

MAINTENANCE AND RETENTION REQUIREMENTS FOR RADIATION SAFETY RELATED DOCUMENTATION

1. Radioactive Material Receipt, Use & Transfer – **5 YEARS**
2. Waste Disposal – **UNTIL LICENSE IS TERMINATED**
3. Radiation Survey – **3 YEARS**
4. Radiation Surveys Used to Determine Dose from External Sources – **UNTIL LICENSE IS TERMINATED**
5. Radiation Surveys Used to Determine Individual Intakes – **UNTIL LICENSE IS TERMINATED**
6. Air Surveys Performed During Use of Respiratory Protection - **UNTIL LICENSE IS TERMINATED**
7. Surveys Used to Determine Release to the Environment - **UNTIL LICENSE IS TERMINATED**
8. Radioactive Materials Inventory – **5 YEARS**
9. Survey Meter Calibration – **3 YEARS**
10. Leak Tests of Sealed Sources – **5 YEARS**
11. Personnel Monitoring - **UNTIL LICENSE IS TERMINATED**
12. Radiation Safety Instruction - **UNTIL LICENSE IS TERMINATED**
13. Recentness of Training - **UNTIL LICENSE IS TERMINATED**

When license is terminated, these records must be transferred to the Radiation Safety Division for Permanent Retention.