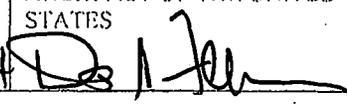
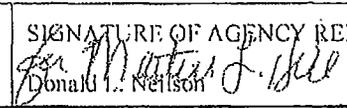


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-045-02-5	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) WASHINGTON, DC 20408		DATE RECEIVED 5/16/02	
1. FROM (Agency or establishment) Department of Veterans Affairs (VA)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Veterans Health Administration (VHA)			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Sherwin Lynch (lynsher@mail.va.gov)	5. TELEPHONE 202-273-8312	DATE 5/16/02	ARCHIVIST OF THE UNITED STATES 
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>20</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, is not required; is attached; or has been requested.			
DATE 5/14/02	SIGNATURE OF AGENCY REPRESENTATIVE  Donal L. Nelson	TITLE Director, Information Management Service	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Nuclear Medicine Records

This appraisal covers records created and maintained by Nuclear Medicine Services located at VA medical facilities. The records consist of reports, inspection surveys, safety and compliance documents, directives, training records, records documenting the use and disposal of radioactive materials, and other records required by the Nuclear Regulatory Commission (NRC). VHA has a master materials license issued by NRC. The license is implemented by the National Health Physics Program (NHPP) that issues permits to individual VHA facilities to use radioactive materials for medical diagnosis and treatment and terminates permits when use of radioactive materials is discontinued. Note: Where appropriate, exposure records are filed with employee or patient records. This schedule will apply to paper and electronic records.

Nuclear Medicine Records

This appraisal covers records created and maintained by Nuclear Medicine Services located at VA medical facilities. The records consist of reports, inspection surveys, safety and compliance documents, directives, training records, records documenting the use and disposal of radioactive materials, and other records required by the Nuclear Regulatory Commission (NRC). VHA has a master materials license issued by NRC. The license is implemented by the National Health Physics Program (NHPP) that issues permits to individual VHA facilities to use radioactive materials for medical diagnosis and treatment and terminates permits when use of radioactive materials is discontinued. Note: Where appropriate, exposure records are filed with employee or patient records.

1. Procedures for Safely Opening Package File: This file contains written procedures for safely opening packages in which radioactive material is received by VHA medical facilities. (Title 10, Part 20, Sec. 20.1906, Procedures for Receiving and Opening Packages)

Disposal: Temporary; cutoff when the NHPP terminates permit Destroy after cutoff.

2. Records of Radiation Protection Programs. This file contains provisions of the program and audits and other reviews of program content and implementation. (Title 10, Part 20, Sec. 20.2102, Records of Radiation Protection Programs)

- 2a. Written provisions of the Radiation Protection Program.

Disposal: Temporary; cutoff when NHPP terminates permit. Destroy after cutoff

- 2b. Audits and other reviews of program content and implementation.

Disposal: Temporary; cutoff after completion of audit. Destroy 3 years after cutoff.

3. Results of Surveys and Calibrations. This file consists of results of surveys to determine the dose from external sources, results of measurements and calculations used to determine individual intakes of radioactive material, and records showing the results of air sampling, surveys, and

bioassays. (Title 10, Part 20, Sec. 20.2103, Records of Surveys) Note: Where appropriate, exposure records are filed with employee or patient records.

3a. Results of surveys and calibrations.

Disposal: Temporary; destroy 3 years after the record is made.

3b. Results of surveys to determine the dose from external sources and used, in the absence of or in combination with individual monitoring data, in the assessment of individual dose equivalents.

Disposal: Temporary; destroy after NHPP terminates permit.

3c. Records of the results of measurements and calculations used to determine individual intakes of radioactive material and used in the assessment of internal dose.

Disposal: Temporary; destroy NHPP terminates permit.

3d. Records showing the results of air sampling, surveys, and bioassays.

Disposal: Temporary; destroy NHPP terminates permit.

4. Records of Lifetime Occupational Radiation Dose. (Title 10, Part 20, Sec. 20.2104, Determination of Prior Occupational Dose)

4a. Records of Lifetime Occupational Radiation Dose on NRC Form 4. This file contains a record of an individual's current and previously accumulated occupational dose. It includes a current NRC Form or equivalent.

Disposal: Temporary; cutoff when NHPP terminates permit. Destroy 3 years after cutoff.

4b. Records Used in Preparing NRC Form 4. This file consists of records and reports of the cumulative radiation dose and other related reports of the individual's dose equivalent, which are used to prepare NRC Form 4.

Disposal: Temporary; destroy 3 years after the record is made.

