

# Oregon State Archives Records Retention Schedule

Edition: May 2018

## *Organizational Placement*

Schedule Number: 2018-0001

**Agency:** Oregon Board of Pharmacy

**Division:** Administration

## *Program Description*

The practice of pharmacy is progressive in nature. The industry is constantly evolving with the advancement of new and diverse practices. The Oregon Board of Pharmacy is charged with protecting the public and regulating the quality, manufacturing, sale and distribution of drugs. The Board encourages new practices and methods; however, safety is the Board's primary objective. The Board establishes workgroups, performs research functions and utilizes studies to help evaluate new practices and new technological advancements. They also use workgroups, research, studies and reports to evaluate the effectiveness of existing rules.

These are tools that assist the Board in identifying concepts and areas of concern that may need attention or need rules to be established. Staff maintains reports, studies and related correspondence and documentation.

## *Program Records*

None

## *State Agency General Records Retention Schedule Records*

**Administrative Records** (OAR 166-300-0015)

Publication Preparation Records

Staff Meeting Records

## *Databases*

None

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## *Organizational Placement*

Schedule Number: 2018-0001

**Agency:** Oregon Board of Pharmacy

**Program:** Compliance

## *Program Description*

The Oregon Board of Pharmacy's mandate is to promote, preserve and protect the health, safety and welfare of the citizens of Oregon.

The Board has four operational components: Licensing, Compliance, Administration/Operations and Board Member Meeting/Activities. Staff is responsible for all on-site inspections of pharmacies and drug outlets, all investigations of consumer complaints, reports of possible drug diversion and other suspected violations, administrative details of proposed and ordered disciplinary action and monitoring all licensees who have been placed on probation through the disciplinary process. The Compliance staff monitors licensees (individuals and establishments) who are under Board orders to ensure that all conditions of probation are being met and that it is safe for them to practice or operate.

The Board's Compliance staff investigates all consumer complaints as required by Oregon law. Some complaints are minor and require minimal investigation or involve issues over which the Board has no jurisdiction. The majority of complaints require full and comprehensive investigations involving complex and evolving issues of professional practice and intrastate, interstate and international drug distribution. The Oregon Department of Justice, law enforcement and regulatory agencies both state and federal are regular partners in the Board's investigations. Each investigation results in a report to the full Board for deliberation and possible action, and a response to the complainant regarding the disposition of the case.

## *Program Records*

### **001 Case Files**

Retain for 25 years after final action is complete, destroy

## *State Boards and Commissions General Records Retention Schedule Records*

### **Board and Commission Records (OAR 166-350-0010)**

Complaint and Disciplinary Records, Establishments and Individuals

Inspection Records, Establishment and Individuals

Probation Records, Establishment and Individuals

## *Databases*

License 2000 (L2K)

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## *Organizational Placement*

Schedule Number: 2018-0001

**Agency:** Oregon Board of Pharmacy

**Program:** Licensing - Establishments

## *Program Description*

The Oregon Board of Pharmacy is unique and unlike most other Health-Related Licensing Boards as it not only issues licenses to qualified Pharmacists, Pharmacy Interns, Certified Oregon Pharmacy Technicians and Technicians the Board also issues licenses to various types of drug outlets both in and out of state. The Licensing Program is responsible for reviewing applications and verifying that an individual or drug outlet satisfies all applicable requirements for their category of licensure.

## *Program Records*

- 002 Charitable Pharmacy License Record**  
Destroy after 25 years lapsed
- 003 Consulting/Drugless Pharmacy License Record**  
Destroy after 25 years lapsed
- 004 Drug Distribution Agents License Record**  
Destroy after 10 years lapsed
- 005 Hospital Drug Rooms License Record**  
Destroy after 25 years lapsed
- 006 Manufacturer License Record**  
Destroy after 10 years lapsed
- 007 Remote Distribution Facility License Record**  
Destroy after 25 years lapsed
- 008 Retail and Institutional Pharmacies License Record**  
Destroy after 25 years lapsed
- 009 Wholesalers License Records**  
Destroy after 10 years lapsed

## *State Agency General Records Retention Schedule Records*

### **Boards & Commission Records (OAR 166-350-0010)**

Licensing Records, Establishment

## *Databases*

HPRM

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## *Organizational Placement*

**Agency:** Oregon Board of Pharmacy  
**Program:** Licensing - Individuals

**Schedule Number: 2018-0001**

## *Program Description*

The Oregon Board of Pharmacy is unique and unlike most other Health-Related Licensing Boards as it not only issues licenses to qualified Pharmacists, Pharmacy Interns, Certified Oregon Pharmacy Technicians and Technicians the Board also issues licenses to various types of drug outlets both in and out of state. The Licensing Program is responsible for reviewing applications and verifying that an individual or drug outlet satisfies all applicable requirements for their category of licensure.

## *Program Records*

- 010 Certified Pharmacy Technician License Record**  
Retain 10 years after lapsed or inactive, destroy
- 011 Intern License Record**  
Retain 25 years after lapsed or inactive, destroy
- 012 Pharmacy Technician License Record**  
Retain 5 years after lapsed or inactive, destroy
- 013 Registered Pharmacist License Record**  
Retain 50 years after lapsed or inactive, destroy

*State Agency General Records Retention Schedule Records  
Boards & Commission Records (OAR 166-350-0010)*  
Licensing Records, Individual

## *Databases*

License 2000 (L2K)