How Long Do I Keep This?

Records

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. Recent training – until license is terminated

When license is terminated, these records must be transferred to the Radiation Safety Program for permanent retention.