



University of Washington  
**Departmental Records Retention Schedule**

REFERENCE: RCW 40.14

**APPROVED**

Office Name	Record Group #	Records Authority Contact Name	Phone Number	Box Number	Approved by the State
EH&S: Radiation Safety	/34/05/01/ REV: 11	Philip Campbell	543-4929	Box 354400	v.2.28 (Feb 2024)
Title/Description	Cut-Off	Records Retention	Disposition Authority Number	Disposition Method	

**Air Emissions Documentation**

Records and documents related to, and which may help establish compliance with, the requirements of WAC 246-247 regarding radioactive air emissions. May include reports of air sampling, surveys, annual reports, etc. Required as per WAC 246-247-080(8)

DOH License Inspection 5Y 10-12-62359 SHRED/ DELETE

**Application for Unescorted Access to a Security Zone**

This series provides a record of individual employees working in labs and departments at the UW who have unescorted access to radioactive materials in large quantities. This record series tracks an individual employee's access to these materials. The cut-off is triggered when the individual employee is no longer using these materials. May include copies of fingerprints, background check results, 10 year investigation results, etc. Retention requirement found in WAC 246-237-023(8)(c)

Termination of Access 3Y 10-09-62328 SHRED/ DELETE

**Authorization to Use Radioactive Material Files**

Provides authorization for radioactive materials, possession of sealed sources, clinical practice of nuclear medicine, and use with human subjects. Required by WAC 246-221-005 and 246-235-075(6). Considered provision of radiation safety program - WAC 246-221-230 (8)(c).

Termination of UW Radioactive Materials License 0Y 90-5-46230 Potentially Archival

**Bioassay Tests**

Provides a record of internal dose assessment of thyroid for employees working with radioiodine to determine if individual had an intake of radioiodine. WAC 246-221-230 (7)(f).

Termination of UW Radioactive Materials License 0Y 90-5-46242 SHRED/ DELETE

Records Officer Name Records Officer Signature

**Barbara Benson**

DocuSigned by:

*Barbara Benson*

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**Building Decommissioning**

Records associated with releasing a building from radioactive material use (decommissioning). Examples include Final Status Surveys and other documentation submitted to Washington Department of Health, office of Radiation Protection (DOH) for the building release. Also includes correspondence received from DOH releasing the building for unrestricted use. These records provide a historical account of radioactive material use at the University and are considered a provision of the radiation safety program as per WAC 246-221-230(8)(c).

Termination of UW Radioactive Materials License 0Y 22 06 69656 Archival

**Decay-in-storage Disposal Records**

Records of radioactive waste that was stored on-site for decay. Records retention requirement found in WAC 246-221-230(9)(f).

End of Calendar Year 3Y 22 06 69657 SHRED/ DELETE

**Decommissioning Funding Plan**

Plan required by WAC 246-235-075 that estimates the cost of terminating the university's radioactive material license. The plan is required to be updated every 3 years. The plans provide a historical account of radioactive material use at the University and are considered a provision of the radiation safety program as per WAC 246-221-230(8)(c).

Termination of UW Radioactive Materials License 0Y 22 06 69658 Archival

**Dosimetry Data/Records**

Dosimetry data provided by the UW dosimetry vendor and uploaded to a database. The data is used to track radiation exposure and provided reports to individuals and UW area dosimeter coordinators (ADCs). This data supplements the information contained in the Radiation Worker Personnel Files, which contains the legal records of personnel exposure.

End of Calendar Year 5Y 90-5-46240 SHRED/ DELETE

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**Incidents and Accidents**

Documents reports and correspondence related to incidents and accidents involving radiation. As per WAC 246-235-075(6)(b)(i)

Termination of UW Radioactive Materials License  
 0Y  
 90-5-46248  
 Archival  
 ARCHIVAL

**Instrument Calibration Records**

Provides a record of instrument calibration. Retention required by WAC 246-221-230 (9)(d) and 246-240-566.

End of Calendar Year  
 3Y  
 90-5-46236  
 SHRED/ DELETE

**Laser Registration Form**

This series provides a record of lasers being used on campus. Form includes location, Principal Investigator, equipment specifications, etc. Information is entered into office database.

End of Calendar Year  
 1Y  
 WSGS 50012  
 SHRED/ DELETE

**Liquid Scintillation Counter QA Program**

Records of the Quality Assurance program to assure the reliability and accuracy of Liquid Scintillation Counters used by Radiation Safety for analyzing wipe samples. Retention required by terms of UW Radioactive Material License Condition 43.

End of Calendar Year  
 5Y  
 17-03-69035  
 SHRED/ DELETE

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**Nuclear Reactor Dismantlement**

Documents operation and dismantlement of UW's nuclear reactor. May include correspondence, minutes of UW Nuclear Reactor Committee, etc.

