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| CHARLES D. BAKERGovernorKARYN E. POLITOLieutenant Governor | The Commonwealth of MassachusettsExecutive Office of Health and Human Services Department of Public HealthBureau of Health Professions LicensureDrug Control Program239 Causeway Street, Suite 500, Boston, MA 02114 | MARYLOU SUDDERSSecretaryMONICA BHAREL, MD, MPHCommissionerTel: 617-624-6000www.mass.gov/dph |
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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.