

RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
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PROVIDING ACCESS
*Preserving
 Arizona*

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State Agency Password	Political Subdivision	Agency Name Board of Pharmacy		
Org. Unit/Division		Office	Phone 623-463-2727	
Address 4425 W Olive, Suite 140		City Glendale	State AZ	Zip 85302
Submitted By (Name) Tiffany Poetsch		Title Records Supervisor	Signature <i>Tiffany Poetsch</i>	

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Pharmacy – initial Records		-	-	-	After application approved and information entered into database and verified
2.	Manufacturers, Repackagers, and Wholesalers – Initial Records		-	-	-	After application approved and information entered into database and verified
3.	Pharmacy, Manufacturer, Repackager and Wholesaler database		1	-	1	After facility closed
4.	Legal Records		Perm	-	Perm	Preserve pursuant to ARS §39-101
5.	Licensing Records (including declined applications, failed examinations, and abandoned program)		2	-	2	After declined or date of examination
6.	Complaints and Inspections		5	-	5	After complaint/inspection completed
7.	Rules, Regulations and Statutes Records		1	-	1	After passed, defeated or abandoned
8.	Intern Records		50	-	50	After date last worked or when notified of death, whichever comes first
						Supersedes schedule dated: September 16, 1991

Approved by: X <i>[Signature]</i> Director, Arizona State Library, Archives and Public Records	Approval Date: OCT 04 2006
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