

Pharmacy, Board of  
April 16, 2026

Division	Schedule No.	Schedule Title	Schedule Description	Disposition Instructions
Pharmacy, Board of	3256	Ethics Economic Interest Reports	This series consists of agency copies of Economic Interest Statements filed with the Ethics Commission by Board Members. The statements are on forms prepared by the Ethics Commission and set out financial assets and interests of Board members. It is cut off at the end of the Calendar year.	Hold in the current files area during the term of the Board member; then destroy.
Pharmacy, Board of	3250	Fidelity Bonds	This series consists of fidelity bonds covering agency employees and board members. Included are original bonds, riders to bonds, and related correspondence. It is cut off at the end of the Calendar year.	Hold in the current files area three (3) years after renewal or cancellation; then destroy.
Pharmacy, Board of	3265	Inventory of Drugs Surrendered	This series consists of documents relating to inventories of outdated prescription drugs which are sent by pharmacies to the agency for destruction. The United States Drug Enforcement Agency requires that the agency keep an inventory listing of all such drugs destroyed. Included are certified mail receipts and inventory sheets. It is cut off at the end of the Serial	Hold in the current files area three (3) years; then destroy.