**Date:** **mm/dd/yyyy**

 **From:**  Chief Medical Technologist (113)

 **Subj:** Electron Microscopy Documents for Disposal

 **To:** Chief, Health Administration Service (136)

**Thru:** Chief of Staff (11)

1. Pathology and Laboratory Medicine Service (P&LMS) has reviewed and determined that the Electron Microscopy records stored in Room #, Specific Location can be disposed of according to Veterans Health Administration (VHA) Records Control Schedule 10-1, Section VIII.

2. The table below indicates when Electron Microscopy records may be disposed of according to VHA Records Control Schedule (RCS) 10-1, Section VIII for P&LMS in general and, more specifically, according to VHA Handbook 1106.1.10.j. Diagnostic Electron Microscopy in Laboratory Services and k. Operations of Diagnostic EM Units.\*

|  |  |  |
| --- | --- | --- |
| **Item Number** | **Record Title** | **Disposition** |
| 1 | Wet tissue | Retain for 2 weeks after final report |
| 2 | Plastic Blocks | Retain for 10 years from date of exam |
| 3 | Semi-thin section | Retain for 1 year from date of exam |
| 4 | EM Grids | Retain for 1 year from date of exam |
| 5 | Reports | Retain for 25 years from date of exam |
| 6 | Accession log | Retain for 5 years after specimen receipt |
| 7 | Maintenance records | Retain for 2 calendar years  |
| 8 | Negatives or digital images | Retain for 25 years after final report |
| 9 | Prints which are a part of the report | Retain for 25 years after final report |
| 10 | Remaining prints | Retain for 1 year after final report |

\*Samples, slides, and records must be retained in accordance with the requirements of VHA Records Control Schedule 10-1, Section VIII- Laboratory Service (113), CLIA '88, AABB, CAP, and The Joint Commission or other deemed status accrediting organization, whichever is the most stringent.

3. All of the Electron Microscopy records located in Room #, Specific Location are dated prior to Month, Year; all records are more than 25 years old and should be destroyed per VHA RCS 10-1, VIII and VHA Handbook 1106.1.10.j. and k.

4. The detailed inventory includes:

 **[Examples only]**

* **Number (#)** old Electron Microscopy log books

 **(mm/dd/yyyy to mm/dd/yyyy) Contain/do not contain PHI**

* **Number (#)** boxes of old Electron Microscopy card files

 **(yyyy-yyyy) Contain/do not contain PHI**

* Number (#) boxes of electron microscopy prints

 **(yyyy-yyyy) Contain/do not contain PHI**

* Number (#) lab ordering books

 **(yyyy-yyyy) Contain/do not contain PHI**

 We reviewed this inventory with the Chief, Health Information Management Service, on **mm/dd/yyyy**.

5. **BLANK** is the Records Control Officer for P&LMS.

Sincerely,

XXXXXXXXXXXXXXXX

CONCUR/DO NOT CONCUR

XXXXXXXXXXXXXXXXX

Chief of Staff, **BLANK** VA Medical Center