

# NRC Record Retention Times



RECORD	RETENTION	REFERENCE
Area evacuation time calculations	License termination	20.2103
Area Surveys	3 years	35.2070
Brachytherapy patient care personnel instruction	3 years	35.2310
Brachytherapy patient survey at removal	3 years	35.2404
Brachytherapy source calibration	3 years	35.2432
Brachytherapy source use / accountability	3 years	35.2406
Brachytherapy surveys at post implant	3 years	35.2404
Disposal (other)	Indefinitely	20.401(c)(3)
Disposal by decay in storage	3 years	35.2092
Dose calibrator Q.C. (lin., const., accur.)	3 years	35.2060
I-131 thyroid bioassay	License termination	20.2103
Management / RSO agreement to responsibilities	Duration of license	35.2024(b)
Management / RSO authority, duties and responsibilities	Duration of license	35.2024(b)
Management approval for authorized medical physicist	5 years	35.2024(a)
Management approval for authorized nuclear pharmacist	5 years	35.2024(a)
Management approval for authorized user	5 years	35.2024(a)
Management approval of radiation protection program changes	5 years	35.2024(a)
Management request for license amendment	5 years	35.2024(a)
Management request for license application	5 years	35.2024(a)
Management request for license renewal	5 years	35.2024(a)
Medical Events	Undetermined	35.3045
Mo-99 assay	3 years	35.2204
Mobile nuclear medicine authorization letters	3 years past last service	35.2080(a)
Mobile nuclear medicine surveys	3 years	35.2080(b)
Mobile remote afterloader units	3 years	35.2647
Patient care personnel instruction for 1-131 therapies	3 years	35.2310
Patient Dosage	3 years	35.2063
Personnel monitoring	Indefinitely	20.2106(f)
Procedure for agreement with written directive	Duration of license	35.2041
Procedure for checking both manual and computer generated dose calculations	Duration of license	35.2041
Procedure for patient identity	Duration of license	35.2041
Procedure for verification of patient identity	Duration of license	35.2041
Procedure for verification of transfer of computer generated treatment plan into therabolic console	Duration of license	35.2041
Procedure for verification that administration in accordance with treatment plan and written directive	Duration of license	35.2041
Radiation protection program audits and reviews	3 years	20.2102(b)(2)
Radiation protection program changes	5 years	35.2026
Radiation protection program changes with amendment	5 years	35.2026
Radiation protection program policies and procedures	Until license termination	20.2102(a)(2)
Receipt	3 years from transfer or disposal	30.51(a)(1)
Record of dose calibrator calibration	3 years	35.2060
Record of end of day surveys / written directive	3 years	35.2070
Record of Mo-99 concentration	3 years	35.2204
Record of patient doses	3 years	35.2063
Record of sealed source inventory	3 years	35.2067
Record of sealed source leak test	3 years	35.2067
Record of survey meter annual calibration	3 years	35.2061
Record of therapy nursing instruction	3 years	35.2310

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continued

RECORD	RETENTION	REFERENCE
Records of decay in storage disposal	3 years	35.2092
Records of instruction for breast-feeding female	3 years	35.2075
Records of mobile client authority / responsibility	3 years	35.2080
Records of mobile client survey	3 years	35.2080
Records of patient release	3 years	35.2075
Sealed source inventory	3 years	35.2067(b)
Sealed source leak tests	3 years	35.2067(a)
Sr-90 activity	Life of source	35.2433
Statement of authority and responsibilities for RSO	Duration of license	35.2024(b)
Survey meter calibration	3 years	35.2061
Teletherapy dosimetry equipment calibration, comparison, inter-comparison	Duration of license	35.2630
Teletherapy five year inspection	Duration of use	35.2655
Teletherapy radiation surveys	Duration of use	35.2652
Teletherapy safety instruction	3 years	35.2310
Teletherapy safety procedures	Duration of possession	35.2610
Teletherapy spot-checks	3 years	35.2642-5
Teletherapy unit calibration	3 years	35.2632
Transfer	3 years from transfer	30.51(a)(2)
Written Directives	3 years	35.2040

*These are the stated NRC required retention periods. Please be aware that **other regulatory agencies** may require longer retention periods.*