

Record Type and Required Information	Retention Time	Reference (pdf)
<i>Operating & Emergency Procedures</i> Adequate, current and must be posted	Until License Termination	NAC 459.782
<i>Personnel Dosimetry</i> The badge report from the vendor is sufficient	Until License Termination	
<i>Prior Occupational Dose</i> Measurement or estimate of total prior occupational dose	Until License Termination	
<i>Dose to Members of Public</i> Surveys and calculations that show dose to any member of the public will be less than 100 millirem per year. Gauge users that don't have survey meters can use information supplied by the gauge vendor	Until License Termination	NAC 459.335
<i>Radiation Surveys</i> Surveys as necessary to show compliance with the rules and to evaluate radiation levels and hazards	Three years	NAC 459.3645

What Can I Throw Away

Mammography Disclaimer - Please read this Disclaimer prior to connecting to these websites.

Test & Frequency	Requirements for Acceptable Operation	Guidance for Acceptable Documentation Retention	Timing of Required Corrective Action
Processor QC—Daily	Established operating level for B+F up to .03 OD	QC records for the last 12 months or since the last inspection, whichever is longer. QC test films for the last 30 days.	Before any further clinical films are processed
	Established operating level for MD, +/- 0.15 OD	Established operating level for DD. +/- 0.15 OD	
Phantom QC—Weekly	Established operating level for OD at center of image > 1.2 +/- 0.20 but the minimum OD must be > 1.2 at any time.	QC charts & records for the last 12 months or since the last inspection, whichever is longer. Phantom images for the last 12 weeks.	Before any further exams are performed using the mammo machine.
	Established operating level for contrast +/- 0.05 OD		

	Minimum score of 4 fibers, 3 specks, 3 masses.		
Fixer retention – Quarterly	Below 5 µg per square cm of residual fixer.	QC records since the last inspection or for the past 3 tests, whichever is longer.	Within 30 days of the date of the test.
Repeat Analysis – Quarterly	Operating level for repeat or reject rate is < 2% change from previous rate.	QC records since the last inspection or for the past 3 tests, whichever is longer.	Within 30 days of the date of the test.
Darkroom Fog – Semi-Annually	OD < 0.05	QC records & films since the last inspection or for the past 3 tests, whichever is longer.	Before any further clinical films are processed.
Screen-Film Contact – Semi-Annually	All mammography cassettes used must be tested with a 40-meshcopper screen.	QC records & films since the last inspection or for the past 3 tests, whichever is longer.	Before any further examinations are performed using the cassettes.
Compression Device – Semi-Annually	Compression force >111 newtons (25 pounds)	QC records since the last inspection or for the past 3 tests, whichever is longer.	Before examinations are performed using the compression device.

*Guidance regarding the length of time for which the facility is required to keep QC records was given earlier under 21 CFR 900.12(d)(2).**Refer to 21 CFR 900.12(e)(8)(ii)(A) or (B) as applicable.