

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Board of Pharmacy

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>MINUTES OF THE BOARD</u></p> <p>The record of staff or board meetings covering the official acts of the board with respect to the policy and administrative operations and procedures. Minute books are arranged chronologically from 1892 to date.</p>	Retain permanently.
2.	<p><u>REGISTRATION LEDGERS</u></p> <p>Ledger books contain license numbers, names, addresses, capacity, and how registered (exam or reciprocal). Ledgers are arranged in alphabetical order.</p>	Retain permanently.
3.	<p><u>RENEWAL REGISTRATION CARDS AND PRINTOUT</u></p> <p>Renewal cards contain registration numbers, names, addresses, schools, and years of renewal. The consolidated Boards and Commissions office of Rosters and Renewals now issues a printout containing registration numbers, names, and addresses.</p>	Retain cards for ten (10) years after last entry, then destroy. Retain printout until superseded.
4.	<p><u>APPLICATIONS FOR STUDENT REGISTRATION</u></p> <p>Application contains names, addresses, place of birth, date, colleges, work experiences in a pharmacy and employer's affidavits. File series is arranged alphabetically.</p>	Retain for five (5) years after last entry, then destroy.

Schedule approved by Department, Agency or Division Representative

Robert E Snyder
Signature

Secretary, Board of Pharmacy
Title

May 19, 1977
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/22/77 *Edward Gouffier*
Date Archivist

Date Secretary

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(CONTINUATION SHEET)

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Item	Description	Retention
5.	<p><u>PHARMACY OR DRUG STORE APPLICATIONS</u></p> <p>Applications for permits to operate a pharmacy contain names of pharmacy, employees, corporation officers, ownership of National Formulary and Pharmacopia. These applications are sworn to and notarized, and submitted annually for renewal of the permit. An inspector's report may be attached to the application.</p>	<p>Retain for ten (10) years after last entry, then destroy.</p>
6.	<p><u>APPLICATIONS TO MANUFACTURE AND DISPENSE DANGEROUS DRUGS</u></p> <p>Applications contain dates of established business, licenses in other states, inventories, personnel, and lists of subsidiaries. Applications are renewed annually.</p>	<p>Retain for ten (10) years after last renewal, then destroy.</p>
7.	<p><u>APPLICATIONS FOR PHARMACY LICENSE AND RENEWAL</u></p> <p>Applications for license include all credentials submitted, notices of reciprocity (if applicable), drug store experiences, renewals, and student applications and grades.</p>	<p>Retain files in office for five (5) years after last entry, then deposit in a State Records Center for twenty (20) years, then destroy.</p>
8.	<p><u>CERTIFICATES OF GRADES</u></p> <p>Certificates of out-of-state college grades, dates, names and addresses of pharmacists. Copies kept in a separate chronological file and in the application file (Item 7).</p>	<p>Retain for ten (10) years, then destroy.</p>
9.	<p><u>GENERAL CORRESPONDENCE FILES</u></p> <p>Correspondence with individuals, state officials, organizations and associations pertaining to the business of the board.</p>	<p>Retain for three (3) years, then destroy.</p>
10.	<p><u>GENERAL ACCOUNTING LEDGERS</u></p> <p>Registers of income and expenses of the board.</p>	<p>Retain permanently.</p>