

Record Retention Guide/Schedule

TYPE OF RECORD	RETENTION TIME
	Unistel
Diagnostic reports	
Specimens received records	Long term
Request form	Long term
Patient results	Long term
Animal results	Long term
Quality Control records	
Internal QC records	2 years
External QC records	2 years
Maintenance	
Maintenance and service records	4 years
Procedures and Methods	
Policies, Procedures & SOPs. Obsolete & previous revisions	4 years
Audit records	
Records of internal & external audits	4 years
Safety records	
Health and Safety inspections records	4 years
Company records	
Personnel records	1 year after employee leaves
Management Review records	4 years
Administration records	Long term