

Records Retention & Sample Storage Policy

Diagnostics, Labs & Imaging

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Builds a records-retention and sample-storage policy — retention periods for reports, raw data, Form F and consent, plus sample and slide storage and disposal. Use it to retain and dispose correctly. For document control use the Document Control System tool.

Purpose of this tool & output

How long to keep records and samples

How the output is used

Use it as the policy for how long to keep records and samples — retention periods for reports, records and stored samples per law and NABL.

Who receives it

It is an internal policy owned by the lab and applied by all staff who create or store records and samples.

Important cautions

Some records have statutory minimum retention (for example PC-PNDT Form F and records) — do not dispose early. Histopathology blocks and slides and key records should be retained per NABL and clinical norms. Confirm statutory retention periods before setting your policy.

Companion documents

- Diagnostic Regulatory Compliance Guide
- PC-PNDT Compliance Audit
- Biomedical Waste Compliance Plan
- Inspection Readiness Checklist
- Patient Consent & Data Privacy Policy
- Medico-legal Sample Handling Protocol

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.