5. Records Relating to All Aspects of Planned Special

Exposures. This file consists of records documenting the conduct of a planned special exposure. The records describe the exceptional circumstances requiring the use of a planned special exposure; the name of the management official who authorized the planned special exposure and a copy of the signed authorization; and other related records. (Title 10, Part 20, Sec. 20.2105, Records of Planned Special Exposures)

Disposal Temporary; cutoff when NHPP terminates permit

6. Records of Individual Monitoring Results. This file consists of records of doses received by all individuals for whom monitoring was required. It includes records of doses received during planned special exposures, accidents, and emergency conditions. (Title 10, Part 20, Sec. 20.2106, Records of Individual Monitoring Results) Note: Where appropriate, exposure records are filed with employee or patient records.

Disposal: Temporary; cutoff when NHPP terminates permit. Destroy after cutoff.

7. Records Demonstrating Compliance with Title 10, CFR 20, Sec. 20.1301, Dose Limits for Individual Members of the Public. This file consists of records to demonstrate compliance with the dose limit for individual members of the public. (Title 10, Part 20, Sec. 20.2107, Records of Dose to Individual Members of the Public)

Disposal: Temporary; cutoff when NHPP terminates permit. Destroy after cutoff.

8. Records of Waste Disposal. This file consists of records of the disposal of certain radioactive waste materials. (Title 10, Part 20, Sec. 20.2108, Records of Waste Disposal)

Disposal Temporary; cutoff after NHPP terminates permit

9. Manifest and Acknowledgement of Receipt for Transferred Waste. This file consists of the manifest and other records used to track the transfer and disposal of radioactive waste. (Title 10, Part 20, Sec. 20.2006, and Appendix G, Transfer for Disposal and Manifests)

Disposal: Temporary; cutoff after waste material has been transferred or disposed. Destroy 3 years after cutoff.

10. Records of molybdenum-99, strontium-82, and strontium-85 Concentrations.

~~Records of Molybdenum-99/Technetium-99m Generators. Each licensee preparing technetium-99m radiopharmaceuticals from molybdenum-99/technetium-99m generators is required to test the generator eluates for molybdenum-99. This file contains the results of the tests. (Title-10, Part 30, Sec. 30.34, Terms and Conditions of Licenses)~~

Section above not in current regulations. Section below has equivalent requirements.

a. Records of Molybdenum-99/Technetium-99m Generators. Each permittee preparing technetium-99m radiopharmaceuticals from molybdenum-99/technetium-99m generators is required to test the generator eluates for molybdenum-99. This file contains the results of the tests. For each measured elution of technetium-99m, the record must include the ratio of the measures expressed as kilobecquerel of molybdenum-99 per megabecquerel of technetium-99m (or microcuries of molybdenum per millicurie of technetium), the time and date of the measurement, and the name of the individual who made the measurement. (Title 10, Part 35, Sec. 35.2204, Records of molybdenum-99, strontium-82, and strontium-85 concentrations)

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff

b. Records of Strontium-82/Rubidium-82 Generators. Each permittee preparing rubidium-82 radiopharmaceuticals from strontium-82/rubidium-82 generators is required to test the generator eluates for strontium-82 and strontium-85. This file contains the results of the tests. For each measured elution of rubidium-82, the record must include the ratio of the measures expressed as kilobecquerel of strontium-82 per megabecquerel of rubidium-82 (or microcuries of strontium-82 per millicurie of rubidium), kilobecquerel of strontium-85 per megabecquerel of rubidium-82 (or microcuries of strontium-85 per millicurie of rubidium), the time and date of the measurement, and the name of the individual who made the measurement. (Title 10, Part 35, Sec. 35.2204, Records of molybdenum-99, strontium-82, and strontium-85 concentrations)

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

11. Records of Import to Safe and Effective Decommissioning. This file consists of records concerning the decommissioning of a facility as a result of spills or other unusual occurrences involving the spread of contamination in and around the facility or site, as-built drawings and modifications of structures and equipment, etc. Except for specific circumstances, this file includes a list of restricted areas and a list of areas outside of the restricted areas. (Title 10, Part 30, Sec. 30.35, Financial Assurance and Recordkeeping for Decommissioning)

Disposal: Temporary: destroy after. NHPP terminates permit

12. Records of Receipt, Transfer, and Disposal. This file consists of records showing the receipt, transfer, and disposal of byproduct materials. (Title 10, Part 30, Sec. 30.51, Records)

- 12a. Receipt Records.

Disposal: Temporary; cutoff after material has been disposed of. Destroy 3 years after cutoff.

- 12b. Transfer Records.

Disposal: Temporary; cutoff after material has been transferred. Destroy 3 years after cutoff. Retain for 3 years after transfer unless a specific requirement in another part of Title 10, Chapter I, NRC, dictates otherwise.

- 12c. Disposal Records

Disposal: Temporary; destroy after the NHPP terminates permit

13. ~~Written Radiation Safety Policies and Procedures File. This file consists of policy and procedures for authorizing the purchase of byproduct material, receiving and opening packages of byproduct material, storing byproduct material, keeping an inventory record of byproduct material, using byproduct material safely, for taking emergency action. (Title 10, Part 35, Sec. 35.21, Radiation Safety Officer)~~

WITHDRAWN

~~Disposal: Temporary; destroy when superseded or replaced.~~

Section above not in current regulations.

