

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency MD Dept. of Agriculture		Division/Unit Animal Health Program/MAICS
Item No.	Description	Retention
1.	Supersedes Schedule 1750 Poultry Files and Flock Test Records Card File (Flock Record) File contains all test charts for the life of the flock as well as "Kardex" cards on the history of the flock, pullorum-typhoid testing and miscellaneous correspondence pertinent to the flock owner.	Retained in office for three (3) years or the life of the flock, and then destroyed.
2.	Testing Agent File File consists of all testing agents in the state of Maryland that are authorized to test poultry for pullorum-typhoid disease. It includes their permit number as well as an observation sheet on each testing agent.	Retained as long as agent is active and for two (2) years thereafter, then destroyed.
3.	Juvenile Brucellosis Vaccination Records File consists of brucellosis juvenile vaccination records (form vs4-24), for less than five animals that have no herd files.	Retained in MDA Animal Health office for ten (10) years then destroyed.
4.	Pullorum Testing Records Livestock Sales License and Garbage Feeder License File contains a record of funds received by Maryland Department of Agriculture for testing poultry for Pullorum-Typhoid disease and a record of funds received from applicants for livestock sales license and garbage feeding licenses.	Files retained for three (3) years and audit then destroyed.
5.	Herd Files File consists of all test charts for the life of the herd including brucellosis, tuberculosis and pseudorabies test charts.	Files retained for three (3) years or the life of the herd then destroyed.
6.	Equine Infectious Anemia Reports Test records (MDA-E-32), Equine release from quarantine certificates form MDA-3-31 reports from all correspondence regarding the horse.	Files retained in office for two (2) years then destroyed.
7.	Brucellosis and Tuberculosis Test Records -Less than five file Filed by Julian calendar dates and by owner's name and containing test charts for brucellosis and tuberculosis testing on animals that have less than five (5) in a herd.	Files retained in office for three (3) years, then destroyed.
8.	Interstate Health Certificates - Import/Export File contains a monthly folder on each species of animals entering and leaving State of Maryland. Information on forms contains owner home address, phone number, number of animals with complete species details.	Retained in office for two (2) years then destroyed.
9.	Swine Investigation Report and Garbage Feeders Reports File consists of reports on disease of swine providing owner's name, investigation of disease, and final diagnosis of disease. Also contains inspection reports for legal feeders of garbage as well as license number and number of swine on premises. Includes investigations of people feeding garbage illegally.	Files retained in office for three (3) years, then destroyed.
Schedule Approved by Department, Agency, or Division Representative. Date <u>21-Jan-2009</u> Signature <u>Diane Dorsey</u> Typed Name <u>Diane Dorsey</u> Title <u>Administrative Officer</u>		Schedule Authorized by State Archivist Date <u>2 Jun 09</u> Signature <u>[Signature]</u>

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency
MD Dept. of AgricultureDivision/Unit
Animal Health Program/MAICS

Item No.	Description	Retention
	Supersedes Schedule 1750	
10.	Brucellosis Ring Test (BRT) and Mastitis Records File contains BRT round numbers and numbers of patrons both in the State and out of State. Also includes information on herds that have been having problems with mastitis.	Retain in office for two (2) years then destroyed.
11.	Vaccination and Identification Tag Records File contains a listing of identification and vaccination tag numbers issued for herds in Maryland.	Retain in office, screen annually to destroy material that has ceased to have an administration value.
12.	Laboratory Reports, Monthly Laboratory Reports, Yearly Reports File contains Federal form VS-10-5 arranged alphabetically by name of disease. Also contains the workload of each laboratory, VS4-33-D Brucellosis report, Tuberculosis report, Market Cattle and Market Swine report, Garbage Feeder report, Equine Infectious Anemia report and other including statistical data taken from monthly reports for annual report for the Department.	Retain in office for two (2) years, and then destroy.
13.	Hog Cholera Outbreak - 1969 and Cloverland Dairy Tuberculosis Outbreak File consists of pictures, trace backs, indemnities paid and a general report on the Hog Cholera outbreak. Contained in this same series are investigative reports, test charts, trace backs on animals, interstate certificates and other information pertinent to the Cloverland Dairy.	Retain Permanently. Transfer periodically to the MD State Archives.
14.	Market Cattle and Market Swine Records File contains MDA-E-31 - Movement of Animals from livestock markets, livestock auction records, livestock market inspection sheets, back tag reports, swine feeder pig sales reports, market cattle sheets containing blood testing charts for cattle and market swine sheets containing blood testing charts and bangle tag reports for swine.	Retain in office for two (2) years, and then destroy.

