

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 |

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|-----|---|--------------------------|---|
| (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 |