying of bedside drinking water.	Destroy after 6 months.	Nonrecord		Remove from RCS		
7100.8 (113-8)	Laboratory Methods File Cards indicating approved methods and procedures for conducting various laboratory tests	Dispose of after becoming obsolete or when replaced by a new card.	Nonrecord		Remove from RCS would be included in Test/method validation records (New item)	Life of instrument + 2 years	
7100.9 (113-9)	Laboratory Reports File a. Patient Section. Copies of clinical record-laboratory reports on patients. b. Other Than Patient Section Original and copies of clinical record-laboratory reports used for examination of individuals other than patients, such as blood donors.	Destroy 30 days after the end of the reporting period and after original report has been filed in the patient's Medical Records Folder File (or Consolidated Health Record Destroy after 6 months	National Archives Job No. NI-15-87-4, Item 21a Item 21b		Remove from RCS combined with 7100.14	2 years	
7100.10 (113-10)	Morgue Record File Daily record of refrigerator temperature and copies of reports of inspection of morgues	Destroy after 3 months.	Nonrecord		Remove from RCS Combined with 7100.16	2 years	
7100.11 FRC (113-11)	Tissue Examination Record File Copies of tissue examinations maintained in numerical order	Destroy when 25 years old and after report has been filed in the patient's Medical Records Folder Files (or Consolidated Health Record).	National Archives Job No. NI-15-87-4, Item 22	7100.6d	Remove from RCS This would be included in the path report 7100.14(This refers to item 14 in schedule-manual number 7100.6d)	10years	
7100.15 FRC (113-15)	Pathology Test Reports Pathologist's reports including supporting documents	Destroy 25 years after date of the report.	National Archives Job No. NI-15-99-2, Item 4		Remove from RCS combined with 7100.14	10years	
7100.19 (113-19)	Records of Remedial Action after Proficiency Testing (PT) Failure Records that document the corrective action taken by the laboratory that fails a particular proficiency sample	Destroy after 2 years.	National Archives Job No. NI-15-99-2, Item 8		Remove from RCS combined with 7100.18	2 years	
7100.23 (113-23)	Body Fluids Specimens taken from patients for laboratory testing	Destroy 48 hours after results are reported.	Nonrecord		Remove from RCS- Non Record		
7100.24 (113-24)	Peripheral Blood Smears, Body Fluids Smears Glass slides with a drop of either blood or body fluid affixed to them	Destroy after 7 days.	Nonrecord		Remove from RCS- Non Record		
7100.25 (113-25)	Bone Marrow Smears Glass slides with a drop of bone marrow affixed to them	Destroy after 20 years.	Nonrecord		Remove from RCS- Non Record		
7100.26 (113-26)	Permanently Stained Slides for Microbiology (e.g., gram, trichrome, etc.)	Destroy after 7 days.	Nonrecord		Remove from RCS- Non Record		

Current RCS				Proposed Changes			
	A sample of a colony or specimen placed on a glass slide, affixed and stained with one or more of a variety of stains.						
7100.27 (113-27)	Specimens from Blood Bank Donors and Recipients Samples of blood taken from individuals who donate blood and those who receive blood products	Destroy 7 days after transfusion or 10 days after cross match.	Nonrecord		Remove from RCS- Non Record		
7100.30 FRC (113-30)	Test Procedures (Transfusion Medicine) Manual describes how to perform the various procedures that are used in Transfusion Medicine annual	Destroy after 5 years.	National Archives Job No. NI-15-02-04, Item 4	7100.14b	Remove from RCS Combined with 7100.17	5 years	
7100.31 (113-31)	Blood Bank Test Records and Reports Results of tests performed in Blood Bank.	Destroy after 5 years.	National Archives Job No. NI-15-02-04, Item 5	7100.13c	Remove from RCS Combined with 7100.13	10 years	
7100.32 FRC (113-32)	Blood Bank Quality Control Records and Proficiency Test Surveys Documentation of the results of quality control testing and any corrective actions that are taken, results of the proficiency testing and, if the test results are wrong, corrective actions that are taken.	Destroy after 5 years	National Archives Job No. NI-15-02-04, Item 6, 12/19/02	7100.10b	Remove from RCS Combined with 7100.16 and 7100.18	QC: 10 years PT: 5 years	AABB 6.2A, 6.2B & 6.2C (10 years), RCS 10-1; 7100.32 & 7100.33, CAP TRM.32250, & TJC AXA (5 years)