Dismantlement Completed 10Y 90-5-46254 Archival  
 ARCHIVAL

**Patient Release Records**

Provides record of patients containing radioactive material who were released under WAC 246-240-122. Includes the basis for authorizing the release and any instructions provided to the patient prior to release. May also include contamination survey of patient and/or patient's room. Retention requirement provided in WAC 246-240-578

End of Calendar Year 3Y 90-5-46253 Potentially Archival  
 POTENTIALLY ARCHIVAL

**Radiation Machine Documentation**

Provides documentation about radiation machines at facilities under the jurisdiction of the UW. May include registration, application, inspection records, and shielding and calculation correspondence.

Machine Inactive or Disposed 30Y 90-5-46252 SHRED/ DELETE

**Radiation Safety Committee Files**

Provides record of activities of the Radiation Safety Committee. May include agendas, minutes, reports, correspondence, etc. Considered provision of radiation safety program WAC 246-221-230 (8)(c)

Termination of UW Radioactive Materials License 0Y WSGS 10004 Archival  
 ARCHIVAL

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**Radiation Safety Correspondence**

Provides a record of correspondence between Radiation Safety Office, departments at the UW, and outside agencies/individuals.

End of Calendar Year      2Y      WSGS 09022      SHRED/ DELETE

**Radiation Safety Procedures**

Documents procedures to be followed in the course of working with radiation. May include: Radiation Safety Operational Procedures, Radiation Safety Manual, UWMC Radiation Safety Manual, NRICF Procedures Manual, etc. Considered provision of radiation safety program WAC 246-221-230(8)(c)

Termination of UW Radioactive Materials License      0Y      WSGS 10002      Archival  
 ARCHIVAL

**Radiation Safety Reports**

Provides a record of summary reports compiled by units of the Radiation Safety Office. Examples include annual program audits required by Line Item 13E of the Radioactive Material License, annual review of the access authorization program and security program for high activity sources required by WAC 246-237-033 and WAC 246-237-055, audit performed by Radiation Safety staff, and reports presented to the Radiation Safety Committee (RSC).

DOH License Inspection      6Y      WSGS 19004      SHRED/ DELETE

**Radiation Safety Training Examinations and Worker Right to Know Sheet**

Provides a record of the examination and test scores of individual employees upon completion of the Radiation Safety Training Class. Includes Radiation Training Notice which fulfills worker's right to know about the radiation they work with as required by . WAC 246-222-030(2). Current process is to store records in database.

Termination of UW Radioactive Materials License or X-Ray Registration      30Y      WSGS 22008      Archival  
 ARCHIVAL

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**Radiation Worker Personnel Files**

Documents personnel radioactive work history at the UW. May include personal data, current/expected use of radiation, previous radiation work and experience, correspondence, high/over exposure letters, worker history, applications for dosimeters, annual dosimetry reports, and bioassay test results which resulted in a burden to the worker's thyroid, etc. (Employee exposure records are required for 30 years following termination of the radioactive material license or x-ray registration as per WAC 246-221-230(7)(a) through (g).

Termination of UW Radioactive Materials License or X-Ray Registration 30Y 90-5-46245 Potentially Archival  
 POTENTIALLY ARCHIVAL

**Radioactive Material Inventory Tracking**

Database which tracks all radioactive orders, storage and decay and the eventual disposal of the radioactive material. Required by WAC 246-221-230(8)(a) Also includes Dump Files that were created when database inventory records were purged annually, and waste manifests for disposal of radioactive waste.

Termination of UW Radioactive Materials License 0Y 90-5-46260 Archival  
 ARCHIVAL

**Radioactive Material Licenses**

Provides a record of radiation license, application, and correspondence. May include Radioactive Materials License (WN-C00101), Radiation Oncology License, Food Irradiation License, Special Nuclear Material License (WN-C001-2-SNM), etc. Considered provision of radiation safety program as per WAC 246-221-230(8)(c)

Termination of UW Radioactive Materials License 0Y 90-5-46251 Archival  
 ARCHIVAL

**Routine Contamination Survey Records**

Documents Radiation Safety routine contamination surveys of spaces authorized for radioactive material work. Current process is to store records in database. Activity and retention required by UW Radioactive Materials License Condition 41, WAC 246-221-230(9)(c), and WAC 246-247-080(8).

End of Calendar Year 5Y 10-08-62298 Potentially Archival  
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**Sealed Source Leak Tests**

Provides a record of sealed source leak tests and inventory as required by RML license condition 24, WAC 246-221-080 and WAC 246-240-113. Records retention requirement found in WAC 246-240-572.

End of Calendar Year      3Y      90-5-46255      Potentially Archival  
 POTENTIALLY ARCHIVAL

**Termination Survey Records**

Documents Radiation Safety surveys to terminate a space that was previously used for radioactive material work. Retention required to adequately evaluate a building for actions that must be completed to release the building from radiological control and remove it from the University's Radioactive Material License.

Building removed from Radioactive Materials License      0Y      22 06 69662      SHRED/ DELETE

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