4.2 Record Retention

4.2.1 Web Based Licensing (WBL) is the primary electronic file repository.
4.2.2 Records may also be kept in the restricted drive with access only to RMCP staff.
4.2.3 Hard copies can be destroyed after verification of electronic records for completeness and legibility.
4.2.4 Need two ~~registration~~ licensee applications and supporting documents at all times; delete the oldest application and supporting documents once a new report is received.
4.2.5 ~~All related records can be deleted 7 years after the facility is no longer in business~~. All related records can be deleted seven years after the facility is no longer in business, unless mentioned in 4.2.6.
4.2.6 Radiation incident reports shall be retained for 20 years following the conclusion of the investigation and then transferred to the Indiana Archives.

Commented [CD30]: Check with records to see how long we keep them only need to reference procedure

Commented [CD31R30]: destroy hard copies after verification of electronic records for completeness and legibility. maintain two registration applications and supporting documents at all times; delete the oldest application and supporting documents when a new report is received. delete all related records 7 years after a facility is no longer in business

5.0 ATTACHMENTS TO RMCPP 1.2

1.2-1 Sample Letter for Expired License
1.2-2 Sample Renewal Letter for 90-day Notification
1.2-3 Sample Letter for Receipt of Renewal Application-Timely Filed