



**Agency Records Disposition Schedule**

Department: Department of Commerce and Insurance

Section: Board of Pharmacy

Division: Professional Registration

Sub-Section:

**TITLE:** Active Drug Distributor and Drug Distributor Registrant License Files

**CUTOFF:**

**DESCRIPTION:** Active Drug Distributor and Drug Distributor Registrant License Files - In-state and out-of-state drug distributors and drug distributor registrants that are currently licensed

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3550

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Application submitted by provider of a continuing education program

**CUTOFF:**

**DESCRIPTION:** Application submitted by provider of a continuing education program

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3549

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Closed Drug Distributor and Drug Distributor Registrant License Files

**CUTOFF:**

**DESCRIPTION:** Closed Drug Distributor and Drug Distributor Registrant License Files - Closed in-state and out-of-state drug distributors and drug distributor registrants due to out of business status or their failure to meet all licensure/registration and /or renewal requirements

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3552

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001



**Agency Records Disposition Schedule**

Department: Department of Commerce and Insurance

Section: Board of Pharmacy

Division: Professional Registration

Sub-Section:

**TITLE:** Closed Intern Pharmacist License Files

**CUTOFF:**

**DESCRIPTION:** Closed Intern Pharmacist License Files - Intern Pharmacist application files of individuals that did not complete process through to licensure as a pharmacist

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3546

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Closed Investigation Files

**CUTOFF:**

**DESCRIPTION:** Closed Investigation Files - Complaints that have been investigated, reviewed by the board, decision rendered and carried out, and file closed

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3561

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Closed Litigation Files

**CUTOFF:**

**DESCRIPTION:** Closed Litigation Files - Complaints litigation files where disciplinary action was imposed, includes all compliance information

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 13571

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001



**Agency Records Disposition Schedule**

Department: Department of Commerce and Insurance

Section: Board of Pharmacy

Division: Professional Registration

Sub-Section:

**TITLE:** Closed Pharmacy Permit Files

**CUTOFF:**

**DESCRIPTION:** Closed Pharmacy Permit Files

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3544

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Collection Voucher Files

**CUTOFF:**

**DESCRIPTION:** Collection Voucher Files - Vouchers to collector of revenue on monies collected from license fees, etc. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3554

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Disbursing Voucher Files - Payment requisitions to comptroller

**CUTOFF:**

**DESCRIPTION:** Disbursing Voucher Files - Payment requisitions to comptroller. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3556

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001



**Agency Records Disposition Schedule**

Department: Department of Commerce and Insurance

Section: Board of Pharmacy

Division: Professional Registration

Sub-Section:

**TITLE:** Fund Allocation Files

**CUTOFF:**

**DESCRIPTION:** Fund Allocation Files - Quarterly notices from budget and comptroller on amount of appropriated monies available. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3558

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** License/Permit/Registration Renewal Application Forms

**CUTOFF:**

**DESCRIPTION:** License/Permit/Registration Renewal Application Forms - Active and inactive pharmacists, interns, technicians, pharmacy permits, drug distributors and drug distributor registrant renewal application forms

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3542

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Licensure Examination Register

**CUTOFF:**

**DESCRIPTION:** Licensure Examination Register - Chronological register of all examinees including their signature, address, age, type of examination taken, place, date, score and pass/fail

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3545

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001



**Agency Records Disposition Schedule**

Department: Department of Commerce and Insurance

Section: Board of Pharmacy

Division: Professional Registration

Sub-Section:

**TITLE:** Numerical Ledger of Pharmacists' Licenses

**CUTOFF:**

**DESCRIPTION:** Numerical Ledger of Pharmacists' Licenses - All licenses granted to pharmacists through examination and reciprocal agreement with other states

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3553

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Original Application

**CUTOFF:**

**DESCRIPTION:** Original Application - Contains education and training qualifications required for licensure in the state of Missouri for Pharmacists, Intern Pharmacists and Pharmacy Technicians

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3547

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Pharmacy Technician Registration Files

**CUTOFF:**

**DESCRIPTION:** Pharmacy Technician Registration Files

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3541

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001



**Agency Records Disposition Schedule**

Department: Department of Commerce and Insurance

Section: Board of Pharmacy

Division: Professional Registration

Sub-Section:

**TITLE:** Registered Pharmacists' License Files

**CUTOFF:**

**DESCRIPTION:** Registered Pharmacists' License Files

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3540

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** State Board of Pharmacy Meeting Minutes and Conference Calls

**CUTOFF:** EOSFY

**DESCRIPTION:** State Board of Pharmacy Meeting Minutes and Conference Calls

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 13573

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001