

RECORD	RETENTION PERIOD	CITATIONS 33-10-	REQUIRED DATA
Rad. Health Rules	Until Termination	10-02.1a(1) Requires	Current copy available and posted.
RAM License	Until Termination	10-02.1a(2) Requires	Current copy available and posted.
Operating & Emergency Procedures	Until Termination	10-02.1a(3) Requires	Must be adequate, current, and must be posted.
Radiation Protection Program Documentation	Until Termination	04.1-05.1 Requirements 04.1-15.2a(1) Records	A radiation protection program must be maintained that is sufficient to ensure compliance with the rules.
Annual Radiation Safety Program Audits	3 years	04.1-05.3 Requirements 04.1-15.2a(2) Records	The radiation protection program must be reviewed at least annually. Doses must be maintained ALARA.
Personnel Monitoring (dosimetry/bioassay)	Until Termination	04.1-06 Limits 04.1-09.2 Requirements 04.1-15.7 Records	Form SFN 8416 or equivalent, the badge report from the vendor is adequate.
Prior Occupational Dose	Until Termination	04.1-06.5 Requirements 04.1-15.5 Records	Form SFN 19443 or equivalent. Measurement or estimate of total prior occupational dose to employee.
Dose to Members of the Public	Until Termination	04.1-07 Requirements 04.1-15.8 Records	Surveys and calculations that show dose to any member of the public will be less than 100 mrem per year. Gauge users that don't have survey meters can use information supplied by the gauge vendor.
Radiation Surveys	3 years	04.1-09.1 Requirements 04.1-15.3.a Records	Surveys as necessary (see above) to show compliance with the rules and to evaluate radiation levels and hazards.
Leak Test Records	5 years	04.1-08 Requirements 04.1-15.4 Records License Condition Exceptions	Sealed sources checked for leakage every 6 months, unless in storage. (Exceptions appear on license)
Inventory Records	Generally same as inspection frequency	See License Conditions	Every 6 months, include quantities and kinds of radioactive material, source locations, and date of inventory.
Instrument Calibration Records	3 years	04.1-09.1.b Requirements 04.1-15.3.a Records	Instruments used to quantify radiation must be calibrated at least on an annual basis.
Package Receipt Documentation (surveys/wipes)	3 years	04.1-13.6 Requirements 04.1-15.3.a Records	Contamination levels on all packages except those containing gases or special form sources. Radiation levels on all packages greater than type A quantities.
Package Receipt Procedures	Until Termination	04.1-13.6.e(1) Requirements and Records	Written procedures for receipt of packages must be maintained.
Waste Disposal	Until Termination	04.1-14 Requirements 04.1-15.9 Records	Subsection 3: Release into sanitary sewerage, material must be soluble material, or dispersable biological material.
Transfer of Material	2 years after shipment date	03-05.12 Requirements	Must have copy of license (or certification) of entity that the material is transferred to
Training	3 years after end of employment	10-02.2 Requirements L/C Additional	Workers must be trained commiserate with use of material and in the rules and license
Transportation Training (US Department of Transportation DOT)	3 years	49 CFR 172 Subpart H Requirements and Records 49 CFR 177.800 & 816 Requirements and Records	Personnel involved in transportation of Radioactive material must be trained every three years. Personnel transporting radioactive material over highways must have driver's training.