

Recordkeeping Requirements for Medical Licenses

Record	Survey Requirement	Recordkeeping Requirement	Retention Period
Results of surveys and calculations	459.337, 459.3585.2	459.3645.1	3 years
Records of surveys to determine dose from external sources		459.3645	duration of license
Results of measurements and calculations used to determine individual intakes		459.3645	duration of license
Results of air samplings, surveys, and bioassays	459.349	459.3645	duration of license
Results of measurements and calculations used to evaluate release of radioactive effluents to the environment		459.3645	duration of license
Determination of prior occupational dose		459.365	duration of license
Planned special exposure	459.3665	459.3655	duration of license
Individual monitoring results	459.339.1	459.3665	duration of license
Dose to individual members of the public	459.335	459.367	duration of license
Waste disposal	459.3595, 459.3605 459.361, 459.3615	459.3673	duration of license
Records of receipt of RAM		459.124	duration of possession and 3 years after transfer
Records of transfer of RAM		459.124	3 years after transfer

Record	Survey Requirement	Recordkeeping Requirement	Retention Period
Records of disposal of RAM		459.3615	duration of license
Authority and responsibilities of radiation protection program	35.24(a)	35.2024	5 years
Radiation protection program changes	35.26(a)	35.2026	5 years
Written directives	35.40	35.2040	3 years
Procedures for administrations requiring a written directive	35.41(a)	35.2041	duration of license
Calibration of instrument used to measure activity of unsealed RAM	35.60	35.2060	3 years
Radiation survey instrument calibrations	35.61	35.2061	3 years
Dosages of unsealed RAM for medical use	35.63	35.2063	3 years
Leak tests and inventory of sealed sources and brachytherapy sources	459.307, 35.67(b)	459.307, 35.2067	3 years
Surveys for ambient radiation exposure rate	35.70	35.2070	3 years
Release of individuals containing unsealed RAM or implants containing RAM	35.75	35.2075	3 years
Mobile medical services	35.80(a)(1)	35.2080	3 years
Decay-in-storage	35.92	35.2092	3 years
Mo-99 concentrations	35.204(b)	35.2204	3 years

Record	Survey Requirement	Recordkeeping Requirement	Retention Period
Safety instruction	35.310, .410, .610	35.2310	3 years
Surveys after source implant and removal	35.404, 35.604	35.2404	3 years
Brachytherapy source accountability	35.406	35.2406	3 years
Calibration measurements of brachytherapy sources	35.432	35.2432	3 years
Decay of Sr-90 sources for ophthalmic treatments	35.433	35.2433	life of source
Installation, maintenance, adjustment, and repair of remote afterloader units, therapy units, and gamma stereotactic radiosurgery units	35.604	35.2605	3 years
Safety Procedures	35.610(a)(4); .610(d)(2)	35.2610	duration of possession of specific equipment
Dosimetry equipment used with remote afterloader units, teletherapy units, and gamma stereotactic radiosurgery units	35.630	35.2630	duration of license
Teletherapy, remote afterloader, and gamma stereotactic radiosurgery full calibrations	35.632-35.635	35.2632	3 years
Periodic spot-checks of teletherapy units	35.642	35.2642	3 years
Periodic spot-checks of remote afterloader units	35.643	35.6243	3 years
Periodic spot-checks of gamma stereotactic radiosurgery units	35.645	35.6245	3 years
Additional technical requirements for mobile	35.647	35.2647	3 years

remote afterloader units						
Record		Survey Requirement		Recordkeeping Requirement		Retention Period
Surveys of therapeutic treatment units		35.652		35.2652		duration of use of unit
5-year inspection for teletherapy and gamma stereotactic radiosurgery units		35.655		35.2655		duration of use of unit