<p><u>Instructions</u> -Type or Print separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>02</u> OF <u>14</u></p>
<p>1. Department/Agency Maryland Department of Agriculture</p>	<p>2. Division Animal Health Program</p>	<p>3. Unit Marketing, Animal Industries & Consumer Services (MAICS)</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Testing agent file</p>	<p>5. Earliest Year/Latest Year 2005 to 2008</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>File consists of all testing agents in the state of Maryland that are authorized to test poultry for pullorum-typhoid disease. It includes their permit number as well as an observation sheet on each testing agent.</p> <p>Retained as long as agent is active and for two (2) years thereafter, then destroyed.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) Number <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Salisbury Animal Health Laboratory, 27722 Nanticoke Road, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe any hardware/software. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Three (3) years</p>	
<p>19. Name and Title of Preparer Dianne Dorsey, Administrative Specialist III.</p>	<p>20. Telephone Number# 410-841-5810</p>	<p>21. Date January 13, 2009</p>

DGS 550-4 (Rev. 1/93)

FIGURE 1

<p>Instructions –Type or Print separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>03</u> OF <u>14</u></p>
<p>1. Department/Agency Maryland Department of Agriculture</p>	<p>2. Division Animal Health Program</p>	<p>3. Unit Marketing, Animal Industries & Consumer Services (MAICS)</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Brucellosis Juvenile vaccinations records</p>	<p>5. Earliest Year/Latest Year 1999 to 2008</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>File consists of brucellosis juvenile vaccination records (form vs4-24), for less than five animals that have no herd files.</p> <p>Retained in MDA Animal Health office for ten (10) years then destroyed.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological (by Julian calendar dates) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <input checked="" type="checkbox"/> Other (specify) Letreiver filing machine</p>
<p>11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>10</u> _____ <input type="checkbox"/> Month(s) Number <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MD Dept. of Agriculture, Animal Health Program, 50 Harry S. Truman Pkwy, Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe any hardware/software. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Ten (10) years.</p>	
<p>19. Name and Title of Preparer Dianne Dorsey, Administrative Specialist III</p>	<p>20. Telephone Number# 410-841-5810</p>	<p>21. Date January 13, 2009</p>

DGS 550-4 (Rev. 1/93)

FIGURE 1

<p>Instructions -Type or Print separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>04</u> OF <u>14</u></p>
<p>1. Department/Agency Maryland Department of Agriculture</p>	<p>2. Division Animal Health Program</p>	<p>3. Unit Marketing, Animal Industries & Consumer Services (MAICS)</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Pullorum Testing Records, Livestock Sales License and Garbage Feeding License</p>	<p>5. Earliest Year/Latest Year 2005 to 2008</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>File contains a record of funds received by Maryland Department of Agriculture for testing poultry for Pullorum-Typhoid disease and a record of funds received from applicants for livestock sales license and garbage feeding licenses.</p> <p>Files retained for three (3) years and audit then destroyed.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical (by license #) <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p> <p>Seldom</p>	<p>12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) Number <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MD Dept. of Agriculture, Animal Health Program, 50 Harry S. Truman Pkwy, Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe any hardware/software. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention three (3) years</p>	
<p>19. Name and Title of Preparer Dianne Dorsey, Administrative Specialist III</p>	<p>20. Telephone Number# 410-841-5810</p>	<p>21. Date January 13, 2009</p>

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<p>1. Department/Agency Maryland Department of Agriculture</p>	<p>2. Division Animal Health Program</p>	<p>3. Unit Marketing, Animal Industries & Consumer Services (MAICS)</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Brucellosis, Tuberculosis, Pseudorabies Herd Files</p>	<p>5. Earliest Year/Latest Year 2005 to 2008</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>File consists of all test charts for the life of the herd including brucellosis, tuberculosis and pseudorabies test charts.</p> <p>Files retained for three (3) years or the life of the herd then destroyed.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological (by Julian calendar dates) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number _____ <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number _____ <input checked="" type="checkbox"/> Other (specify) _____ State Archive Box</p>
<p>11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) Number _____ <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MD Dept. of Agriculture, Animal Health Program, 50 Harry S. Truman Pkwy, Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe any hardware/software. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention three (3) years</p>	
<p>19. Name and Title of Preparer Dianne Dorsey, Administrative Specialist III</p>	<p>20. Telephone Number# 410-841-5810</p>	<p>21. Date January 13, 2009</p>

Instructions -Type or Print separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>06</u> OF <u>14</u>
1. Department/Agency Maryland Department of Agriculture	2. Division Animal Health Program	3. Unit Marketing, Animal Industries & Consumer Services (MAICS)
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Equine Infectious Anemia Reports	5. Earliest Year/Latest Year 2006 to 2008	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Test records (MDA-E-32), Equine release from quarantine certificates form MDA-3-31 reports from all correspondence regarding the horse. Files retained in office for two (2) years then destroyed.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological(monthly) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <input checked="" type="checkbox"/> Other (specify) Retriever file system 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <input checked="" type="checkbox"/> Other (specify) Retriever file system
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>2</u> <input type="checkbox"/> Month(s) Number <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) MD Dept. of Agriculture, Animal Health Program, 50 Harry S. Truman Pkwy, Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Duplicates at clients veterinarian office.	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe any hardware/software. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention two (2) years	
19. Name and Title of Preparer Dianne Dorsey, Administrative Specialist III	20. Telephone Number# 410-841-5810	21. Date January 13, 2009

