**Section 601.140 Recordkeeping Requirements**

a) The licensee shall maintain any records and make any reports in connection with the licensed activities as are required by the conditions of the license, this Part or 32 Ill. Adm. Code 340.

b) Records required by this Part or by license conditions shall be maintained until the termination of the license or as specified by a license condition. If a retention period is not otherwise specified, these records shall be maintained and transferred to the officials specified in subsection (e) as a condition of license termination, unless the Agency authorizes their disposition because of inaccuracies or obsolescence.

c) Records that must be maintained pursuant to this Part may be the original or a reproduced copy or microfilm if the reproduced copy or microfilm is capable of producing a copy that is clear and legible at the end of the required retention period. Records may also be stored in electronic media with the capability for reproducing legible, accurate and complete records during the required retention period. Records such as letters, drawings or specifications shall include all pertinent information such as stamps, initials and signatures. The licensee shall maintain safeguards against tampering with and loss of records.

AGENCY NOTE: Safeguards may include such actions as storing a duplicate copy in an offsite location and maintaining suitable software for viewing computer images.

d) If there is a conflict between this Part and other Agency Parts or a license condition pertaining to the retention period for the same type of record, the longest retention period specified takes precedence.

e) Following receipt and acceptance of a shipment of radioactive waste, the licensee shall:

1) Record the date that the shipment is received at the low-level radioactive waste disposal facility, the date of disposal of the waste, a traceable shipment manifest number, a description of any engineered barrier or structural overpack provided for disposal of the waste, the location of disposal at the disposal site, the containment integrity of the waste disposal containers received, any discrepancies between materials listed on the manifest and those received, the volume of any pallets, bracing or other shipping or onsite generated materials that are contaminated and are disposed of as contaminated or suspect materials, and any evidence of leaking or damaged disposal containers or radiation or contamination levels in excess of limits specified in regulations of the U.S. Department of Transportation and the Agency (see 32 Ill. Adm. Code 341);

2) Describe any repackaging operations of any of the disposal containers included in the shipment, plus any other information required by the Agency as a license condition.

f) The licensee shall store, or have stored, manifest and other information pertaining to receipt and disposal of radioactive waste in an electronic recordkeeping system that includes:

1) Information required under 32 Ill. Adm. Code 340.1060, with the exception of shipper and carrier telephone numbers and shipper and consignee certifications; and

2) Information required under subsection (e).

g) Notwithstanding subsections (a) through (f), copies of records of the location and the quantity of radioactive wastes contained in the disposal site shall be transferred to the Agency, or other agency designated by the Agency, at the time of license termination.