DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION
RADIATION PROTECTION SECTION

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

ORGANIZATIONAL NAME CHANGE

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from **Department of Environment and Natural Resources, Assistant Secretary for Environmental Protection, Division of Radiation Protection** to **Department of Health and Human Services, Division of Health Service Regulation, Radiation Protection Section.** No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated July 1, 1997. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

RADIATION PROTECTION SECTION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The Department of Health and Human Services and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when *"administrative/reference value ends."* The Department of Health and Human Services hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Cultural Resources to destroy these records.

The Department of Health and Human Services and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Health and Human Services agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

The Department of Health and Human Services agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

Monica Hughes, Chief Records Officer
Department of Health and Human Services

W. Lee Coxill, Section Chief
Radiation Protection Section

Drexdal Pratt, Director
Division of Health Service Regulation

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Dr. Aldona Wos, Secretary
Department of Health and Human Services

Susan W. Kluttz, Secretary
Department of Cultural Resources

March 28, 2014

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DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION
RADIATION PROTECTION SECTION
RADIOACTIVE MATERIALS SECTION

Program Records Retention and Disposition Schedule

Amend the program records retention and disposition schedule approved March 28, 2014, by adding Item 50366, as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED

W. Lee Cox III, Section Chief
Radiation Protection Section

Monica Hughes
Chief Records Officer

Drexdal Pratt, Director
Division of Health Service Regulation

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Dr. Aldona Wos, Secretary
Department of Health & Human Services

Susan W. Kluttz, Secretary
Department of Cultural Resources

RECEIVED
SEP 12 2014
DHHS CONTROLLER'S OFFICE

August 27, 2014

Kyna Herzinger

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH SERVICE REGULATION
RADIATION PROTECTION SECTION
RADIOACTIVE MATERIALS SECTION

ITEM 1750. TERMINATED LICENSES FILE

Radioactive materials users' licenses which have been terminated. File also includes correspondence, inspection reports, applications, preceptor statements and training certificates, requests for termination of licenses, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 1751. INCIDENTS AND MISADMINISTRATION FILE

Records concerning incidents involving radioactive materials and misadministration which may lead to incidents. File includes correspondence, incident reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 15 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 1752. SEALED SOURCE AND DEVICE EVALUATIONS FILE

Evaluations of sealed units which contain radioactive materials and devices manufactured or distributed in the state. Evaluations list descriptions of devices, types of radioactive materials being used, design specifications, and other related information. (Comply with applicable provisions of G.S. 66-152 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 20 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 7581. ACTIVE LICENSES FILE

Licenses issued to radioactive materials users. File also includes correspondence, inspection reports, applications, preceptor statements and training certificates, and other related records. License numbers, inspection dates, names and addresses of licensees, and other related data are entered into Licensee Lists Database (Electronic) File (Item 35907) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer licenses, applications, and related records to the State Records Center when license is renewed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer inspection reports to the State Records Center when superseded by 5 subsequent inspection reports if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer remaining records to Terminated Licenses File (Item 1750) when license is terminated.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
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RADIOACTIVE MATERIALS SECTION

ITEM 7585. PENDING LICENSE APPLICATIONS FILE

Pending license applications for radioactive materials users. File also includes descriptions of users' training and radiation protection programs, listings of equipment, and other related records.

DISPOSITION INSTRUCTIONS: Transfer approved license applications and related records to Active Licenses File (Item 7581) when approved. Transfer rejected license applications to applicant when licensing actions are terminated.

ITEM 7587. NUCLEAR REGULATORY COMMISSION (NRC) LICENSES FILE

Reference copies of licenses issued by the NRC to radioactive materials users in other states.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 35906. ACTIVE RECIPROCAL RECOGNITION FILE

Reference copies of licenses issued to out-of-state radioactive materials users who may operate in North Carolina without further licensure. File also includes requests for reciprocal recognition and responses from the section, radiographic location reports, inspection reports, and other related records. Reciprocity code numbers, inspection dates, and other related data are entered into Licensee Lists Database (Electronic) File (Item 35907) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to Terminated Reciprocal Recognition File (Item 35908) when license is terminated.

ITEM 35907. LICENSEE LISTS DATABASE (ELECTRONIC) FILE

Machine readable records concerning licensed radioactive materials users. License numbers, inspection dates, names and addresses of licensees, reciprocity code numbers, and other related data are entered into this electronic file.

DISPOSITION INSTRUCTIONS: Copy electronic files from hard drive to floppy disk. Transfer 1 security copy of each floppy disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office electronic files on hard drive and floppy disk 5 years after license is terminated.

ITEM 35908. TERMINATED RECIPROCAL RECOGNITION FILE

Reference copies of terminated licenses issued to out-of-state radioactive materials users who may operate in North Carolina without further licensure. File also includes requests for reciprocal recognition and responses from the section, radiographic location reports, inspection reports, termination notices, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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ITEM 50366. DECOMMISSIONING FILE

Records concerning commercial or industrial properties containing decommissioned low-level radioactive waste. File includes reports, correspondence, historical data, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.