



**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**Health, Department of. Medical Radiological Services.**

Agency: Medical Radiological Services		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	85-167	<p><b>RADIOLOGY LICENSE FILES</b></p> <p>This record typically includes applications for licenses to be a radiologic technologist, limited radiographer, cardiac catheterization radiographer, nuclear medicine technologist, or radiation therapy technologist. A typical file could contain the application for license or certification, a student or provisional permit, supporting documentation for meeting all licensing requirements and renewal applications. A file may include correspondence, notes, and documentation of administrative actions taken against a person's license. Disclosure of these records may be affected by IC 4-1-10. THIS IS A CRITICAL RECORD.</p> <p>[NOTE: Only legacy microfilm already transferred to the Indiana Archives prior to 7/2019 should be cataloged under Item 85-167. New records transferred to the Archives after that date should be under 85-167, Sub-Item 3.]</p>	<p>IMAGE any hard-copy records according to IARA imaging standards, and RETAIN all electronic files within the Indiana Professional Licensing Agency's MyLicense Office system, per cross-agency agreement. DESTROY hard copies after verification of electronic records for completeness and legibility. TRANSFER a roster of all licensed professionals to the INDIANA ARCHIVES annually in a format approved by Indiana Archives staff, containing name, profession, type, license number, issue date, expiration date, and license status, for permanent archival retention.</p>
2	2010-32	<p><b>STUDENT AND PROVISIONAL PERMIT FILES</b></p> <p>This record typically includes applications for a Student or Provisional Permit. These Permits are required for individuals enrolled in Department-approved radiography programs for obtaining the clinical training requirement. These Permits are issued for meeting licensing or certification requirements for a radiologic technologist, limited radiographer, cardiac catheterization radiographer, nuclear medicine technologist, or radiation therapy technologist. A typical file could contain the Student or Provisional Permit application as well as supporting documentation for meeting all or some of the licensing requirements. A file may include correspondence, notes, and documentation of administrative actions taken against a person-s permit. Disclosure of these records may be affected by IC 4-1-10.</p>	<p>TRANSFER to RADIOLOGY LICENSE FILES (R.S. 85-167) if a corresponding license is granted. DESTROY five (5) years after the date of the application if no corresponding license has been granted during that time.</p>
3	79-3653	<p><b>RADIATION MACHINE REGISTRATION PROGRAM</b></p> <p>This record typically includes an application, inspection reports, correspondence, compliance letters, violation letters, notification of equipment sales, notification of patient misadministration, notification of employee overexposure, scaled drawings where x-ray equipment is located and safety surveys . Inspection cycles range from twelve to thirty-six months. Depending on the inspection cycle, the Medical Radiology Services Program could have inspection reports ranging from two to six years old. This information is retained within the Indiana Professional Licensing Agency?s MyLicense Office system.</p>	<p>IMAGE any hard-copy records according to IARA standards, and RETAIN all electronic files within the Indiana Professional Licensing Agency's MyLicense Office system, per cross-agency agreement. DESTROY hard copies after verification of electronic records for completeness and legibility. MAINTAIN two (2) inspection reports and supporting documents of the same date range as the inspections at all times; DELETE the oldest report and supporting documents when a new report is received. DELETE all related records seven (7) years after a facility is determined to no longer be in business.</p>

4	79-3660	<p><b>PHYSICIST/INSPECTOR APPLICATION</b></p> <p>This record typically includes a physicist/inspector application and supporting documentation sent in by individuals supporting their claim that they are qualified as a Diagnostic Imaging Physicist, Health Physicist, Radiation Oncology Physicist or X-ray Machine Inspector. THIS IS A CRITICAL RECORD.</p> <p>[NOTE: Only legacy microfilm already transferred to the Indiana Archives prior to 7/2019 should be cataloged under Item 79-3660. New records transferred to the Archives after that date should be under 79-3660, Sub-Item 3.]</p>	<p>IMAGE any hard-copy records according to IARA imaging standards, and RETAIN all electronic files within the Indiana Professional Licensing Agency's MyLicense Office system, per cross-agency agreement. DESTROY hard copies after verification of electronic records for completeness and legibility. TRANSFER a roster of all licensed professionals to the INDIANA ARCHIVES annually in a format approved by Indiana Archives staff, containing name, profession, type, license number, issue date, expiration date, and license status, for permanent archival retention.</p>
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