14. ~~Minutes of Radiation Safety Committee Meetings File. This file consists of minutes of the Radiation Safety Committee meetings. The minutes include the date of the meeting, names of members present, names of members absent, summary of deliberations and discussions, recommended actions and the numerical results of all ballots. (Title 10, Part 35, Sec. 35.22, Radiation Safety Committee)~~

WITHDRAWN

~~Disposal: Temporary; destroy official record copy after the NRC terminates license. Destroy courtesy copies after no longer needed.~~

Section above not in current regulations.

15. Statements of Authority and Responsibilities File. This file consists of written authorities, duties, responsibilities, and radiation safety activities of the Radiation Safety Officer and the Radiation Safety Committee. (Title 10, Part 35, Sec. 35.24 and 35.2024,
- a. Authority and Responsibilities for the Radiation Protection Program)

~~Disposal: Retain records of actions taken by management per 10 CFR 35.24(a) for 5 years.~~

b. Retain a copy of authority, duties, and responsibilities of the Radiation Safety Officer as required by §35.24(e), and a signed copy of each Radiation Safety Officer's agreement to be responsible for implementing the radiation safety program, as required by §35.24(b), for the duration of the permit.

~~Destroy after these time periods. Destroy after NHPP terminates license.~~

16. ~~Records Reflecting Supervised Individual's Use of Byproducts File (Supervisor's file). This file consists of records documenting the supervision of an individual who may receive, possess, use, or transfer byproduct material. (Title 10, Part 35, Sec. 35.27, Supervision)~~

WITHDRAWN

~~Disposal: Destroy 3 years after termination of the supervised~~

individual's employment.

Section above as in current regulations does not require any specific recordkeeping.

17. Letter of Authorization for Mobile Nuclear Medicine Service File. This file consists of letters signed by the management of each client for which services are rendered that authorizes use of byproduct material at the client's address. (Title 10, Part 35 Sec.35.80 and 35.2080, Provision of Mobile Nuclear Medicine Service)

Disposal: Temporary; destroy 3 years after the last service is made.

18. Records of Changes to Radiation Protection Program. This file consists of minor changes in radiation safety procedures that are not potentially important to safety, i.e., ministerial changes that were described in the application for license, renewal, or amendment. For example, editing of procedures for clarity or conformance with local drafting policy or updating names, telephone numbers, etc. (Title 10, Part 35, Sec. 35.26 and 35.2026, Radiation Protection Program Changes)

Disposal: Temporary; cutoff records based on date created Destroy 5 years after cutoff.

19. ~~Records of Review, Evaluation, Findings of Quality Management Program. This file consists of a review of the quality management program, including evaluations and findings of the review. (Title 10, Part 35, Sec. 71.135, Quality Assurance Program)~~

WITHDRAWN

~~Disposal: Temporary; cutoff record after date of final findings and issuance of recommendations. Destroy 3 years after cutoff.~~

Section above not in current regulations.

20. ~~Records of Relevant Facts, Corrective Actions after Recordable Event. This file consists of records that document relevant facts including the cause of the recordable event. (Title 10, Part 35, Sec. 71.135, Quality Management Program)~~

WITHDRAWN

~~Disposal: Temporary; cutoff record after date of final findings and issuance of recommendations. Destroy 3 years after cutoff.~~

Section above not in current regulations.

21. Written Directives. This file consists of written directives for any diagnostic or therapeutic procedure for the administration of the radiopharmaceutical dose, the brachytherapy dose, the gamma stereotactic radiosurgery dose, or the next teletherapy fractional dose. (Title 10, Part 35, Sec. 35.40 and 35.2040, Records of Written Directives.)

Disposal: Temporary; cutoff records based on date created. Destroy 3 years after cutoff.

22. ~~Records of Each Dose or Dosage When Written Directive Is Required. This file consists of a record of each administered radiation dose or radiopharmaceutical dosage where a written directive is required. (Title 10, Part 35, Sec. 35.2040 Quality Management Program)~~

WITHDRAWN

~~Disposal: Temporary; cutoff records annually. Destroy 3 years after cutoff.~~

Section above redundant to section 21.

23. Records of medical events. This file consists of a written report that includes the licensee's name; the prescribing physician's name; a brief description of the event; why the event occurred; the effect on the individual who received the misadministration; what improvements are needed to prevent recurrence; actions taken to prevent recurrence; whether the licensee notified the individual (or the individual's responsible relative or guardian), and if not, why not; and if there was notification, what information was provided in the notification. (Title 10, Part 35, Sec. 35.3045, Report and notification of a medical event.)

Disposal: Temporary; cutoff records based on date created. Destroy 3 years after cutoff.

