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**RADIATION SAFETY RECORDKEEPING GUIDELINES**

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**PURPOSE**

All records are maintained according to regulation or Emory policy, whichever is longer.

**SCOPE**

This guideline

applies to all Emory University employees, students and volunteers at any of the Emory College, Emory University School of Medicine, Emory University Hospital, The Emory Clinic, Emory University Hospital at Midtown, Emory University Orthopedic and Spine Hospital and Wesley Woods Geriatric Hospital facilities.

**TRAINING RECORDS**

Training records are retained and available through the Environmental Health and Safety Office

**ELECTRONIC RECORDS**

Records may be maintained in either hardcopy or electronic form. The retention and availability requirements of electronic records are not different from that of hardcopy records.