

APPENDIX B

RECORD RETENTION

The following information is not part of the model duties, but is provided as guidelines for the RSO in the retention of records generated in the use of radioactive material under an Arizona Radioactive Material License.

1. Records kept for 10 years: Medical event reports (ARRA Form 16) and unintended deviations from a physician's directive.
2. Records kept for 3 years after creation: (The following records shall be maintained 3 years past the date of license termination)
 - A. Sealed source inventory (R12-1-450).
 - B. Sealed source leak test results (R12-1-417).
 - C. Area surveys (R12-1-418) and various Sections in Article 7.
 - D. Disposal records of decay-in-storage radioactive material (R12-1-438).
 - E. Molybdenum-99 and Aluminum Breakthrough assay records (R12-1-720).
 - F. Dose calibrator constancy, linearity, and accuracy (R12-1-713).
 - G. Area survey procedures (R12-1-418) and various Sections in Article 7.
 - H. Radiation accident investigation results (R12-1-443, R12-1-444, R12-1-445 and R12-1-446).
 - I. Radiation Safety Committee minutes (R12-1-705(D)).
 - K. Radiation Protection Program (R12-1-407).
 - M. Radiation safety training records (R12-1-1003 and various Sections in Article 7).
 - N. **Increased Control (License Condition)**
4. Records kept for life of license and 3 years past date of termination:
 - A. Personnel monitoring records (Form Z or equivalent, R12-1-419).
 - B. Bioassay records.

NOTE: In many cases record retention is required in Article 4; Exposure histories will be needed for Planned Special Exposures (R12-1-413).