

Figure: 25 TAC §289.227(s)(1)

Name of Record/Document		Rule Cross Reference	Time Interval for Keeping Records
(A)	Current 25 TAC §§289.203, 289.204, 289.205, 289.226, 289.227, and 289.231	As listed on certificate of registration	Until termination of registration
(B)	Current certificate of registration	§289.203(b)(1)(B)	Until termination of registration
(C)	Notice of violation from last inspection, if applicable	§289.203(b)(1)(D)	Until next agency inspection
(D)	Documentation of correction of any violations	§289.203(b)(1)(D)	Until next inspection
(E)	Annual Radiation Machine Inventory	§289.226(m)(1)(B)	3 years
(F)	Receipt, transfer, and disposal	§289.226(m)(1)(D)	Until termination of registration
(G)	Records of training and experience	§289.226(m)(4)	Until termination of registration or 5 years after personnel leave the facility
(H)	FDA variances on x-ray systems	§289.227(h)	Until termination of registration
(I)	Current operating and safety procedures	§289.227(i)(2)	Until termination of registration
(J)	Protective devices annual check	§289.227(i)(4)(B)	3 years
(K)	Credentials of individuals operating radiation machines	§289.227(i)(5)	Until 2 years after the individual leaves that facility
(L)	Records of dosimetry system Calibrations	§289.227(i)(14)	5 years
(M)	Records of maintenance and repairs of radiation machines	§289.227(l)(7) and (8) and (o)(4)	5 years
(N)	Entrance exposure rate (air kerma rate)/fluoroscopy	§289.227(m)(3)(D)	10 years
(O)	Records of Radiation Protocol Committee for FGI and CT procedures (i) meeting minutes	§289.227(m)(9)(A)(ii) §289.227(n)(6)(A)(ii)	5 years
	(ii) protocol revisions	§289.227(m)(9)(C)(ii) §290.227(n)(6)(C)(ii)	5 years
(P)	Records of radiation safety awareness training for physicians	§289.227(m)(9)(E)(vi)	As long as the physician performs FGI procedures
(Q)	CT films resulting from quality control tests	§289.227(n)(5)	10 years
(R)	Equipment performance evaluations and corrections	§289.227(o)(3) and (o)(4)(B)	10 years
(S)	Film processing records and corrections	§289.227 (p)(2), (3), (5), and (6)	3 years
(T)	Alternate processing system records	§289.227(q)	3 years
(U)	Digital imaging acquisition system records	§289.227(r)	3 years
(V)	Personnel monitoring records	§289.231(m)	Until termination of registration
(W)	Surveys (public dose evaluation)	§289.231(p)	Until termination of registration