

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
VETERINARY DIVISION

Program Records Retention and Disposition Schedule

The Program 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

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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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

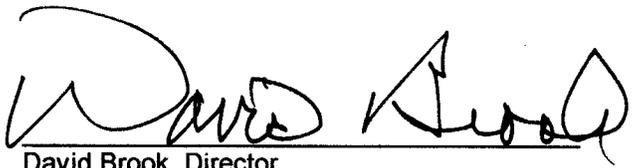
VETERINARY DIVISION

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 This schedule is to remain in effect until superseded.

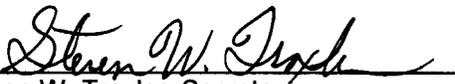
APPROVAL RECOMMENDED

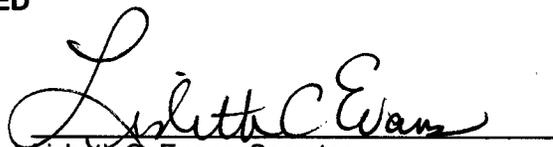

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December 21, 2005

AWH

**Department of Agriculture and Consumer Services
Veterinary Division
Animal Disease Diagnostic Laboratory**

Item 237. POULTRY AND LIVESTOCK CASE REPORTS FILE. Records in paper and electronic formats of case histories of all work performed on poultry and livestock. File includes results of postmortems and laboratory work, dates, species information, case numbers, sex and age of the animals, and the animal owners' names and addresses. Data is entered into Poultry and Livestock Case Reports Database (Electronic) File (Item 47527). (Comply with applicable provisions of G.S. 106-24.1 regarding confidentiality of information collected or received from individual farm operators or when such information is published by the Department.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center after 1 year. Records will be held for agency in the State Records Center 6 additional years and then destroyed.

Item 238. GRIFFIN POULTRY AND LIVESTOCK CASE REPORTS FILE. Case histories of all work performed on poultry and livestock. File includes results of postmortems and laboratory work, dates, species information, case numbers, sex and age of the animals, and the animal owners' names and addresses.

DISPOSITION INSTRUCTIONS: Records transferred to Poultry and Livestock Case Reports File (Item 237).

Item 1256. WESTERN POULTRY AND LIVESTOCK CASE REPORTS FILE. Case histories of all work performed on poultry and livestock. File includes results of postmortems and laboratory work, dates, species information, case numbers, sex and age of the animals, and the animal owners' names and addresses.

DISPOSITION INSTRUCTIONS: Records transferred to Poultry and Livestock Case Reports File (Item 237).

Item 4089. ROSE HILL POULTRY AND LIVESTOCK CASE REPORTS FILE. Case histories of all work performed on poultry and livestock. File includes results of postmortems and laboratory work, dates, species information, case numbers, sex and age of animals, and the animal owners' names and addresses.

DISPOSITION INSTRUCTIONS: Records transferred to Poultry and Livestock Case Reports File (Item 237).

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Item 9014. OFFICE CORRESPONDENCE FILE. Records in paper and electronic formats concerning official office correspondence. File includes information on diseases, reports of field investigations, bulletins, meeting materials, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year.

Item 9016. BRANCH LABORATORY CORRESPONDENCE FILE. Records in paper and electronic formats concerning correspondence with four branch laboratories (Arden, Elkin, Monroe, and Rose Hill). File includes reports of field investigations, supplies and equipment information, and individual and monthly reports containing a summary by disease of diagnostic work performed by each laboratory.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year.

Item 9017. DISEASE CORRESPONDENCE FILE. General correspondence in paper and electronic formats concerning diseases. File includes reports on samples submitted for examination, bulletins, and general information concerning various diseases.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

Item 9019. MONTHLY AND ANNUAL COMPOSITE REPORTS ON POULTRY AND LIVESTOCK DISEASES FILE. Reports in paper and electronic formats containing a summary by disease of diagnostic work performed in each branch laboratory. File includes information concerning the disease, species, number of cases involved, date, name of laboratory, and poultry age groups.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

Item 9020. DAILY RECORD OF LABORATORY CULTURES FILE. Daily record of laboratory cultures.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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Item 9021. RECORD OF CULTURE SAMPLES FILE. Records concerning culture samples sent to the National Animal Disease Laboratory for salmonella typing. File includes case numbers, species and organism information, dates sent, dates reports received, dates sent to federal office, and the names of the owners of the animals from which samples were obtained.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 23694. ELKIN POULTRY AND LIVESTOCK CASE REPORTS FILE. Case histories of all work performed on poultry and livestock. File includes results of postmortems and laboratory work, dates, species information, case numbers, sex and age of the animals, and the animal owners' names and addresses.

