

**Information Notice Number 29
(November 2004)**

For Florida Radiation Machine Registrants

Department of Health, Bureau of Radiation Control

RECORDS RETENTION REQUIREMENTS

(Healing Arts - Medical, Dental, Veterinary)

Rule 64E-5, Florida Administrative Code addresses records retention requirements. A copy of the rules may be found on our web site at www.MyFloridaEH.com . The regulations are outlined below.

PART V, X-RAY IN THE HEALING ARTS

64E-5.502 General Requirements.

- (1) Administrative Controls.
- (b) Information and Maintenance Records and Associated Information. The registrant shall maintain at least the following information for each x-ray system.
 2. Record of surveys, calibrations, maintenance, modifications from the original schematics and drawings performed on the x-ray machine along with the names of persons who performed the service.
 3. A copy of all correspondence with the department regarding each x-ray system

Required Records

Each registrant of radiation machines for healing arts use is required to maintain the following minimum records:

- Past inspection records
- Violation correction records
- Report of Assembly of a Diagnostic X-Ray System (FDA Form 2579) installation records
- Machine maintenance records
- Processor maintenance records
- 64E-5 Regulations, Part III, Part IX
- Personnel monitoring records when required

Facilities should maintain copies of these records on site and available for inspection.

If you have questions or need guidance, please contact this office at:

Department of Health
Bureau of Radiation Control, Radiation Machine Program
705 Wells Rd. Ste. 300, Orange Park, Florida 32073
Phone: (904) 278-5730, Fax: (904) 278-5737
www.MyFloridaEH.com/radiation/index.html