24. ~~Records of Test and Check of Dose Calibrators. This file consists of records that document check and test calibrators. It includes the model and serial number of the dose calibrator, the identity of the radionuclide contained in the check source, the date of the check/test, the activity measured, the date of the test, the results of the test, the calculated activities, the measured activities and the initials of the individual who~~

WITHDRAWN

~~performed the check/test. (Title 10, Part 35, Sec. 35.2061,
Records of radiation survey instrument calibrations.)~~

Records of calibrations of instruments used to measure the activity of unsealed byproduct material (Title 10, Part 35, Sections 35.60 and 35.2060).

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

25. Records of Survey Instrument Calibration. This file consists of records that document the calibration procedure. It includes the date of the calibration, and the name of the individual who performed the calibration. (Title 10, Part 35, Sec. 35.61 and 35.2061,

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

26. ~~Records of Instrument Checks. This file consists of records that document instrument checks for constancy and proper operation. It includes initial and period tests on instruments. (Title 10, Part 35, Sec. 35.2061, Records of radiation survey instrument calibrations.)~~

WITHDRAWN

~~Disposal: Temporary, cutoff records annually. Destroy 3 years after cutoff.~~

See section 24 above.

27. Records of Measurement of Radiopharmaceutical Dosages. This file consists of records to document the measurement of radiopharmaceutical dosages. The records contain the radiopharmaceutical, patient's or human research subject's name, and prescribed dosage and activity of the dosage at the time of measurement, and the name of the individual who made the record. (Title 10, Part 35, Sec. 35.2063, Measurement of Dosages of Unsealed Byproduct Material for Medical Use)

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

28. Records of Leak Tests on Brachytherapy Sources. This

file consists of leakage test records. The records contain the model number and serial number (if assigned), of each source tested, the identity of each source radionuclide and its estimated activity, the measured activity of each test sample, a description of the method used to measure each test sample, the date of the test, and the signature of the Radiation Safety Officer. (Title 10, Part 35, Sec. 35.2067, Records of leaks tests and inventory of Sealed Sources and Brachytherapy Sources)

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

29. Records of Leak Tests and Physical Inventory of Sealed Sources. This file consists of records used to document the semiannual leak tests and physical inventory of sealed sources. The records include the model number of each source, and serial number if one has been assigned, the identity of each source and its nominal activity, the location of each source, the result of the leak test, the date of the leak test, and the name of the individual who performed the inventory or leak test (Title 10, Part 35, Sec. 35.67 and 35.2067, Records of leaks tests and inventory of Sealed Sources and Brachytherapy Sources)

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

30. Records of Ambient Exposure Rates This file consists of records of measurements of ambient exposure rates at the end of each day of use in all areas where unsealed byproduct material requiring a written directive was prepared for use or administered. The records include the date of the survey, the results of the survey, the survey instrument used, and the name of the individual who performed the survey. (Title 10, Part 35, Sec. 35.70 and 35.2070, Records of survey for ambient radiation exposure rate.)

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

31. ~~Records of Daily Surveys of Dosage Preparation Areas. This file consists of a daily radiation detection survey where materials requiring a written directive were prepared or used. areas where radiopharmaceuticals are routinely prepared for use or administered. It includes the date of the survey, a plan of each area surveyed, the trigger level established for each area, the detected dose rate at several points, the~~

WITHDRAWN

~~instrument used to make the survey or analyze the samples, and the initials of the individual who performed the survey. (Title 10, Part 35, Sec. 35.2070, Records of survey for ambient radiation exposure rate.~~

~~Disposal: Temporary; cutoff records annually. Destroy 3 years after cutoff.~~

WITHDRAWN

~~Disposal: Temporary; cutoff after date of test. Destroy 3 years after cutoff.~~

Redundant to 30 above.

32. ~~Records of Weekly Surveys of Radioactive Waste Storage Areas. This file consists of weekly surveys of areas where radiopharmaceuticals or radiopharmaceutical waste is stored. It includes the date of the survey, a plan of each area surveyed, the trigger level established for each area, the detected dose rate at several points, the instrument used to make the survey or analyze the samples, and the initials of the individual who performed the survey. (Title 10, Part 35, Sec. 35.2070, Records of survey for ambient radiation exposure rate.)~~

WITHDRAWN

~~Disposal: Temporary; cutoff records annually. Destroy 3 years after cutoff.~~

Section above not in current regulations.

33. ~~Records of Weekly Surveys for Removable Contamination. This file consists of surveys for removable contamination. The records include the date of the survey, a plan of each area surveyed, the trigger level established for each area, the detected dose, the date of the survey, the removable contamination, the instrument used to make the survey or analyze the samples, and the initials of the individual who performed the survey. (Title 10, Part 35, Sec. 35.2070, Records of survey for ambient radiation exposure rate.)~~

WITHDRAWN

~~Disposal: Temporary; cutoff records annually. Destroy 3 years after cutoff.~~

Section above not in current regulations.

