DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NUMBER 2573

Agency
MD Dept. of Agriculture

Division/Unit
Animal Health Program/Marketing, Animal Industries & Consumer Services (MAICS)

Item No.	Description Schedule Supercedes 1750	Retention
1.	**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, whichever is later, 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.	**Brucellosis vaccination records** File consists of brucellosis vaccination records (form VS4-24) for less than five animals that have no herd file.	Retained in office for ten (10) years then destroyed.
4.	**Pullorim 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.	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.	Retained for three (3) years or the life of the herd then destroyed, whichever is later.
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.	Retained in office for two (2) years then destroyed.
7.	**Tuberculosis and Brucellosis Test Records – Less than five file** Alphabetical by owner's name and containing test charts for tuberculosis and brucellosis testing on animals that have less than five in a herd.	Retain in office for three (3) years then destroy.
8.	**Interstate Health Certificates – Import/Export** File contains a monthly folder on each species of animals leaving and entering the 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 transferred to State Record Center for three (3) years and 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.
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.

Schedule Approved by Department, Agency, or Division Representative.

Date 16-Aug-2011

Signature Dianne Dorsey

Typed Name Dianne Dorsey

Title Office Manager, Administrative Specialist III

Schedule Authorized by State Archivist

Date 31 Aug 2011

Signature Edward C. Papenfuse

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MD Dept. of Agriculture	**Animal Health Program/MAICS**

Item No.	Description	Retention
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 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 in office for three (3) years then transferred to the Maryland State Archives, not to be destroyed.
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 then destroy.

Schedule Approved by Department, Agency, or Division Representative.	Schedule Authorized by State Archivist
Date 16-Augu-2011	Date
Signature	Signature
Typed Name Dianne Dorsey	
Title Office Manager, Administrative Specialist III	