

RADIOLOGICAL SAFETY

Use this subject for correspondence and related papers pertaining to activities involving radiological safety.

NOTE: See PERSONNEL for records pertaining to employee safety and health.

Disposal Authority:
Job No. NCI-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
RAD	RADIOLOGICAL SAFETY	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	<u>Byproduct Materials</u>	Use for general correspondence.	(Item 129) Destroy when 2 years old.	(Item 129) Destroy when 2 years old.
1-1	Exports	Records of export byproduct material.	(Item 136) Destroy 2 years after event.	(Item 136) Destroy 2 years after event.
1-2	Receipts	Includes AD-800 or equivalent form.	(Item 134a) Retain as long as the licensee retains possession of the byproduct material and 2 years after transfer or export.	(Item 134b) Destroy when no longer needed for administrative purposes.
1-3	Transfers	Records of transfer of byproduct material outside USDA.	(Item 135a) Destroy 5 years after transfer.	(Item 135b) Destroy when no longer needed for administrative purposes.
2	<u>Disposal of Radioactive Material</u>	Records of approved disposal actions.	(Item 137a) Retain until Nuclear Regulatory Commission authorizes disposition.	(Item 137b) Destroy when no longer needed for administrative purposes.
3	<u>Education and Radiation Training and Experience Reports</u>	Includes letters of approval and Form AD-803 or equivalent form.	(Item 131a) Destroy immediately upon separation of employee.	(Item 131b) Destroy when no longer needed for administrative purposes.
4	<u>Exposure Records</u>	Includes records of individual exposure to radioactive material, records of bioassays, results of whole body counting examinations, and unassigned film badge us..	(Items 132a and 132b(1)) Original paper records and original microfilm: Retain until Nuclear Regulatory Commission authorizes disposition. Transfer to FARC after filming. (Item 132b(2)) Microfilm working copy: Destroy when no longer needed for current activities.	N/A
5	<u>Leakage and On-Off Tests</u>	Use for records documenting the required testing of certain measuring, gauging, or controlling devices.	(Item 133a) Destroy 1 year after each required test or after the device is transferred or disposed of.	(Item 133b) Destroy when no longer needed for administrative purposes.

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6	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.
6-1	Survey to Determine Compliance With Standards of Exposure		(Item 138a) Retain until Nuclear Regulatory Commission authorizes disposition.	N/A
6-2	Survey to Evaluate Release of Radioactive Effluents in the Environment		(Item 138c) Retain until Nuclear Regulatory Commission authorizes disposition.	N/A
6-3	Survey to Determine External Radiation Dose in the Absence of Personnel Monitoring Data		(Item 138b) Retain until Nuclear Regulatory Commission authorizes disposition.	N/A
6-4	Other Surveys	Records of the results of surveys incident to the production, use, release, disposal, or presence of radioactive materials or other sources of radiation.	(Item 138) Destroy 2 years after completion of survey.	N/A