34. Records of Release of Patients to the Public. This file consists of documents authorizing the release of an

individual who has been administered radiopharmaceuticals or permanent implants containing radioactive material. (Title 10, Part 35, Sec.35.2075, Release of Individuals Containing Radiopharmaceuticals or Permanent Implants)

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

35. Records of Mobile Nuclear Medicine Services. This file consists of the radiation detection survey of mobile nuclear medicine radiopharmaceutical areas. The survey includes the date of the survey, a plan of each area that was surveyed, the measured dose rate, the instrument used to make the survey, and the initials of the individual who performed the survey. (Title 10, Part 35, Sec. 35.2080(b), Records of Mobile Medicinal Services.)

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

36. Records of Each Disposal of Byproduct Material as Ordinary Trash. This file consists of records of disposal. It includes the date of the disposal, the date on which the byproduct material was placed in storage, the radionuclides disposed, the survey instrument used, the background dose rate, the dose rate measured at the surface of each waste container, and the name of the individual who performed the disposal. (Title 10, Part 35, Sec. 35.2092, Decay-in-storage)

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

- ~~37. Records of Each Measurement of Molybdenum Concentration. This file consists of records to document each measurement of molybdenum concentration. It includes the measured activity of the technetium, the measured activity of the molybdenum, the ratio of the measures, the time and date of the measurement, and the initials of the individual who made the measurement. (Title 10, Part 35, Sec. 35.2204, Permissible molybdenum-99 concentration)~~

~~Disposal: Temporary; cutoff records annually. Destroy 3 years after~~

WITHDRAWN

cutoff.

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

Section above redundant to Section 10.

38. ~~Records on the Control of Aerosols and Gases. This file consists of documents used to calculate the amount of time needed after a spill. It includes the assumptions, measurements, calculations, and safety measures to be instituted in case of a spill at the area of use. (Title 10, Part 35, Sec. 35.205 Control of Aerosols and Gases)~~

WITHDRAWN

~~Disposal: Temporary; destroy after NRC terminate license.~~

Section above not in current regulations.

39. ~~Records of the Use of Unsealed Byproduct Material for Therapeutic Administration. This file consists of records that document the use of unsealed byproduct materials for therapeutic purposes. (Title 10, Part 35, Sec. 35.300, Use of Unsealed Byproduct Material for Therapeutic Administration)~~

WITHDRAWN

~~Disposal: Temporary; cutoff records annually. Destroy 3 years after cutoff.~~

Section above is incorrect. 10 CFR 35.300 has no specific recordkeeping requirement. Requirement to keep copies of written directives is provided in Section 21 and addresses this item.

40. Lists of Individuals Receiving Radiation Safety Training. This file consists of lists of individuals who have received radiation safety instructions or other related training. It includes a description of the instruction, the date of instruction, and the name of the individual who gave the instruction. (Title 10, Part 35, Sec. 35.2310, Safety Instruction)

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

41. Records of dosages of unsealed byproduct material for medical use.
(Title 10, Part 35, Sec. 35.2063, Dosages of unsealed byproduct material for medical use)

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

42. ~~Records of Thyroid Burdens. This file consists of records documenting the measurement of the thyroid burden of each individual who helped prepare or administer a dosage of iodine-131 within three days after administering the dosage. It includes a record of each thyroid burden measurement, its date, the name of the individual whose thyroid burden was measured, and the initials of the individual who made the measurements. (Title 10, Part 35, Sec. 35.2063, Safety precautions)~~

WITHDRAWN

~~Disposal: Temporary; Cutoff records after the end of the calendar year in which dosage is determined. Destroy 3 years after cutoff.~~

Section above not in current regulations.

43. Records of Patients Surveys Following Source Removal.
This file consists of the radiation survey to confirm that all sources have been removed from the patient or the human research subject. It includes the date of the survey, the name of the patient or the human research subject, the dose rate from the patient or the human research subject, the survey instrument used, and the initials of the individual who made the survey. (Title 10, Part 35, Sec. 35.2404, Records of surveys after source implant & removal)

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

44. Records of Brachytherapy Source Accountability (Title 10, Part 35, Sec. 35.2406, Brachytherapy Sources Accountability)

Disposal Temporary; cutoff after date of test. Destroy 3 years after cutoff.

45. ~~Records of Surveys Following Brachytherapy Source Implants and Source Removal. This file consists of documents relating to source implants and removal. It includes the number and activity of sources removed from storage and returned to storage, the patient's or the~~

WITHDRAWN

human research subject's name and room number, the time and date the sources were removed from storage, the number and activity of the sources in storage after the removal or after the return, and the initials of the individual who removed the sources from storage and returned the sources to storage. (Title 10, Part 35, Sec. 35.2406, Brachytherapy Sources Accountability)

WITHDRAWN

Disposal: Temporary; cutoff records after end of the calendar year which survey was conducted. Destroy 3 years after cutoff.

