

# IOWA DEPARTMENT OF PUBLIC HEALTH BUREAU OF RADIOLOGICAL HEALTH

## Record Retention Requirements Mandated by Radiation Machines and Radioactive Materials Rules Iowa Administrative Code 641(136C)

### Chapter 39 – Transportation of Radioactive Materials

**Applicability: All Shippers, Receivers, and Carriers of Radioactive Material**

Regulation	Type of Record	Time Interval
49 CFR 172.201(e)	Shipping Papers – hazardous waste	3 years
49 CFR 172.201(e)	Shipping Papers – all other hazardous materials	375 days
49 CFR 173.415(a)	Type 7A shipping package design	1 year

### Chapter 40 – Standards for Protection Against Radiation

**Applicability: All Licensees and Registrants**

Regulation	Type of Record	Time Interval
40.81(2)	Annual Audits of Radiation Protection Program	3 years
40.82(1)	Survey Meter Calibrations	3 years
40.82(1)	Surveys and Monitoring – General	3 years
40.82(1)	Package Receipt Surveys	3 years
40.82(2)“a”	Surveys to Determine Individual Dose Equivalents	Until the Agency Terminates the License or Registration
40.82(2)“b”	Measurements and Calculations for Assessment of Internal Dose	Until the Agency Terminates the License or Registration
40.82(2)“c”	Results of Air Sampling, Surveys, and Bioassays	Until the Agency Terminates the License or Registration
40.82(2)“d”	Measurements and Calculations to Determine Release of Effluents to the Environment	Until the Agency Terminates the License or Registration
40.83	Results of Sealed Source Leak Tests	5 years
40.84	Prior Occupational Dose	Until the Agency Terminates the License or Registration
40.85	Planned Special Exposures	Until the Agency Terminates the License or Registration
40.86	Individual Monitoring Results	Until the Agency Terminates the License or Registration

<b>Regulation</b>	<b>Type of Record</b>	<b>Time Interval</b>
40.87	Dose to Individual Members of the Public	Until the Agency Terminates the License or Registration
40.88	Waste Disposal	Until the Agency Terminates the License or Registration
40.89	Tests of Entry Control Devices for Very High Radiation Areas	3 years

### **Chapter 41.2 – Use of Radionuclides in the Healing Arts**

#### **Applicability: All Medical Licensees**

<b>Regulation</b>	<b>Type of Record</b>	<b>Time Interval</b>
41.2(7)“d”	Written Description of ALARA Program	Duration of License
41.2(9)“a”(5)	Radiation Safety Committee Meeting Minutes	Until the Agency Authorizes its Disposition
41.2(12)“c”	Visiting Authorized User/Nuclear Pharmacist	5 years from last visit
41.2(14)“d”	Misadministrations	10 years
41.2(14)“d”	Reportable Medical Events	3 years
41.2(17)“e”	Dose Calibrator Checks and Tests	3 years
41.2(18)“e”	Survey Instrument Calibrations	3 years
41.2(19)“d”	Assay of Radiopharmaceutical Doses	3 years
41.2(21)“d”	Results of Sealed Source Leak Tests	5 years
41.2(21)“g”	Sealed Source/Brachytherapy Source Inventories	5 years
41.2(21)“i”	Survey of Brachytherapy Source Storage Area	3 years
41.2(26)“h”	Surveys for Contamination & Ambient Dose Rate	2 years
41.2(27)“c”	Release of Individuals Containing Radiopharmaceuticals or Implants	3 years
41.2(27)“d”	Instructions to Breast Feeding Women	3 years
41.2(30)“b”	Decay in Storage Waste Disposal	3 years
41.2(34)“c”	Molybdenum-99 Concentration	3 years
41.2(35)“f”	Checks and Measurements for Control of Aerosols and Gases	3 years
41.2(35)“g”	Calculations to Determine Room Clearance Times	Duration of License
41.2(38)“c”	Instructions to Personnel Caring for Individuals Undergoing Radiopharmaceutical Therapy	3 years
41.2(44)“c”	Instructions to Personnel Caring for Individuals Undergoing Implant Therapy	3 years
41.2(45)“a”(4)	Post Implant Surveys	3 years
41.2(46)“d”	Brachytherapy Source Inventory & Patient Survey	3 years
41.2(47)“b”	Patient Survey after Temporary Implants	3 years
41.2(50)“d”	Installation, Maintenance, Adjustment & Repair of Remote Afterloaders, Teletherapy & Gamma Knife	3 years
41.2(52)“f”	Instruction to Individuals Operating Remote Afterloaders, Teletherapy & Gamma Knife	3 years

<b>Regulation</b>	<b>Type of Record</b>	<b>Time Interval</b>
41.2(55)“e”	Room Radiation Monitoring Device Check	3 years
41.2(57)“c”	Dosimetry Equipment Calibration, Intercomparison, and Comparison	Duration of License
41.2(58)“a”(7)	Full Calibration Measurements on Remote Afterloaders, Teletherapy & Gamma Knife	Duration of License
41.2(59)“a”(6)	Periodic Spot Checks of Teletherapy Units	3 years
41.2(59)“a”(7)	Written Procedures for Teletherapy Unit Spot Checks	Until Licensee No Longer Possess Unit
41.2(59)“b”(6)	Periodic Spot Checks of Remote Afterloaders	3 years
41.2(59)“b”(7)	Written Procedures for Remote Afterloader Spot Checks	Until Licensee No Longer Possess Unit
41.2(59)“c”(7)	Periodic Spot Checks of Gamma Knives	3 years
41.2(59)“c”(8)	Written Procedures for Gamma Knife Spot Checks	Until Licensee No Longer Possess Unit
41.2(60)“c”	Radiation Survey for Teletherapy Facilities	Duration of License
41.2(61)“c”	Safety Spot Check for Teletherapy Facilities	3 years
41.2(64)“c”	Five Year Inspection of Teletherapy Units and Gamma Knives	Duration of License
41.2(84)“d”	Calibration Measurement of Brachytherapy Sources	3 years after last use of source
41.2(85)“b”	Decay of Sr-90 Sources for Ophthalmic Treatment	3 years after last use of source
41.2(87)“g”	Written Directives	3 years after the date of administration