DISPOSITION INSTRUCTIONS: Records transferred to Poultry and Livestock Case Reports File (Item 237).

Item 47527. POULTRY AND LIVESTOCK CASE REPORTS DATABASE (ELECTRONIC) FILE. Electronic records concerning case histories of all work performed on poultry and livestock. Electronic file includes results of postmortems and laboratory work, dates, species information, case numbers, sex and age of the animals, and the animal owners' names and addresses. Data is entered into this database from Poultry and Livestock Case Reports File (Item 237). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 7 years.

Item 47528. DIAGNOSTIC LABORATORY ADVISORY COMMITTEE FILE. Records in paper and electronic formats concerning committee activities. File includes minutes, names and addresses of committee members, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records of minutes and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper copies of minutes to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office names and addresses of committee members when superseded or obsolete. Destroy in office remaining paper and electronic records after 5 years.

**Department of Agriculture and Consumer Services
Veterinary Division
Animal Health Programs
Livestock and Poultry**

Item 8978. APPLICATIONS AND YEARLY RENEWAL FORMS FOR LIVESTOCK DEALERS

LICENSE FILE. Applications listing names, businesses and/or residential addresses, telephone numbers, and social security numbers of livestock dealers. File also includes renewal forms. Data is entered into Livestock Dealers Database (Electronic) File (Item 41417). (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 8980. EQUINE INFECTIOUS ANEMIA (EIA) TESTS FILE. Records concerning positive and negative equine infectious anemia in horses. File includes each owner's name and address; testing veterinarian's name and address; test charts, quarantines, release letters, trace back information, euthanasia forms where applicable, and other related records. Information entered into Animal Health Database (Electronic) File (Item 41413).

DISPOSITION INSTRUCTIONS: Destroy in office records for horses testing positive and quarantined 10 years after reactor dies. Destroy in office remaining records after 5 years.

Item 8984. GENERAL HEALTH CERTIFICATES FILE. Health certificates issued by out-of-state accredited veterinarians for swine, livestock, and other animals entering the state. File also includes health certificates issued by North Carolina veterinarians for swine, livestock, and other animals going out-of-state.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 8985. LICENSED LIVESTOCK MARKETS FILE. Records concerning livestock markets operating in North Carolina. File includes correspondence, copies of bonds, initial applications, permits, annual renewals, and other related records. Data is entered into Livestock and Poultry Dealers Database (Electronic) File (Item 41417).

DISPOSITION INSTRUCTIONS: Destroy in office initial application and correspondence 1 year after market closes. Destroy in office bonds when superseded or obsolete. Destroy in office remaining records after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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Item 8986. LIVESTOCK MARKET INSPECTION REPORTS FILE. Weekly reports submitted by division personnel. Reports include names and addresses of markets, sanitation data, type of livestock sold, inspectors' names, time and dates of inspections, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 8990. ANIMAL WELFARE FILE. Records concerning animal welfare. File includes completed inspection and Program of Veterinary Care (PVC) forms, initial license applications, and annual renewals for animal housing establishments. File also includes correspondence concerning the inspector's approval or disapproval of animal housing establishments, explanation of inadequacies, and/or recommendations for compliance. Data is entered into Animal Welfare Database (Electronic) File (Item 41408). (Comply with applicable provisions of G.S. 106-24.1 regarding confidentiality of information collected or received from individual farm operators or when such information is published by the Department.)

DISPOSITION INSTRUCTIONS: Destroy in office initial license application and correspondence 1 year after facility closes. Destroy in office remaining records after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 8992. SWINE IDENTIFICATION FILE. Records concerning feeder pigs sales. File includes livestock market data, dates of sales, names of sellers, numbers of swine sold, ear tag numbers used on the swine, and signatures of livestock market representatives, and other related records. Data is entered into Animal Health Geographic Information Systems (GIS) Database (Electronic) File (Item 41407) and Pseudorabies Database (Electronic) File (Item 41420).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 35572. ANAPLASMOSIS TESTS FILE. Records concerning positive and negative anaplasmosis herds. File includes owner records, names of veterinarians performing tests, tests charts, agreements, and other related records. File also includes herd history records.

DISPOSITION INSTRUCTIONS: Destroy in office records for herds testing positive after 10 years. Destroy in office remaining records after 5 years.