Note: Patient information is recorded in patient medical record.

See section 44 above.

46. ~~Records of Training for Staff Participating in Implant Therapy. This file consists of safety instructions to personnel caring for the patient or the human research subject undergoing implant therapy. It includes a description of the instruction, the date of instruction, and the name of the individual who gave the instruction. (Title 10, Part 35, Sec. 35.410, Safety Instruction)~~

WITHDRAWN

Disposal: Temporary; cutoff records after the instructions are concluded. Destroy 3 years after cutoff.

See section 40 above.

47. ~~Records of Surveys Following Source Implants. This file consists of a survey of the dose rates in contiguous restricted and unrestricted areas. It includes the time and date of the survey, a plan of the area or list of points surveyed, the measured dose rate at several points, the instrument used to make the survey, and the initials of the individual who made the survey. (Title 10, Part 35, Sec. 35.2404, Records of surveys after source implant & removal)~~

WITHDRAWN

Disposal: Temporary; cutoff records after end of the calendar year which survey was conducted. Destroy 3 years after cutoff.

See section 43 above.

48. ~~Records of Safety Instruction for Teletherapy Unit. This file consists of safety instructions for the Teletherapy Unit. It includes a description of the instruction, the date of instruction, and the name of the individual who gave the instruction. (Title 10, Part 35, Sec. 35.2610, Safety~~

WITHDRAWN

Procedures.)

~~Disposal: Temporary; cutoff records after the end of the calendar year in which the unit is disposed of. Destroy 3 years after cutoff.~~

Not applicable to VHA Nuclear Medicine Program

49. ~~Records of Daily Radiation Monitor Checks. This file consists of records documenting proper operation each day before the teletherapy unit is used for treatment of patients or human research subjects. It includes the date of the check, notation that the monitor indicates when its detector is and is not exposed, and the initials of the individual who performed the check. (Title 10, Part 35 Sec. 35.2642, Records of periodic spot checks for teletherapy units)~~

WITHDRAWN

~~Disposal: Temporary; cutoff record annually. Destroy 3 years after cutoff.~~

Not applicable to VHA Nuclear Medicine Program

50. ~~Records of Calibration, Intercomparison of Dosimetry Equipment. This file consists of records to document calibration, intercomparison, and comparison of the dosimetry system. It includes the date, the model numbers and serial numbers of the instruments that were calibrated, intercompared, compared, the correction factor that was determined from the calibration or comparison or the apparent correction factor that was determined from an intercomparison, the names of the individuals who performed the calibration, intercomparison, or comparison, and evidence that the intercomparison meeting was sanctioned by a calibration laboratory or radiologic physics center accredited by the American Association of Physicists in Medicine. (Title 10, Part 35, Sec. 35.2630, Dosimetry Equipment)~~

~~Disposal: Temporary; destroy after the NHPP terminates the permit.~~

51. ~~Records of Teletherapy Physicist Review of Spot Check Results. This file consists of the review by the teletherapy physicist review of spot checks. It includes the date of the spot check, the manufacturer's name, model number, and serial number for both the teletherapy unit and source, the manufacturer's name, model number and serial number of~~

WITHDRAWN

the instrument used to measure the output of the teletherapy unit, other related documents, and the signature of the individual who performed the periodic spot check. (Title 10, Part 35, Sec. 35.2642, Records of Periodic Spot checks for teltherapy units.)

WITHDRAWN

Disposal: Temporary; cutoff records at the end of the calendar year in which spot check was conducted.. Destroy 3 years after cutoff.

Not applicable to VHA Nuclear Medicine Program

52. ~~Records of Facility Checks Following Source Installation. This file consists of records which document safety checks of systems of teletherapy facilities. It includes notations indicating the operability of each entrance door interlock, each electrical or mechanical stop, each beam condition indicator light, the viewing system, and doors, and the signature of the Radiation Safety Officer. (Title 10, Part 35, Sec. 35.2642, Record of Periodic Spot Checks for teletherapy units.)~~

WITHDRAWN

~~Disposal: Temporary; cutoff records at the end of the calendar year in which spot check was conducted. Destroy 3 years after cutoff.~~

Not applicable to VHA Nuclear Medicine Program.

53. ~~Records of Radiation Measurements Following Installation. This file consists of radiation surveys of radiation measurements. It includes the date of the measurements, the reason the survey is required, the manufacturer's name, model number and serial number of the teletherapy unit, the source, and the instrument used to measure radiation levels, each dose rate measured around the teletherapy source while in the off position and the average of all measurements, a plan of the areas surrounding the treatment room that were surveyed, the measured dose, the calculated maximum quantity of radiation over a period of one week for each restricted and unrestricted area, and the signature of the Radiation Safety Officer. (Title 10, Part 35, Sec. 35.2605, Installation Maintenance and Repair)~~

WITHDRAWN

Records of installation, maintenance, adjustment, and repair of remote afterloader units. This file contains records of the installation, maintenance, adjustment, and repair of remote afterloader units. For each installation, maintenance, adjustment and repair, the record must include

the date, description of the service, and name(s) of the individual(s) who performed the work. (Title 10, Part 35, Sec. 35.2605, Records of installation, maintenance, adjustment, and repair)

Disposal Temporary; cutoff after date of action. Destroy 3 years after cutoff.

