Blind River District Health Centre
Pavillon Santé du District de Blind River

Laboratory Records Inventory 2013

Type of Record	Record Format	Retention Period	Official Guardian	Statute/Regulation
Department Meeting Minutes	Hard copy		Lab Manager	
Monthly Departmental Workplace Inspections Reports	Hard copy		Lab Manager	*Ontario Lab Accreditation*
Transfusion Committee Minutes	Hard copy	10 years	Lab Manager	*Ontario Lab Accreditation*
Transfusion Medicine Blood Product and Inventory Lists	Hard copy	Indefinitely	Lab Manager	*Ontario Lab Accreditation*
Point of Care Testing Committee Minutes	Hard copy	10 years	Lab Manager	*Ontario Lab Accreditation*
Accreditation Surveys and Reports	Electronic and hard copy	10 years	Lab Manager	*Ontario Lab Accreditation*
Contract Price Agreements	Hard copy		Lab Manager	
Inventory Records	Hard copy		Lab Manager	*Ontario Lab Accreditation*
Service and Repair Reports	Hard copy	5 years after date of retirement of equipment	Lab Manager	*Ontario Lab Accreditation*
Lab Quality Assurance Surveys and Reports	Hard copy	28 years	Lab Manager	*Ontario Lab Accreditation*
Quality Control Graphs	Electronic		Lab Manager	*Ontario Lab Accreditation*
EQA External Quality Assurance Information	Electronic and hard copy		Lab Manager	*Ontario Lab Accreditation*
Retired Policies and Procedures	Hard copy	10 years	Lab Manager	
Laboratory Licensing Correspondence	Hard copy		Lab Manager	*Ontario Lab Accreditation*
Staff Communication Binder	Hard copy		Lab Manager	
Manual Entry Log Sheets	Hard copy	28 years	Lab Manager	*Ontario Lab Accreditation*