### **Chapter 41.3 – Therapeutic Use of Radiation Machines**

**Applicability: All Registrants Possessing External Beam Accelerators for Medical Use**

<b>Regulation</b>	<b>Type of Record</b>	<b>Time Interval</b>
41.3(10)“b”	Visiting Authorized User	5 years from date of last visit
41.3(12)	General Record Requirements	Until disposal is authorized by the agency unless another retention period is specifically authorized in 41.3(136C)
41.3(14)“a”(4)	Written Directives	3 years
41.3(14)“b”(5)	Procedures for Administrations	Duration of Registration
41.3(15)“i”	Records of Misadministrations	3 years
41.3(17)“c”(3)	Full Calibration Measurements	Duration of Registration
41.3(17)“d”(10)	Quality Assurance Checks	3 years
41.3(18)“e”(3)	Full Calibration Measurements	Duration of Registration
41.3(18)“f”(10)	Quality Assurance Checks	3 years

**Chapter 42 – Minimum Certification Standards for Diagnostic Radiographers, Nuclear Medicine Technologists, and Radiation Therapists**

**Applicability: All Individuals Holding a Permit to Practice in one or more of the above specialties**

<b>Regulation</b>	<b>Type of Record</b>	<b>Time Interval</b>
42.2(3)“e”	Proof of Continuing Education	3 years

**Chapter 45 – Radiation Safety Requirements for Industrial Radiographic Operations**

**Applicability: All Licensees or Registrants Possessing Radiographic Equipment**

<b>45.1 – General Requirements for Industrial Radiography Operations</b>		
<b>Regulation</b>	<b>Type of Record</b>	<b>Time Interval</b>
45.1(4)	Receipt, Transfer, and Disposal of Sources of Radiation	3 years
45.1(5)“c”	Survey Instrument Calibrations	3 years
45.1(6)	Quarterly Inventories	3 years
45.1(7)“c”	Utilization Logs	3 years from the date of the recorded event
45.1(8)“e”	Inspection and Maintenance	3 years
45.1(9)“b”	Permanent Installations High Radiation Area Control Devices or Alarm Systems	3 years
45.1(10)“e”	Training and Testing	Until disposal is authorized by the agency
45.1(11)“d”	Audits of Radiographer Performance	3 years
45.1(12)“c”	Pocket Dosimeter Readings & Operability Checks	3 years
45.1(12)“c”	Estimates of Overexposures	Until the agency terminates the license
45.1(12)“d”	Pocket Dosimeter Calibrations	3 years
45.1(12)“e”	Film Badge, OSL, or TLD Reports	Until the agency terminates the license
45.1(12)“f”(1)	Alarm Ratemeter Function Checks	2 years
45.1(12)“f”(4)	Alarm Ratemeter Calibrations	3 years
45.1(19)	Current Operating & Emergency Procedures	Until the agency terminates the license
45.1(19)	Superseded O & E Material	3 years

<b>45.2 – Radiation Safety for the use of Radiation Machines</b>		
<b>Regulation</b>	<b>Type of Record</b>	<b>Time Interval</b>
45.2(5)“d”	Radiation Surveys	2 years
45.2(6)“a”(2)	Enclosed Radiography System Evaluations	3 years
45.2(6)“b”(3)	Certified/Certifiable Cabinet X-Ray System Interlock Tests	Until disposal is authorized by the agency
45.2(6)“b”(4)	Certified/Certifiable Cabinet X-Ray System Evaluations	2 years

### 45.3 – Radiation Safety for the use of Sealed Sources

Regulation	Type of Record	Time Interval
45.3(5)“b”(2)	Leak Tests	3 years
45.3(7)“j”	Radiation Surveys	2 years or until disposal is authorized by the agency if a survey was used to determine an individuals exposure
45.3(8)“b”	Enclosed Radiography Evaluations Including Testing of High Radiation Area Control Devices or Alarm Systems	2 years

### 45.4 – Radiation Safety for the use of Particle Accelerators

Regulation	Type of Record	Time Interval
45.4(6)“c”	Accelerator Operator Audits	3 years
45.4(10)“c”	Safety & Warning Device Operational Checks	3 years
45.4(10)“d”	Interlock System Failure	3 years
45.4(11)	Radiation Monitoring Surveys	3 years

### 45.6 – Radiation Safety for Well Logging, Wireline Service Operations & Subsurface Tracer Studies

Regulation	Type of Record	Time Interval
45.6(4)“b”	Written Agreement with Well Owner/Operator	3 years after completion of the operation
45.6(8)“c”	Survey Instrument Calibration	2 years
45.6(9)“a”	Leak Testing of Sealed Sources	3 years
45.6(10)	Quarterly Inventories	2 years
45.6(11)	Utilization Records	2 years
45.6(14)“a”	Inspection and Maintenance	2 years
45.6(15)“c”	Employee Training Records	2 years following termination of individuals employment
45.6(17)“c”	Personnel Monitoring & Bioassay	Until the Agency Authorizes its Disposition
45.6(22)“e”	Radiation Surveys	2 years