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:

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Bureau of Radiation Control, Radiation Machine Section
4052 Bald Cypress Way, Bin C21
Tallahassee, FL 32399-1741
Phone: (850) 245-4888 Fax: (850) 617-6442