

4731.0825 RECORDS.**Subpart 1. Requirements.**

A. A person who receives radioactive material pursuant to a license issued under parts 4731.0700 to 4731.0840 must keep records showing the receipt, transfer, and disposal of the radioactive material according to this subpart.

B. A licensee must retain each record of receipt of radioactive material as long as the material is possessed and for three years following transfer or disposition of the source or radioactive material.

C. A licensee who transferred the material must retain each record of transfer of radioactive material until the commissioner terminates each license that authorizes the activity that is subject to the record-keeping requirement.

D. A licensee must retain each record of disposal of radioactive material until the commissioner terminates each license that authorizes the activity that is subject to the record-keeping requirement.

E. If radioactive material is combined or mixed with other licensed material and subsequently treated in a manner that makes direct correlation of a receipt record with a transfer, export, or disposition record impossible, a licensee may use evaluative techniques, such as first-in-first-out, to make the records that are required by this part account for 100 percent of the material received.

Subp. 2. Retention.

A. A licensee must retain each record that is required by this part or by license condition for the period specified by the appropriate rule or license condition. If a retention period is not otherwise specified by rule or license condition, each record must be maintained until the commissioner terminates the license that authorizes the activity that is subject to the record-keeping requirement.

B. If there is a conflict between this chapter, a license condition, or other written commissioner approval or authorization pertaining to the retention period for the same type of record, the retention period specified in this chapter applies unless the commissioner, under part 4731.0730, has granted a specific exemption from the record retention requirements specified in this chapter.

Subp. 3. Format.

A. Records that must be maintained according to this chapter may be the original or a reproduced copy or microform if the reproduced copy or microform is duly authenticated by authorized personnel and the microform is capable of producing a clear and legible copy after storage for the period specified by this chapter.

B. Records may also be stored in electronic media with the capability for producing legible, accurate, and complete records during the required retention period.

C. Records such as letters, drawings, or specifications must include all pertinent information such as stamps, initials, and signatures.

D. A licensee must maintain adequate safeguards against tampering with and loss of records.

Subp. 4. **Transfer to commissioner.** Prior to license termination, a licensee authorized to possess source material, in an unsealed form, must forward the following records to the commissioner:

A. records of disposal of licensed material made under parts 4731.2410 to 4731.2440; and

B. records required under part 4731.2510, subpart 2, item D.

Subp. 5. **Transfer to new licensee.** If licensed activities are transferred or assigned under part 4731.0785, a licensee authorized to possess source material in an unsealed form must transfer the following records to the new licensee and the new licensee is responsible for maintaining the records until the license is terminated:

A. records of disposal of licensed material made under parts 4731.2410 to 4731.2440; and

B. records required under part 4731.2510, subpart 2, item D.

Subp. 6. **Decommissioning records.** Prior to license termination, a licensee must forward the records required under part 4731.0780, subpart 6, to the commissioner.

Statutory Authority: *MS s 144.1202; 144.1203*

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