

Office of The Chancellor
Formerly under Provost and Vice Chancellor for Academic Affairs
School of Dental Medicine
Radiological Control

1000.001 Application for Procurement of Radioisotopes (Originals)

Dates: 1980-
Volume: ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of documents, which authorize the use of radioisotopes at the university's Dental School, as regulated under the provisions of 420 ILCS 40/28 (1996 State Bar Edition).

Data include general information (i.e., date, status of application, name of applicant, department, sealed or unsealed radionuclides, maximum amount of activity (i.e., MCI's) for possession, location of use, location of storage, proposed plan of use, monitoring/survey equipment available, type of waste, and certification); facility description (i.e., location, sketch of facility, construction materials, number of persons normally in area, listings of monitoring devices available for use, staff number in charge); statement of training (i.e., dates and location of training, experience, remarks) and occupational radiation exposure history (i.e., name and sociological data of individual, history of external and internal exposure, accumulated occupational dose total, and permissible dose calculation).

SIU-Carbondale permanently maintains "Radiological Safety Authorization File" per item 155.08 of Application 97-43 OK. SIU-School of Medicine maintains "Radioisotope/Mater Inventories" for fifty (50) years following final disposition of radioisotope per its applicable approved records disposition application item.

Recommendation: Retain in office permanently.

Disposition Approved 8/20/08

1000.002 Facility Licensure Files (Agency Record Copies)

Dates: 1978-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of files which document the licensure of x-ray machines and radioisotopes used by the Dental School, pursuant to the provisions at 420 ILCS 40/10 (1996 State Bar Edition). Licenses are renewed by the State Department of Nuclear Safety every five (5) years.

Contents include applications for licensure, license to operate with radioisotopes and x-ray machines, amendments to the license, and supporting correspondence.

The Illinois Department of Emergency Management permanently maintains "State License Files, Including License Files Maintained Pursuant to Agreement With the Nuclear Regulatory Commission". (Radon Industry Licensing Files – Application 88-50X, item 180.19)

Recommendation: Retain in office permanently.

Disposition Approved 8/20/08

1000.003 Radiation Exposure Reports (Originals)

Dates: 1971-
Volume: 3 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological by month

This record series consists of documents which measure the cumulative amount of radiation received by staff/students, as recorded pursuant to the provisions of 420 ILCS 40/29 (1996 State Bar Edition).

Data include badge number, type of badge, name of individual, social security number, badge date, penetrating and non-penetrating information (i.e., X-B-G), neutron statistics, deep dose/shallow dose information, unused permissible dose, date of birth/sex, and service start date.

SIU-Carbondale permanently maintains "Personnel Occupational Exposure Rate Records" per item 155.06 of Application 97-43 OK. The State Department of Nuclear Safety permanently maintains "Radiation Exposure Report Files" per item 220.09 of Application 88-50.

Recommendation: Retain in office permanently.

Disposition Approved 8/20/08

1000.004 SIU-Edwardsville Laboratory Survey Reports (Originals)

Dates: 1992-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

Data include building and room number, inspection date, supervisor, number of persons in lab, isotope identification number, chemical form, amount on hand, wipe test results, areas of contamination, any corrective procedures, badge status, equipment quality (i.e., gloves, trays, hoods), posting requirements (i.e., storage areas, waste containers) and survey performance.

The State Department of Nuclear Safety now the Illinois Department of Emergency Management maintains "Non-Departmental Inspector Survey Report Files" for nine (9) years following final report per item 84 of Application 88-50. SIU-School of Medicine maintains "Laboratory Radiological Surveys" for nine (9) years following completion of survey per its applicable approved records disposition application item.

Recommendation: Retain in office for nine (9) years following completion of survey, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition
Approved
8/20/08

1000.005 Radiological Control Administrative Correspondence and Related Documents (Agency Record Copies)

Dates: 1974-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year, Alphabetical by topic

This record series consists of incoming and outgoing correspondence exchanged by the Radiological Control Office and other agency offices, students, and interested groups and individuals (i.e., Nuclear Regulatory Commission and Illinois Department of Emergency Management) external to the university. Files also include inner-office memorandum, drafts, and working papers.

Recommendation: Retain in office for three (3) years, then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series permanently.

Disposition Approved 8/20/08

1000.006 Comprehensive Radiation Protection Survey for Dental Radiographic Systems (Originals)

Dates: 1995-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of files which document correspondence and testing of x-ray producing equipment of which the State of Illinois Department of Nuclear Safety has inspected and documented their findings, all correspondence as to problems and necessary actions taken to correct.

Recommendation: Retain in office permanently.

Disposition Approved 5/18/11

1000.007 Inventory of Radiation Producing Equipment (Duplicates)

Dates: 1974-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

This record series consists of files which document the inventory of x-ray machines and radiation producing equipment, used by the School of Dental Medicine. Originals are maintained by the SIUE Office of Property Control.

Recommendation: Retain in office for three (3) years after the unit has been removed from service, then dispose of.

Disposition Approved 5/18/11