54. ~~Reports of Teletherapy Surveys, Checks, Tests, and Measurements. This file consists of copies of teletherapy surveys, checks, tests, measurements. (Title 10, Part 35, Sec. 35.2645 Periodic Spot Checks)~~

WITHDRAWN

~~Disposal: Temporary; Destroy 3 years after the record is made.~~

Not applicable to VHA Nuclear Medicine Program.

55. ~~Records of Teletherapy Unit Inspection and Servicing. This file consists of inspection of the Teletherapy Unit. It includes inspector's name, the inspector's license number, the date of inspection, the manufacturer's name and model number and serial number for both the Teletherapy Unit and source, a list of components inspected, a list of components serviced and the type of service, a list of components replaced, and the signature of the inspector. (Title 10, Part 35, Sec. 35.2655, Five year Inspection)~~

WITHDRAWN

~~Disposal: Temporary; Destroy records after unit is no longer in use.~~

Not applicable to VHA Nuclear Medicine Program

56. ~~Records of License, License Conditions, Documents and Amendments. This file consists of a copy of the license, license conditions, documents incorporated into a license by reference, and amendments. (Title 10, Part 36, Sec. 36.81, Records and Retention Periods)~~

WITHDRAWN

~~Disposal: Destroy after superseded by new documents. For documents not superseded, destroy after the NRC terminates the license.~~

Not applicable to VHA Nuclear Medicine Program.

57. ~~Records of Individual Training, Tests, and Reviews. This file consists of records of each individual's training, tests, and safety reviews. (Title 10, Part 36, Sec. 36.81,~~

WITHDRAWN

Records and Retention Periods)

~~Disposal: Temporary: Cutoff records when individual terminates employment. Destroy 3 years after cutoff.~~

WITHDRAWN

Not applicable to VHA Nuclear Medicine Program.

58. ~~Records of Annual Evaluations. This file consists of records of annual evaluation of the safety performance of irradiator operators. (Title 10, Part 36, Sec. 36.81, Records and Retention Periods)~~

WITHDRAWN

~~Disposal: Temporary: Cutoff record on date of evaluation. Destroy 3 years after cutoff.~~

Not applicable to VHA Nuclear Medicine Program.

59. ~~Records of Operating and Emergency Procedures and Changes: This file consists of a copy of current operating and emergency procedures. It includes the radiation safety officer's review and approval of changes in procedures. (Title 10, Part 36, Sec. 36.81, Records and Retention Periods)~~

WITHDRAWN

Not applicable to VHA Nuclear Medicine Program.

- 59a. ~~Copy of current operating and emergency procedures.~~

~~Disposal: Temporary; destroy after the NRC terminates the license.~~

WITHDRAWN

Not applicable to VHA Nuclear Medicine Program.

- 59b. ~~Revisions, changes, modifications of procedures that have been reviewed and approved by the radiation safety officer.~~

WITHDRAWN

~~Disposal: Temporary: cutoff records on date of change. Destroy 3 years after cutoff.~~

Not applicable to VHA Nuclear Medicine Program.

60. ~~Records of Dosimetry Results. This file consists of (e) film badges and thermoluminescent dosimeter (TLD) results. (Title 10, Part 36, Sec. 36.81, Records and Retention Periods)~~

Disposal: Temporary; destroy after the NRC terminates the license. **WITHDRAWN**

Not applicable to VHA Nuclear Medicine Program.

61. ~~Records of Radiation Surveys. This file consists of radiation surveys of the area outside the radiation room of a panoramic irradiator. (Title 10, Part 36, Sec. 36.81, Records and Retention Periods)~~

~~Disposal: Temporary; cutoff records on date of survey. Destroy 3 years after cutoff. **WITHDRAWN**~~

Not applicable to VHA Nuclear Medicine Program.

62. ~~Records of radiation survey meter calibrations. This file consists of records documenting the meter calibrations. (Title 10, Part 36, Sec. 36.81, Records and Retention Periods)~~

~~Disposal: Temporary; cutoff records on date of calibration. Destroy 3 years after cutoff. **WITHDRAWN**~~

Not applicable to VHA Nuclear Medicine Program.

63. ~~Records of Leak Test Results. This file consists of the results of radiation leak tests. (Title 10, Part 36, Sec. 36.81, Records and Retention Periods)~~

~~Disposal: Temporary; cutoff records on date of test. Destroy 3 years after cutoff. **WITHDRAWN**~~

Not applicable to VHA Nuclear Medicine Program.