7100.37 FRC (113-37)	Histopathology Stained Slides Tissue slides that have been processed and stained	Destroy 25 years from the date of the exam.	Nonrecord		Remove from RCS- Non Record		
7100.38 FRC (113-38)	Histopathology Blocks Paraffin blocks that contain patient tissue	Destroy 10 years from the date of the exam.	Nonrecord		Remove from RCS- Non Record		
7100.39 (113-39)	Wet Tissue Patient tissues that have not been affixed with a preservative	Destroy 2 weeks after the date of the final report.	Nonrecord		Remove from RCS- Non Record		
7100.40 FRC (113-40)	Reports (Surgical Pathology) Reports contain results of the review of tissue by pathologists. They include diagnosis of the patient's health status.	Destroy after 25 years.	National Archives Job No. NI-15-99-2, item 29	7100.6d	Remove from RCS Combined with 7100.14 (Item 14 is schedule item, not manual item)	10 years	
7100.42 (113-42)	Surgical Pathology Maintenance Records Records that document the date and type of preventive maintenance performed on laboratory equipment.	Destroy after 2 years.	National Archives Job No. NI-1502-04, Item 8		Remove from RCS Combined with 7100.20	2 years	
7100.43 (113-43)	Cytology Slides (negative, unsatisfactory) Glass slides with a patient sample affixed to them and stained for cytology examination	Destroy after 5 years.	Nonrecord		Remove from RCS- Non Record		
7100.44 (113-44)	Cytology Slides (suspicious, positive) Glass slides with patient samples affixed to them and stained for cytology examination.	Destroy after 25 years.	Nonrecord		Remove from RCS- Non Record		
7100.45 FRC (113-45)	Cytology Fine Needle Aspiration Slides Glass slides with a patient sample obtained by a fine needle aspiration affixed to them and stained for cytology examination	Destroy after 25 years.	Nonrecord		Remove from RCS- Non Record		

Current RCS				Proposed Changes			
7100.46 FRC (113-46)	Reports (Cytology) Official findings of the pathologist who reviewed the cytology slides	Destroy after 25 years.	National Archives Job No. N1-15-99-2, Item 35	7100.6c	Remove from RCS Combined with 7100.14 (Item 14 is schedule number, not manual number)	25 years	
7100.47 FRC (113-47)	Accession Log Reports (Cytology) Reports contain the list of specimens received for cytology examination, the patient identification and the laboratory number assigned to the specimen.	Destroy after 5 years.	National Archives Job No. N1-15-99-2, Item 36		Remove from RCS Combined with 7100.41	5 years	
7100.48 (113-48)	Wet Tissue (Autopsy) Patient tissues removed at autopsies that have not been affixed with a preservative	Destroy 6 months after date of final report.	Nonrecord		Remove from RCS- Non Record		
7100.49 (113-49)	Paraffin Blocks (Autopsy)	Destroy 10 years after date of final report.	Nonrecord		Remove from RCS- Non Record		
7100.50 FRC (113-50)	Slides (Autopsy) Paraffin blocks that contain patient tissues that were removed at autopsy.	Destroy 25 years after date of final report.	Nonrecord		Remove from RCS- Non record		
7100.51 FRC (113-51)	Reports (Autopsy) Official findings of the pathologist after the performance of the autopsy and the review of the autopsy slides	Destroy 25 years after date of final report.	National Archives Job No. N1-15-99-2, Item 40		Remove from RCS Combined with 7100.14	25 years	CAP ANP.33500 & CAP "Retention of Laboratory Records and Materials" & TJC DC 02.04.01 & AX (10 years)
7100.52 (113-52)	Accession Logs (Autopsy) List of specimens received from autopsies for examination; the patient identification and the laboratory number assigned to the specimen.	Destroy 5 years after date of final report.	National Archives Job No. N1-15-99-2, Item 41		Remove from RCS Combined with 7100.12	2 years	CAP ANP.33500 (2 years)
7100.53a (113-53)	Electronic Mail and Word Processing Applications (This record series applies to all records in this Section) Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by other items in this section. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal email directories on hard disk or network drives and copies on shared network drives that are used only to produce the record-keeping copy. b.	a. Destroy/delete within 180 days after the recordkeeping copy has been produced. b.	National Archives Job No. N1-15-99-2, Item 3, 8/11/00 and N1-15-02-04, Item 10		Remove from RCS		
7100.53b (113-53)	b. Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy.	b. Destroy when dissemination, revision, or updating is completed.			Remove from RCS		