

Figure: 25 TAC §289.233(k)(2)

	Name of Records/Documents	Specific Rule Subsection	Time Interval for Keeping Records/Documents
(A)	Current 25 TAC, §289.233 of this title	As listed on certificate of registration	Until termination of registration
(B)	Inventory of all radiation machines possessed	(i)(5)(I)	Until next routine on-site inspection
(C)	Receipt, transfer, and disposal of each radiation machine possessed	(i)(5)(J)	Until termination of registration
(D)	Current operating and safety procedures Documentation that all staff who operate the radiation machine(s) have read this document	(j)(2)	Until termination of registration Until next routine on-site inspection
(E)	Surveys (public dose evaluation)	(j)(3)(C)	Until termination of registration
(F)	Occupational dose assessment and administrative control records	(j)(3)(F)(vi)	Until termination of registration
(G)	Protective devices annual check	(j)(3)(H)(ii)	5 years
(H)	Current certificate of registration	(j)(4)(B)(i)(-b-)	Until termination of registration
(I)	Notice of violation from last inspection, if applicable	(j)(4)(B)(i)(-d-)	Until next routine on-site inspection
(J)	Documentation of Correction of any violations	(j)(4)(B)(i)(-d-)	Until next routine on-site inspection

	Name of Records/Documents	Specific Rule Subsection	Time Interval for Keeping Records/Documents
(K)	Records of dosimetry system calibrations	(j)(5)(N)(viii)	5 years
(L)	Records of machine corrections or repairs	(j)(5)(M)(i)	6 years
(M)	Equipment performance evaluations	(j)(5)(N)(ii)	6 years
(N)	Film processing records and corrections	(j)(10)(F)	Until next routine on-site inspection
(O)	Alternate processing systems records	(j)(11)	Until next routine on-site inspection
(P)	Digital imaging acquisition systems records	(j)(12)	Until next routine on-site inspection
(Q)	Records at Additional Authorized Sites	(k)(1)(A)	While site is authorized on registration
(R)	Surveys, Measurements, Calibrations Used for Dose Determination	(k)(1)(O)(ii)	Until termination of registration
(S)	Individual Monitoring Records	(k)(1)(P)	Until termination of Registration
(T)	Occupational Dose Results, RC Form 233-1	(k)(1)(P)(i)-(iii)	Update annually; Maintain until termination of registration
(U)	Embryo/Fetus Dose	(k)(1)(P)(iv)	Until termination of registration
(V)	Records Used to Prepare RC Form 233-1	(k)(1)(P)(v)	5 years
(W)	Dose to Individual Members of the Public	(k)(1)(Q)	Until termination of registration