

CCMG GUIDELINES: RETENTION OF CYTOGENETIC RECORDS
Approved March 31, 2006

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The following are guidelines for the minimum retention of cytogenetic records. Each cytogenetic laboratory should ensure that they are meeting the requirements for retention of records for their province.

<u>Record Item</u>	<u>Retain</u>
Final Report (hard copy or electronic equivalent*)	20 years
Representative Karyotypes (hard copy, negatives, microfiche or electronic equivalent*)	20 years
Worksheets	20 years
Accession Log Books	2 years
Glass Slides	3 years
Residual Cells (Fixed)	Until analysis is completed or longer, at laboratory director's discretion

* If only an electronic equivalent is retained, there must be a backup electronic or hard copy. Also, it must be ensured that the final report and representative karyotypes can be retrieved for 20 years; *e.g.*, if there is a change in imaging or information system software.

References:

College of American Pathologists CAP Commission on Laboratory Accreditation, Appendix PP Retention of Laboratory Records and Materials (2001).

American College of Medical Genetics Standards and Guidelines for Clinical Genetics Laboratories, 2006 Edition.