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Item 35574. CORRESPONDENCE FILE. Correspondence in paper and electronic formats written to and/or received from students and the general public concerning veterinary programs. File also includes inquiries regarding rules and regulations, reference copies of Attorney General's opinions, articles for newspapers, radio, and television programs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

Item 35577. PERMIT AND PERMIT CORRESPONDENCE FILE. Correspondence in paper and electronic formats and permits for using vaccines and serums. File includes permits for movement of cattle and other livestock which are diseased or have been exposed to disease. File also includes correspondence on health certificates for cattle coming into the state, disease reports, cattle branding records, records concerning various diseases and human slaughtering of animals, calf sale records, veterinary history, permits to remove inedible products, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when administrative value ends.

Item 35579. ANIMAL HEALTH TESTS FILE. Test results concerning positive and negative animal health test results. File also includes owner records, names of veterinarians performing tests, test results quarantine information, vaccine approval and usage records, herd or flock history records, and other related records. Data is entered into Poultry Quarantine Database (Electronic) File (Item 47287) and Animal Health Database (Electronic) File (Item 41413). (Comply with applicable provisions of G.S. 106-24.1 regarding confidentiality of information collected or received from individual farm operators or when such information is published by the Department.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 41407. ANIMAL HEALTH GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATABASE (ELECTRONIC) FILE. Electronic records concerning animal health in North Carolina. Electronic file includes geographic locations of swine, poultry, and dairy farms, and livestock markets. File also includes documentation on test data, quarantine data, and other related records. Data is entered into database from Swine Identification File (Item 8992). (Comply with applicable provisions of G.S. 106-24.1 regarding confidentiality of information collected or received from individual farm operators or when such information is published by the Department.) (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

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Item 41408. ANIMAL WELFARE DATABASE (ELECTRONIC) FILE. Electronic records concerning animal welfare. Electronic file includes license fees for pet shops, kennels and shelters, names and addresses of animal housing establishments, type of establishment, number of animals housed, types of inadequacy, inspector's findings, and other related data. Data is entered into database from Animal Welfare File (Item 8990). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 3 years.

Item 41411. ANIMAL DISEASE COMMITTEE MEETING MINUTES FILE. Minutes and agendas in paper and electronic formats of the Animal Disease Committee. File also includes correspondence, maps, names of committee members and distribution list. File may contain graphs produced from Animal Health Geographic Information Systems (GIS) Database (Electronic) File (Item 41407).

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records of minutes to the State Records Center after 5 years for immediate transfer to the custody of the Archives. Destroy in office remaining records when reference value ends.

Item 41412. COMPLIANCE FILE. Investigations completed by Animal Health Programs personnel into the possible violations of the North Carolina General Statutes (NCGS) Chapter 19A, Article 3 (Animal Welfare Act); Chapter 80, Article 8 (Registration and Protection of Livestock Brands); and various articles within Chapter 106 (Agriculture); and/or North Carolina Administrative Code (NCAC) Title 2, Chapter 52, Subchapters 52A-52J (Rules and Regulation, Animal Diseases, Control of Livestock Diseases, Meat and Poultry Inspection, Marketing of Livestock, Pen-Raised Quail, Biologics, Garbage Fed Swine, Rendering Plants, and Animal Welfare Section.) File also includes investigative reports, correspondence, warning letters, civil penalties, and other related records. (Comply with applicable provisions of G.S. 106-24.1 regarding confidentiality of information collected and published.)

DISPOSITION INSTRUCTIONS: Destroy in office records dated prior to 1995 immediately. Transfer records dated after 1995 to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

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Item 41413. ANIMAL HEALTH DATABASE (ELECTRONIC) FILE. Electronic records concerning positive and negative animal health test results and participation in various animal disease programs. Electronic file includes animal owners' data, names of veterinarians performing tests, test result quarantine data, vaccine approval and usage records, herd or flock history records, and other related data. Data is entered into database from Equine Infectious Anemia (EIA) Tests File (Item 8980) and Animal Health Tests File (Item 35579). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years.

Item 41414. EQUINE DISEASE COMMITTEE MINUTES FILE. Minutes and agendas of the Equine Disease Committee. File also includes correspondence, maps, committee members list, publications, and Technical Advisors test reports. File may contain graphs produced from Animal Health Geographic Information Systems (GIS) Database (Electronic) File (Item 41407).

DISPOSITION INSTRUCTIONS: Transfer minutes to the State Records Center after 5 years for immediate transfer to the custody of the Archives. Destroy in office remaining records when reference value ends.

Item 41417. LIVESTOCK AND POULTRY DEALERS DATABASE (ELECTRONIC) FILE. Electronic records concerning livestock and poultry dealers. Electronic file includes names, addresses, telephone numbers, social security numbers, and other related data. Data is entered into database from Applications and Yearly Renewal Forms for Livestock Dealers License File (Item 8978) and Licensed Livestock Markets File (Item 8985). (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 3 years.

