



HME Service Provider – Notification of Off-Site Records Storage

Updated 1/17/2025

Rule [4729:11-3-02 of the Ohio Administrative Code](#), requires all **in-state** HME service provider licensees and registrants to notify the Board of any required records stored off-site. This form must be submitted using the document upload feature on the Board of Pharmacy website: www.pharmacy.ohio.gov/upload. Be sure to select “Off-Site Storage of Records” as the document type.

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Location Name	License/Registration No.
Street Address	Name of Designated Representative (DR)
City	DR Contact Phone (xxx-xxx-xxxx)
Zip Code	DR E-Mail Address

What is the name and address of the off-site storage facility where the licensee intends to store records of accountability?

Name of off-site storage facility		
Street Address	City	Zip

Provide a brief explanation of why you need to utilize off-site storage and how you intend to secure the records stored off-site.