

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF THE DEPUTY COMMISSIONER II
VETERINARY DIVISION
FIELD SERVICES SECTION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

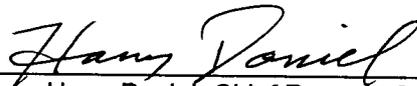
FIELD SERVICES SECTION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



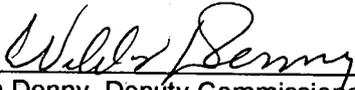
Harry Daniel, Chief Records Officer
Department of Agriculture and Consumer Services



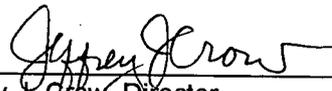
M. A. Mixson, Director
Field Services Division



John K. Atwell, State Veterinarian
Veterinary Division



Weldon Denny, Deputy Commissioner II
Department of Agriculture and Consumer Services



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



James A. Graham, Commissioner
Department of Agriculture and Consumer Services



Betty Ray McCain, Secretary
Department of Cultural Resources

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

September 16, 1998

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**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
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VETERINARY DIVISION
FIELD SERVICES SECTION**

ITEM 8979. BRUCELLOSIS TESTING AT MARKET FILE.

Livestock market operation fee reports listing names and addresses of livestock markets selected for brucellosis testing. Reports also include time sale ended, number of animals tested, and amounts of fees charged, total amount charged, sale dates, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 8989. SWINE BRUCELLOSIS VALIDATION AND REVALIDATION FEE REPORTS FILE.

Records listing each animal owner's name and address, fee for each stop, and fee for each animal tested by veterinarian.

DISPOSITION INSTRUCTIONS: Records transferred to Receipts, Receipt Transmittals, and Billing Receipts File (Item 8972).

ITEM 41406. ADMINISTRATIVE FILE.

Records concerning the administration and management of the section. File includes reference copies of records concerning personnel administration, division and section procedures, department and division directives, and other related records. File also includes correspondence concerning the diagnostic laboratory.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.