**Department of Agriculture and Consumer Services
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Item 41418. MARKET PROGRAM REPORTS DATABASE (ELECTRONIC) FILE. Electronic records concerning livestock markets. Electronic file includes names and addresses of livestock markets, sanitation data, type of livestock sold, inspectors' names, time and dates of inspections, and other related data. Data is entered into this database from Livestock Market Inspection Reports File (Item 8986). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Transfer printed copies to Weekly Market Summary Reports (Printouts) File (Item 41424) and distribute to Animal Health Programs personnel weekly. Update in office routinely. Destroy in office after 3 years.

Item 41420. PSEUDORABIES DATABASE (ELECTRONIC) FILE. Electronic records concerning positive and negative pseudorabies results. Electronic file includes names and addresses of veterinarians performing tests, test results, test results quarantine information, and other related data. Data is entered into this database from Swine Identification File (Item 8992). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when reference value ends.

Item 41421. PSEUDORABIES (PRV) ADVISORY SUBCOMMITTEE MINUTES FILE. Minutes and agendas of the PRV Advisory Subcommittee. File also includes correspondence, maps, committee members list, publications, and maps. File may contain graphs produced from Animal Health Geographic Information Systems (GIS) Database (Electronic) File (Item 41407). (This is a subcommittee of the Swine Disease Committee.)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Swine Disease Committee Minutes File (Item 41423).

Item 41423. SWINE DISEASE COMMITTEE MINUTES FILE. Minutes and agendas of the Swine Disease Committee. File also includes correspondence, committee members list, and distribution list.

DISPOSITION INSTRUCTIONS: Transfer minutes after 5 years to the State Records Center for immediate transfer to the custody of the Archives. Destroy in office remaining records when reference value ends.

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Item 41424. WEEKLY MARKET SUMMARY REPORTS (PRINTOUTS) FILE. Computer generated printouts produced from Market Program Reports Database (Electronic) File (Item 41418). Printouts list names and addresses of livestock markets, sanitation data, type of livestock sold, inspectors' names, time and dates of inspections, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 45376. QUARANTINE PROGRESS REPORTS FILE. Computer generated printouts produced from Pseudorabies Database (Electronic) File (Item 41420) concerning quarantine results. Printouts list names and addresses of owners, types of animals, when quarantined, reason for quarantine, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 47285. COOPERATIVE AGREEMENTS AND GRANTS FILE. Reference copies in paper and electronic formats of agreements with the United States Department of Agriculture (USDA) regarding federal funding for disease programs and grants for disease control. File also includes correspondence, application forms, invoices, work plans, ledger sheets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

Item 47287. POULTRY QUARANTINE DATABASE (ELECTRONIC) FILE. Electronic records concerning poultry farms in North Carolina that are under quarantine for various avian diseases. Electronic file includes names and addresses of growers, inspectors' signatures, dates of quarantine, names and addresses of farm owners, and dates of quarantine releases. Data is entered into this database from Animal Health Tests File (Item 35579).

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when reference value ends.

Item 47545. CERVIDAE HEALTH CERTIFICATES FILE. Health certificates issued by out-of-state accredited veterinarians for cervidae entering the state. File also includes health certificates issued by North Carolina veterinarians for cervidae going out-of-state.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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Item 8973. LEGISLATIVE FILE. Correspondence and information concerning proposed bills prepared by the Veterinary Division regarding the Veterinary Program. File also includes amendments to bills and regulations concerning the Veterinary Program and copies of Attorney General's opinions.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 8976. OFFICE CORRESPONDENCE FILE. Records in paper and electronic formats concerning correspondence to and from the general public, division personnel office, other divisions, and the Commissioner concerning the veterinary program. File also includes correspondence concerning the diagnostic laboratory, reports, rules and regulations, articles for newspapers and radio and television programs, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office rules and regulations when superseded or obsolete. Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer remaining paper records to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 8977. ANTHRAX FILE. Correspondence and information concerning outbreaks of anthrax disease in North Carolina. File also includes reports, pamphlets, and booklets from federal and state sources regarding anthrax disease.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 8983. VACCINE CORRESPONDENCE FILE. Correspondence in paper and electronic formats permitting companies to market vaccines or conduct field trials in North Carolina.

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 2 years.

Item 8988. RENDERING PLANTS FILE. Applications for rendering plants. File also includes copies of licenses to operate, annual inspection certificates, and general correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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Item 47284. COOPERATIVE AGREEMENTS AND GRANTS FILE. Records in paper and electronic formats concerning agreements with the United States Department of Agriculture (USDA) regarding federal funding for disease programs and grants for disease control. File also includes correspondence, application forms, invoices, work plans, ledger sheets, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.