

Record Retention

Record Type and Required Information	Retention Time	Reference (pdf)
Regulation Current copy available and posted	Until License Termination	NAC 459.782
License Current copy available and posted	Until License Termination	NAC 459.782
Operating & Emergency Procedures Adequate, current and must be posted	Until License Termination	NAC 459.782
Radiation Protection Program Program must be sufficient to ensure compliance with the rules	Until License Termination	NAC 459.321
Annual Review of Radiation Protection Program ALARA program must be reviewed annually	Three years	NAC 459.321
Personnel Dosimetry The badge report from the vendor is sufficient	Until License Termination	
Prior Occupational Dose Measurement or estimate of total prior occupational dose	Until License Termination	
Dose to Members of Public 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
Radiation Surveys Surveys as necessary to show compliance with the rules and to evaluate radiation levels and hazards	Three years	NAC 459.3645
Leak Test Records Sealed sources checked for leakage every year, unless documented to be in storage	Specific Licensees Five years General Licensees Until the Source is transferred	License Condition and NAC 459.307 NAC 459.218
Inventory Records Every quarter for medical licensees or six months for all others, includes quantities and kinds of radioactive material, source locations and date of inventory	Five Years	
Instrument Calibration Records Must be calibrated according to NAC 459 or license condition requirements	Three years	NAC 459.3645
Package Receipt Records (surveys and wipes) Contamination levels on all packages except those containing gases or special form sources. Radiation levels on all packages greater than type A quantities	Three years	

<p>Package Receipt Procedures Written procedures for receipt of packages must be maintained</p>	<p>Until License Termination</p>	
<p>Waste Disposal Release into sanitary sewerage, material must be soluble or dispersible biological material</p>	<p>Until License Termination</p>	
<p>Transfer of Material Must have copy of license of entity that the material is transferred to. Must have receipt from person who accepted the material</p>	<p>Two years after shipment date</p>	<p><u>NAC 459.124</u></p>
<p>Training Workers must be in use of material and in the rules of the licensee</p>	<p>Three years after end of employment</p>	
<p>Transportation Training Personnel involved in transportation of Radioactive material must be trained every three years. Personnel transporting radioactive material over highways must have driver's training</p>	<p>Three years</p>	<p>49 CFR 172 Part H Requirements and Records. 49 CFR 177.800 & .816 Requirement and Records</p>
<p>Decommissioning</p>	<p>Until License Termination</p>	<p><u>NAC 459.1955</u></p>
<p>Listing of Authorized Gauge Users Not Maintained If authorized users are not named on the license, a list of authorized users is required to be maintained</p>	<p>Three years after the end of employment</p>	<p>License Condition</p>