64. ~~Records of Inspection and Maintenance Checks. This file consists of inspection and maintenance checks of irradiators. (Title 10, Part 36, Sec. 36.81, Records and Retention Periods)~~

~~Disposal: Temporary; cutoff records on date of check. Destroy 3 years after cutoff. **WITHDRAWN**~~

Not applicable to VHA Nuclear Medicine Program

65. ~~Records of Malfunctions, Significant Defects, Irregularities,~~

and Operating Problems. This file consists of records of malfunctions, significant defects, operating difficulties or irregularities, and major operating problems of radiation safety equipment. (Title 10, Part 36, Sec. 36.81, Records and Retention Periods)

Disposal: Temporary; cutoff records on date repaired is completed.
Destroy 3 years after cutoff.

WITHDRAWN

Not applicable to VHA Nuclear Medicine Program.

66. Records of Receipt, Transfer, and Disposal of Licensed Sealed Sources. This file consists of records of receipt, transfer, and disposal of licensed sealed sources. (Title 10, Part 36, Sec. 36.51, Records and Retention Periods)

WITHDRAWN

Disposal: Destroy 3 years after receipt, transfer, or disposal, whichever is appropriate.

Not applicable to VHA Nuclear Medicine Program.

67. Records on Design Checks and Construction Control Checks. This file consists of records to document design and control checks for irradiators. (Title 10, Part 36, Sec. 36.81, Records and Retention Periods)

WITHDRAWN

Disposal: Temporary; destroy after NRC terminates the license.

Not applicable to VHA Nuclear Medicine Program.

68. Records Related to Decommissioning of the Irradiator. This file consists of records relating to the decommissioning of a facility. (Title 10, Part 36, Sec. 36.81, Records and Retention Periods)

WITHDRAWN

Disposal: Temporary; destroy after NRC terminates the license.

Not applicable to VHA Nuclear Medicine Program.

69. Records of Shipment of Greater Than Type A Quantities. This file consists of records relating to the shipment of license material greater than Type A quantities. It includes identification of the packaging by model number and serial number, verification that there are no significant

WITHDRAWN

defects in the packaging, volume and identification of coolant, type and quantity of licensed material in each package, and other related information. (Title 10, Part 71, Sec. 71.91, Records)

WITHDRAWN

Disposal: Temporary; cutoff records annually. Destroy 3 years after cutoff.

Not applicable to VHA Nuclear Medicine Program.

70. ~~Records Pertaining to Fabrication of Shipping Package. This file consists of documents pertaining to the quality of the shipping package. It includes documents relating to design, fabrication, and assembly of the shipping package. (Title 10, Part 71, Sec. 71.91, Records)~~

WITHDRAWN

Disposal: Temporary; cutoff records annually. Destroy 3 years after cutoff

Not applicable to VHA Nuclear Medicine Program.

71. ~~Records on Package Quality Assurance. This file consists of results of reviews, inspections, tests, and audits; results of monitoring work performance, materials analyses, and other related records. (Title 10, Part 71, Sec. 71.91, Records)~~

WITHDRAWN

Disposal: Temporary; destroy 3 years after activities cease.

Not applicable to VHA Nuclear Medicine Program.

72. ~~Records of Exposure for Employees for Whom Monitoring Is Required. This file consists of records that are created to monitor employees who have been exposed to radiation.~~

WITHDRAWN

Disposal: Temporary; destroy 3 years after termination of employment.

Section above redundant to Section 6.

73. Records of Current Training for Each Hazmat Employee. This file consist of training records of Hazmat employees. It includes records related to general awareness/familiarization training, function-specific training, safety training, and other related training. In includes the hazmat employee's name, the most recent training completion date of the hazmat employee's training, a description, copy, or the location of the training materials used, the name and address of the person providing the training; and certification that the hazmat employee

has been trained. (Title 49, Part 172, Sec. 172.704, Training Requirements)

Disposal Temporary; cutoff after date of training. Destroy 3 years after cutoff and retraining is completed or 3 years after employment is terminated.

74. ~~Records Relating to Approval, Use and Disposal of Naturally-occurring and Accelerator-produced Radioactive Materials (NARM). This file includes records relating to the approval, use and disposal of NARM. It includes documents on the type, physical form, and quantity of NARM approved, used and disposed of.~~

WITHDRAWN

~~Disposal: Temporary; cutoff records annually. Destroy 5 years after cutoff.~~

Above not in current regulations.

75. ~~Electronic copies of records that are created on electronic mail and word processing systems used solely to generate a recordkeeping copy of the records covered by other items in this appraisal. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

- 75a. ~~Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal email directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.~~

WITHDRAWN

~~Disposal: Destroy/delete within 180 days after the recordkeeping copy has been produced.~~

- 75b. ~~Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.~~

~~Disposal: Destroy when dissemination, revision, or updating is completed.~~

WITHDRAWN

Withdraw. No longer required