Instructions –Type or Print separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>07</u> OF <u>14</u>
1. Department/Agency Maryland Department of Agriculture	2. Division Animal Health Program	3. Unit Marketing, Animal Industries & Consumer Services (MAICS)
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Tuberculosis and Brucellosis Test Records – less than five file	5. Earliest Year/Latest Year <u>2005</u> to <u>2008</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Filed by Julian calendar dates and by owner's name and containing test charts for brucellosis and tuberculosis testing on animals that have less than five (5) in a herd. Files retained in office for three (3) years, then destroyed.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological (by Julian calendar dates) <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) _____ Number <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) _____ Number <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) Number <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) MD Dept. of Agriculture, Animal Health Program, 50 Harry S. Truman Pkwy, Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe any hardware/software. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention three (3) years	
19. Name and Title of Preparer Dianne Dorsey, Administrative Specialist III	20. Telephone Number# 410-841-5810	21. Date January 13, 2009

Instructions –Type or Print separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>14</u>	
1. Department/Agency Maryland Department of Agriculture		2. Division Animal Health Program		3. Unit Marketing, Animal Industries & Consumer Services (MAICS)	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Brucellosis Ring Test (BRT) and Mastitis Records				5. Earliest Year/Latest Year 2006 to 2008	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File contains BRT round numbers and numbers of patrons both in the State and out of State. Also includes information on herds that have been having problems with mastitis. Retain in office for two (2) years then destroyed.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical (monthly) <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number _____ <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number _____ <input checked="" type="checkbox"/> Other (specify) State archive box	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>2</u> _____ <input type="checkbox"/> Month(s) Number <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) MD Dept. of Agriculture, Animal Health Program, 50 Harry S. Truman Pkwy, Annapolis, MD 21401			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe any hardware/software. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention two (2) years		
19. Name and Title of Preparer Dianne Dorsey, Administrative Specialist III		20. Telephone Number# 410-841-5810		21. Date January 13, 2009	

DGS 550-4 (Rev. 1/93)

FIGURE 1

Instructions –Type or Print separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>14</u>
1. Department/Agency Maryland Department of Agriculture	2. Division Animal Health Program	3. Unit Marketing, Animal Industries & Consumer Services (MAICS)
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Laboratory Reports, Monthly Laboratory Reports, Yearly Reports	5. Earliest Year/Latest Year <u>2006</u> to <u>2008</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File contains Federal form VS-10-5 arranged alphabetically by name of disease. Also contains the workload of each laboratory, VS4-33-D Brucellosis report, Tuberculosis report, Market Cattle and Market Swine report, Garbage Feeder report, Equine Infectious Anemia report and other including statistical data taken from monthly reports for annual report for the Department. Retain in office for two (2) years, then destroy.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) _____ Number <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>2</u> <input type="checkbox"/> Month(s) Number <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) MD Dept. of Agriculture, Animal Health Program, 50 Harry S. Truman Pkwy, Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe any hardware/software. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention – Retain in office for two (2) years, then destroy.	
19. Name and Title of Preparer Dianne Dorsey, Administrative Specialist III	20. Telephone Number# 410-841-5810	21. Date January 13, 2009

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FIGURE 1

<p>Instructions -Type or Print separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY PAGE <u>14</u> OF <u>14</u></p>
<p>1. Department/Agency Maryland Department of Agriculture</p>	<p>2. Division Animal Health Program</p>	<p>3. Unit Marketing, Animal Industries & Consumer Services (MAICS)</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Market Cattle and Market Swine Records</p>	<p>5. Earliest Year/Latest Year <u>2006</u> to <u>2008</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>File contains MDA-E-31 – Movement of Animals from livestock markets, livestock auction records, livestock market inspection sheets, back tag reports, swine feeder pig sales reports, market cattle sheets containing blood testing charts for cattle and market swine sheets containing blood testing charts and bangle tag reports for swine. Retain in office for two (2) years, and then destroy.</p>		
<p>7. Record Series Format(s). List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical (by license #) <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>2</u> <input type="checkbox"/> Month(s) Number <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MD Dept. of Agriculture, Animal Health Program, 50 Harry S. Truman Pkwy, Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe any hardware/software. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention - Retain in office for two (2) years, then destroy.</p>	
<p>19. Name and Title of Preparer Dianne Dorsey, Administrative Specialist III</p>	<p>20. Telephone Number# 410-841-5810</p>	<p>21. Date January 13, 2009</p>