The form or record must show each period in which the individual received occupational exposure to radiation or radioactive material and must be signed by the individual who received the exposure. For each period for which the licensee obtains reports, the licensee shall use the dose shown in the report in preparing the NRC Form 4. For any period in which the licensee does not obtain a report, the licensee shall place a notation on the NRC Form 4 indicating the periods of time for which data are not available.

(e) If the licensee is unable to obtain a complete record of an individual's current and previously accumulated occupational dose, the licensee shall assume—
   (1) In establishing administrative controls under §20.1201(f) for the current year, that the allowable dose limit for the individual is reduced by 1.25 rems (12.5 mSv) for each quarter for which records were unavailable and the individual was engaged in activities that could have resulted in occupational radiation exposure; and
   (2) That the individual is not available for planned special exposures.

(f) The licensee shall retain the records on NRC Form 4 or equivalent until the Commission terminates each pertinent license requiring these records.


§ 20.2105 Records of planned special exposures.

(a) For each use of the provisions of §20.1206 for planned special exposures, the licensee shall maintain records that describe—
   (1) The exceptional circumstances requiring the use of a planned special exposure; and
   (2) The name of the management official who authorized the planned special exposure and a copy of the signed authorization; and
   (3) What actions were necessary; and
   (4) Why the actions were necessary; and
   (5) How doses were maintained ALARA; and
   (6) What individual and collective doses were expected to result, and the doses actually received in the planned special exposure.

(b) The licensee shall retain the records until the Commission terminates each pertinent license requiring these records.

§ 20.2106 Records of individual monitoring results.

(a) Recordkeeping requirement. Each licensee shall maintain records of doses received by all individuals for whom monitoring was required pursuant to §20.1502, and records of doses received during planned special exposures, accidents, and emergency conditions. These records must include, when applicable—
   (1) The deep-dose equivalent to the whole body, lens dose equivalent, shallow-dose equivalent to the skin, and shallow-dose equivalent to the extremities;
   (2) The estimated intake of radionuclides (see §20.1202);
   (3) The committed effective dose equivalent assigned to the intake of radionuclides;
   (4) The specific information used to assess the committed effective dose equivalent pursuant to §20.1204 (a) and (c), and when required by §20.1502;
   (5) The total effective dose equivalent when required by §20.1202; and
   (6) The total of the deep-dose equivalent and the committed dose to the organ receiving the highest total dose.

(b) Recordkeeping frequency. The licensee shall make entries of the records specified in paragraph (a) of this section at least annually.

(c) Recordkeeping format. The licensee shall maintain the records specified in paragraph (a) of this section on NRC Form 5, in accordance with the instructions for NRC Form 5, or in clear and legible record, including all of the information required by NRC Form 4.4

4 Assessments of dose equivalent and records made using units in effect before the licensee's adoption of this part need not be changed.