

Figure: 25 TAC §289.232(k)(2)(A)

RECORDS RETENTION

	Name of Record/Document	Specific Rule Subsection	Time Interval for Keeping Record/Document
(i)	Inventory of all Radiation Machines Possessed	(i)(5)(I)	Until next routine on-site inspection
(ii)	Receipt, Transfer, and Disposal of Each Radiation Machine Possessed	(i)(5)(J)	Until termination of registration
(iii)	Current Operating and Safety Procedures  Documentation that all staff who operate the radiation machine(s) have read this document	(j)(2)  (j)(2)(A)	Until termination of registration  Until next routine on-site inspection
(iv)	Current 25 TAC, §289.232 of this title	(j)(4)(B)(i)(II)(-a-)	Until termination of registration
(v)	Current Certificate of Registration	(j)(4)(B)(i)(II)(-b-)	Until termination of registration
(vi)	Notice of Violation From Last Inspection (if applicable)	(j)(4)(B)(i)(II)(-d-)	Until next routine on-site inspection
(vii)	Documentation of Corrections of any Violations	(j)(4)(B)(i)(II)(-d-)	Until next routine on-site inspection
(viii)	Records of machine corrections or repairs	(j)(5)(I)	Until next routine on-site inspection
(ix)	Equipment Performance Evaluations	(j)(5)(J)(iii)	10 years
(x)	United States Food and Drug Administration Variances	(j)(8)	Until transfer of machines or termination of registration
(xi)	Film Processing Records and Corrections	(j)(12)(F)	Until next routine on-site inspection
(xii)	Alternative Processing System Records	(j)(13)	Until next routine on-site inspection

	Name of Record/Document	Specific Rule Subsection	Time Interval for Keeping Record/Document
(xiii)	Digital Imaging Acquisition System Records	(j)(14)(A)(ii)(II)	Until next routine on-site inspection
(xiv)	Records at Additional Authorized Sites	(k)(1)(I)	While location is authorized on registration