



Record Retention Period Summary

The following table summarizes the record retention requirements for *Nuclear Substances and Radiation Devices* licensees. The table, not intended to be all-inclusive, also provides a summary of records to maintain pursuant to section 27 of the *General Nuclear Safety and Control Regulations*; please refer to the regulations for a complete listing of records keeping and maintenance requirements.

Abbreviations:

GNSC	General Nuclear Safety and Control Regulations
RP	Radiation Protection Regulations
NSRD	Nuclear Substances and Radiation Devices Regulations
PTNS	Packaging and Transport of Nuclear Substances Regulations, 2015
TDG	Transportation of Dangerous Goods Regulations

Record Description	Retention Period	Regulatory Requirement ¹
Licence application and any referenced materials	1 year after the expiry of licence	GNSC 28(1)
Names of authorized users	1 year after the expiry of licence	GNSC 28(1)
Names and job categories of nuclear energy workers (NEWs) (RP 24(1))	1 year after the expiry of licence	GNSC 28(1)
Location of use	1 year after the expiry of licence	GNSC 28(1)
Storage locations	1 year after the expiry of licence	GNSC 28(1)
Inventory of nuclear substances and/or radiation devices in possession	1 year after the expiry of licence	GNSC 28(1)
Details of incidents involving nuclear substances	1 year after the expiry of licence	GNSC 28(1)
Purchases and transfers of nuclear substances and/or radiation devices	1 year after the expiry of licence	GNSC 28(1)
List of radiation detection instruments	1 year after the expiry of licence	GNSC 28(1)
Certificate for survey meter calibration	1 year after the expiry of licence	GNSC 28(1)
Decommissioning results for nuclear substances	1 year after the expiry of licence	GNSC 28(1)

¹ As per subsection 28(2) of the *General Nuclear Safety and Control Regulations*, records must be kept until no longer required by the Regulations **and** the Commission must be notified at least 90 days before the intended date of disposal.



Record Description	Retention Period	Regulatory Requirement ¹
Contamination monitoring results when using unsealed nuclear substances	1 year after the expiry of licence	GNSC 28(1)
Records and operating procedures at each site where activities are conducted more than 90 days a year ²	1 year after the expiry of licence	GNSC 28(1)
Fixed gauges: vessel entry, mounting and dismounting	1 year after the expiry of licence	GNSC 28(1)
Authorizations for sealed source removal	1 year after the expiry of licence	GNSC 28(1)
Pre-operational checks	1 year after the expiry of licence	GNSC 28(1)
Dates and locations of exposure device operation	1 year after the expiry of licence	GNSC 28(1)
Requests for appointments of supervisors and all appointments accepted in response	1 year after the expiry of licence	GNSC 28(1)
Internal audits/inspections for nuclear substances	1 year after the expiry of licence	GNSC 28(1)
Dose records (estimate or direct measurement including thyroid monitoring)	5 years from the day the information was collected	RP 24(2)
Internal audits/inspections and tests for radiation devices	3 years after the expiry of licence	NSRD 36(1)(e)
Training for workers handling nuclear substances (including certificates of training)	3 year after end of employment	NSRD 36(2)
Decommissioning results for radiation devices	3 years after expiry of the licence or revocation, whichever is earlier	NSRD 36(3)
Maintenance and servicing records of radiation devices	3 years after expiry of the licence or revocation, whichever is earlier	NSRD 36(3)
Leak test monitoring results	3 years	NSRD 36(4)
Package documents for shipments using Type IP-2, Type IP-3 or Type A packages	2 years after the date on which the packaging occurred	PTNS 42
Transport documents (for consignor) – Shipper	2 years after the documents were prepared or given to a carrier	TDG 3.11
TDG training certificate	2 years after expiry of the certificate	TDG 6.6

² Records only need to be at the site as long as the site is active; once decommissioned, the records must be maintained at the primary location for 1 year after the expiry of the licence.