

Figure: 25 TAC §289.255(v)(1)

Specific Subsection	Name of Record	Time Interval Required for Record Keeping
(e)(1)(A) and (2)(A) and (f)(1)	Training and Certification Records	5 years
(i)	Receipt and Transfer	3 years
(i)	Disposal	Until license termination
(j)(2)	Survey Instrument Calibrations	3 years
(k)	Quarterly Inventory	3 years
(l)	Utilization Logs	3 years
(m)	Inspection and Maintenance	3 years
(n)	Permanent Radiographic Installation Tests	3 years
(p)	Individual Monitoring Devices	Until disposal is authorized by the department
(p)	Estimates of Exposure	Until disposal is authorized by the department
(p)	Direct-Reading Pocket or Electronic Personal Dosimeter Readings	3 years or until disposal is authorized by the department if dosimeters were used to determine external radiation dose
(p)	Pocket Dosimeter Calibrations and Yearly Response Checks	3 years
(p)	Alarming Ratemeter Calibrations	3 years
(t)(5) and (u)(8)	Internal Audit Program	3 years
(t)(5)(F) and (u)(8)(F)	Annual Refresher Training	3 years
(t)(6) and (u)(9)	Radiation Surveys	3 years or until disposal is authorized by the department if a survey was used to determine an individual's exposure
(t)(7)(C)	Annual Evaluation of Radiation Machines in Shielded Rooms	3 years
(t)(8)(A)(i)	Operating Instructions in Cabinet X-Ray Systems	3 years

(t)(8)(A)(ii)	Tests of X-Ray Interlocks	3 years
(t)(8)(A)(iii)	Evaluation of Certified Cabinet X-Ray Systems	3 years
(u)(6)	Leak Tests	3 years
(u)(10)(D)	Annual Evaluation of Shielded Rooms Containing Sealed Sources	3 years
(u)(10)(E)	Test of Sealed Source Interlocks	3 years
(v)(3)	Records at Temporary Job Sites	During temporary job site operations