Figure: 25 TAC §289.256(xxx)

Rule Cross Reference	Name of Records/Documents	Time Interval for Keeping Records/Documents
§289.201(d)(1)	Records of receipt and transfer [~~receipt, transfer, and disposal~~] of radioactive material	Until disposal of the records is authorized by the department [~~agency~~]
§289.201(d)(1)	Records of disposal of radioactive material	Until termination of the radioactive material license
§289.203(b)(1)(B)	Current applicable sections of this chapter as listed in the radioactive material license	Until termination of the radioactive material license
§289.203(b)(1)(B)	Copy of the current radioactive material license	Until termination of the radioactive material license
§289.203(b)(1)(C), §289.256(f)(3)(A)	Current operating, safety, and emergency procedures	Until termination of the radioactive material license
§289.256 (f)(3)(C)(i)	Qualifications of RSO	Duration of employment
§289.256(f)(3)(C)(ii)	Qualifications of authorized users	Duration of employment
§289.256(f)(3)(C)(iii)	Qualifications of authorized medical physicist	Duration of employment
§289.256(f)(3)(C)(iv)	Qualifications of authorized nuclear pharmacist, if applicable	Duration of employment
§289.256(g)(7)	Qualifications and dates of service for temporary RSO	3 years
§289.256(g)(9)(A)	Actions taken by the licensee's management	5 years
§289.256(g)(9)(B)	Authority, duties, and responsibilities of the RSO and the RSO's agreement to implement the radiation safety program.	Until termination of the radioactive material license
§289.256(g)(9)(C)	Document appointing the ARSO	5 years after the ARSO is removed from the license
§289.256(i)(4)	RSC meetings	3 years
§289.256(t)(3)	Written directives	3 years
§289.256(t)(4)(C)	Procedures for administrations requiring a written directive	Until termination of the radioactive material license
§289.256(v)(4)	Calibration of instruments (dose calibrators)	3 years
§289.256(w)(5)	Calibration of survey instruments	3 years
§289.256(x)(6)	Dosage determinations of unsealed radioactive material for medical use	3 years
§289.256(z)(2)	Physical inventory for all sealed source/brachytherapy inventory	3 years
§289.256(bb)(3)	Surveys for ambient radiation exposure rate	3 years

Rule Cross Reference	Name of Records/Documents	Time Interval for Keeping Records/Documents
§289.256(cc)(3) §289.256(eee)(2)	Patient release	3 years after date of release
§289.256(dd)(3)	Mobile nuclear medicine service client letters	Duration of licensee/client relationship
§289.256(dd)(3)	Mobile nuclear medicine service surveys	3 years
§289.256(ee)(2)	Decay in storage/disposal	3 years
§289.256(ii)(4)	Permissible Molybdenum-99, Strontium-82, and Strontium-85 concentrations	3 years
§289.256(ll)(2)	Safety instructions - unsealed radioactive materials	3 years
§289.256(ss)(3)	Surveys after sealed source implant and removal	3 years
§289.256(tt)(3)	Brachytherapy sealed sources accountability	3 years
§289.256(uu)(2)	Safety instruction to personnel	3 years
§289.256(ww)(4)	Calibration measurements of brachytherapy sealed sources	3 years
§289.256(xx)(3)	Activity of each Strontium 90 source	Duration of life of source
§289.256(bbb)(2)	Service provider documentation	3 years
§289.256(fff)(4)	Installation, maintenance, adjustment and repair-remote afterloader units, teletherapy units, and gamma stereotactic radiosurgery units	3 years
§289.256(ggg)(6)	Written safety and operating procedures	Until licensee no longer possesses unit
§289.256(ggg)(7)	Instruction/drills for remote afterloader units, teletherapy units, and gamma stereotactic radiosurgery units	3 years
§289.256(iii)(3)	Dosimetry equipment calibration, intercomparison and comparison	Until termination of the radioactive material license
§289.256(jjj)(7)	Calibration – teletherapy units	3 years
§289.256(kkk)(9)	Calibration – remote afterloader units	3 years

Rule Cross Reference	Name of Records/Documents	Time Interval for Keeping Records/Documents
§289.256(lll)(7)	Calibration – gamma stereotactic radiosurgery units	3 years
§289.256(mmm)(2)	Written procedures for spot checks- teletherapy units	Until licensee no longer possesses unit
§289.256(mmm)(6)	Spot checks- teletherapy units	Until licensee no longer possesses unit
§289.256(nnn)(2)	Written procedures for spot checks - remote afterloaders	3 years
§289.256(nnn)(6)	Spot checks- remote afterloader	3 years
§289.256(ooo)(2)	Written procedures for spot checks-gamma stereotactic radiosurgery units	3 years
§289.256(ooo)(8)	Spot checks-gamma stereotactic radiosurgery units	3 years
§289.256(ppp)(5)	Technical requirements for mobile remote afterloader units	3 years
§289.256(qqq)(3)	Radiation surveys	Duration of the use of the unit
§289.256(rrr)(3)	Full-inspection servicing records for teletherapy and gamma stereotactic radiosurgery units	Duration of the use of the unit
§289.256(uuu)(9)	Annotated report – medical event	Until termination of the radioactive material license
§289.256(vvv)(8)	Annotated report – dose to embryo/fetus or nursing child	Until termination of the radioactive material license