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Medication Administration Program (MAP) Countable Controlled Substance Book Retention

105 CMR 700.006(B) Time for Keeping Records. A registrant shall keep for at least two years from the date of preparation, every report, inventory and record he or she is required to keep by 105 CMR 700.000.

Unless applicable DDS/DMH/DCF rules apply, the completed *Countable Controlled Substance Book (Count Book)* must be kept on site for a minimum of 2 years.

The 2-year timeline for the *Countable Controlled Substance Book* begins after the last entry in the *Count Book* has been made and the transference of the pertinent information into the new *Countable Controlled Substance Book* has been completed.

For example: *Countable Controlled Substance Book 3* was closed out on July 23, 2017. The pertinent information for *Count Book 3* was also transferred to *Countable Controlled Substance Book 4* on July 23, 2017. Accordingly, *Countable Controlled Substance Book 3* must be kept on site until at least July 23, 2019.