

# How Long Do I Keep This?

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## Records

1. Radioactive Material Receipt, Use & Transfer – **5 Years**
2. Waste Disposal – **until License is terminated**
3. Radiation Survey – **3 years**
4. Radiation surveys used to determine dose from external sources – **until license is terminated**
5. Radiation surveys used to determine individual intakes – **until license is terminated**
6. Air surveys performed during use of respiratory protection – **until license is terminated**
7. Surveys used to determine release to the environment – **until license is terminated**
8. Radioactive Materials Inventory – **5 years**
9. Survey Meter Calibration – **3 years**
10. Leak Tests of Sealed Sources – **5 years**
11. Personnel Monitoring – **until license is terminated**
12. Radiation Safety Instruction – **until license is terminated**
13. Recent training – **until license is terminated**

When license is terminated, these records must be transferred to the Radiation Safety Program for permanent retention.