

# PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: PHARMACY

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

**In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.**

General records retention schedule listings for some records series include special designations and disposition instructions, including:

**Official Public Records (OPR)** are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

**Potential Archival Value** – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

**Essential Record** – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

## PHARMACY - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: PHARMACY

DISPOSITION AUTHORITY GS55-030

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		

\*Records series related to the administration of radiopharmaceuticals are covered in the IMAGING SERVICES schedule.

1	ALCOHOL INVENTORY AND ORDERS	OPR	6 years	Destroy when obsolete or superseded	GS55-030-01	
2	ANTINEOPLASTIC MEDICATIONS- DOCUMENTATION OF PERSONNEL TRAINED	OPR	30 years after termination of employment – <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-02	Reference WAC 246-871-080 (1).
3	COMPLAINT FILES	OPR	2 years after distribution of drug has been completed or 1 year after expiration date of drug supply, whichever is longer– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-03	Reference WAC 246-895-160.
4	COMPOUNDING PRACTICES REPORTS Pertaining to implementation of best practices.	OFM	2 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-04	Reference WAC 246-878-120 (1), WAC 246-869-100.
5	CONTROLLED SUBSTANCES DISPENSING RECORD Bound record for dispensing controlled substances without prescriptions.	OFM	2 years after last entry– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-05	Reference 21 CFR 1306.26, 21 CFR 1034.04.
6	CONTROLLED SUBSTANCES EMERGENCY TRANSFER RECORDS	OFM	2 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-06	Reference 21 CFR 1307.11 and WAC 246-887-020 (4) (d).
7	CONTROLLED SUBSTANCES RECEIPT AND DISTRIBUTION RECORDS	OFM	2 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-07	Reference WAC 246-887-020 (4).
8	CONTROLLED SUBSTANCES SAMPLES DISTRIBUTION REPORTS Reports of samples distributed to licensed practitioners in Washington State.	OFM	2 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-08	Reference WAC 246-887-210.
9	CONTROLLED SUBSTANCES USE AND ACCOUNTABILITY RECORDS Drug destruction record.	OFM	2 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-09	Reference WAC 246-873-080 (7) (e) (iv).
10	DRUG DISTRIBUTION ERROR INCIDENT REPORTS	OPR	6 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-10	Reference WAC 246-873-080 (11).
11	HOME DIALYSIS PROGRAM - RECORD OF SHIPMENTS OF DRUGS	OFM	2 years after shipment – <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-11	Reference WAC 246-905-040 (1); (2) as per Washington Board of Pharmacy records retention requirements.
12	LABORATORY DATA RELATING TO EACH BATCH OF DRUG	OFM	2 years after distribution of drug has been completed or 1 year after expiration date of drug supply, whichever is longer– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-12	Reference WAC 246-895-150.
13	MECHANICAL FLOOR STOCK DEVICE CERTIFICATE OF LOCATION	OFM	2 years after removal or relocation of device– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-13	Reference WAC 246-869-120 (12).
14	MECHANICAL FLOOR STOCK DEVICE RECORD OF REMOVAL Record of removal of drugs from the device.	OFM	2 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-14	Reference WAC 246-869-120 (6).

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS  
 Schedule Title: PHARMACY

DISPOSITION AUTHORITY GS55-030

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
15	MONTHLY INSPECTION OF HOSPITAL NURSING CARE UNITS WHERE MEDICATIONS ARE ADMINISTERED OR STORED	OFM	1 year– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-15	Reference WAC 246-873-080 (1) (b).
16	PARENTERAL PRODUCTS OUT-PATIENT DISTRIBUTION SYSTEM DOCUMENTATION	OFM	2 years after last dispensing activity– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-16	Reference 246-871-050 (2).
17	PARENTERAL PRODUCTS PATIENT WELFARE REPORTS	OFM	2 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-17	Reference WAC 246-871-050 (4).
18	PARENTERAL PRODUCTS TESTS FOR MICROBIAL CONTAMINATION	OPR	6 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-18	Reference WAC 246-871-080 (1).
19	PHARMACEUTICAL WHOLESALER INVENTORIES	OFM	2 years– <b>See remarks</b>	Destroy when obsolete or superseded obsolete or superseded	GS55-030-19	Reference WAC 246-879-040 (2).
20	PHARMACY INSPECTIONS	OPR	6 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-20	Reference WAC 246-869-190.
21	PHARMACY LICENSES AND PERMITS	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-030-21	
22	PRESCRIPTIONS Includes original prescriptions, transferred prescriptions, and prescription refills.	OPR	2 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-22	Reference 21 CFR 1306.25 and WAC 246-869-100.
23	RADIOPHARMACEUTICALS ACQUISITION RECORDS	OPR	Disposition of radiopharmaceutical plus 3 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-23	Reference WAC 246-903-020 (5).
24	RADIOPHARMACEUTICALS DISPOSITION RECORDS	OPR	Until termination of license– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-24	Reference 10 CFR 30.51 (a) (1) & (3), and WAC 246-903-020 (5).
25	RECORD OF RETURNED PHARMACEUTICALS	OFM	Until termination of license– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-25	Reference 10 CFR 30.51 (a) (3) and WAC 246-895-060 (10).
26	SCHEDULE I AND SCHEDULE II CHEMICALS RECORDS FOR TABLETING OR ENCAPSULATING MACHINES	OFM	2 years after date of transaction– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-26	Reference 21 CFR 1310.04.
27	SCHEDULE I AND SCHEDULE II DRUG COMPLETED FEDERAL ORDER FORMS	OPR	6 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-27	Reference 21 CFR 1305.13 and WAC 246-887-020 (6).
28	SCHEDULE I, II, III, IV AND V DRUG INVENTORIES	OFM	2 years after superseded – <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-28	Reference 21 CFR 1304.04 (a) and WAC 246-887-200 (4).
29	SCHEDULE V DRUG DISPENSING RECORDS	OPR	6 years– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-29	Reference WAC 246-887-030 (5) (a).
30	SCHEDULE V DRUG REGISTER	OPR	6 years after last entry– <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-30	Reference WAC 246-887-030 (5) (a).
31	THERAPEUTICALLY EQUIVALENT DRUG SUBSTITUTION AUTHORIZATION	OPR	10 years after last treatment – <b>See remarks</b>	Destroy when obsolete or superseded	GS55-030-31	Reference WAC 246-899-030 (3).