

Department Records Retention Schedule



This revised retention schedule has been approved by the State Records Committee and completely supersedes all previous schedules for records unique to this office. Refer to the All-University Schedule for retention periods of records common to many University offices. Contact Policies, Records, and Forms, telephone 509-335-2005.

WSU1302-PAF001-1224

Office Name Radiation Safety Office	Office I.D. # 2930	Records Coordinator Levi O'Loughlin	Telephone 335-1585	E-Mail levi.oloughlin@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved June 5, 2019	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p>Compliance Records</p> <p>Records related to, or which may help establish, compliance with WAC Chapter 246-247, such as:</p> <ul style="list-style-type: none"> - Reports of air sampling, surveys, annual reports, etc. (License Condition 37.D. and 40 CFR 61.95) - Records of the quality assurance program to assure the reliability and accuracy of Liquid Scintillation Counters used by Radiation Safety for analyzing wipe samples (License Condition 29) <p>Survey results from surveys performed by RSO staff, authorized users, and radiation workers and laboratory audits which include surveys (License Condition 27). WAC 246-247-080(8)</p>		Retain for 5 years after record creation, then destroy.	19-06-69365	