

**4731.4330 LOCATION OF DOCUMENTS AND RECORDS.**

Subpart 1. **Records in one location.** A licensee must maintain copies of all records required under this chapter at the location identified under part 4731.4020, item J.

Subp. 2. **Records at each location.** A licensee must maintain copies of the following documents and records, sufficient to demonstrate compliance, at each applicable field station and each temporary job site:

- A. the license authorizing the use of licensed material;
- B. a copy of parts 4731.1000 to 4731.2950 and 4731.4000 to 4731.4360;
- C. utilization records for each radiographic exposure device dispatched from that location as required under part 4731.4260;
- D. records of equipment problems identified in daily checks of equipment as required under part 4731.4270, subpart 1;
- E. records of alarm system and entrance control checks required under part 4731.4100, if applicable;
- F. records of direct reading dosimeters such as pocket dosimeter or electronic personal dosimeters readings as required under part 4731.4310;
- G. operating and emergency procedures required under part 4731.4150;
- H. evidence of the latest calibration of the radiation survey instruments in use at the site, as required under part 4731.4060;
- I. evidence of the latest calibrations of alarm ratemeters and operability checks of pocket dosimeters or electronic personal dosimeters as required under part 4731.4310;
- J. the latest survey records required under part 4731.4180;
- K. the shipping papers for the transportation of radioactive materials required under part 4731.0402; and
- L. when operating under reciprocity according to part 4731.0355, a copy of the NRC or agreement state license authorizing the use of licensed materials.

**Statutory Authority:** *MS s 144.1202; 144.1203*

**History:** *29 SR 755*

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