

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b>	<b>2909</b>
<small>(To be completed by DGS/Records Management Division)</small>	

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**Agency Information**

Department / Agency	Maryland Department of Agriculture
Division / Unit	Animal Health - Headquarters
Mission Statement/Link to division/unit website	<a href="http://mda.maryland.gov/AnimalHealth/Pages/default.aspx">http://mda.maryland.gov/AnimalHealth/Pages/default.aspx</a>

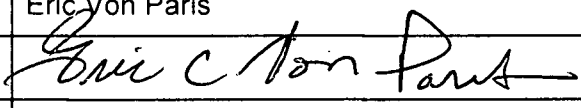
**Schedule Information**

Supersedes Schedule(s)	2573
Amends Schedule(s)	

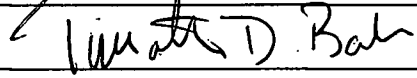
**Preparer Information**

Name of Preparer	Dianne Dorsey
Title of Preparer	Administrative Officer II
Preparer Email Address	dianne.dorsey@maryland.gov
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Date	30-DEC-2019

**Agency Approval**

Name of Agency Director	Eric Von Paris
Agency Director Signature	
Date	12 - 31 - 19

**State Archivist Approval**

State Archivist Signature	
Date	2-26-2020

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Accounting Records</b>	<b>Page 1 of 22</b>
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<b>Record Series Content</b>	Purchase orders, source documents, paid bills and invoices, packing slips, delivery and order confirmations, requisition for supplies, deposit slips expense account forms and bid records.
<b>Record Series Function</b>	These records document accounting activities for the program
<b>Organization/ Arrangement</b>	Fiscal Year by vendor
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2 archive boxes
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	1992 - 2018
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	1
<b>Retention</b>	Retain for 3 years then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Accredited Veterinarians</b>	<b>Page 2 of 22</b>
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<b>Record Series Content</b>	File contains Veterinarian's application for the National Accreditation Program with the following information; Veterinary License number, School of Veterinary medicine attended, home and business address and contact information.
<b>Record Series Function</b>	Records documents Veterinarians that are Accredited in the State of Maryland.
<b>Organization/Arrangement</b>	Filed quarterly by date of Accreditation session.
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	4 manila file folders
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2005 - 2018
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	2
<b>Retention</b>	Retain paper for 45 years or until death of the applicant, whichever occurs sooner, then destroy.
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Brucellosis Vaccination Records</b>	<b>Page 3 of 22</b>
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<b>Record Series Content</b>	File contains Brucellosis vaccination records of herd owners that have had calves vaccinated. Information collected is herd owners name, address, location of calves, number tested, Veterinarian information, testing and results.
<b>Record Series Function</b>	Records document herd owners that has had their calves vaccinated for Brucellosis.
<b>Organization/Arrangement</b>	Filed by Julian date
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	File Drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	3 file boxes
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	Subject to review and audit by United States Department of Agriculture/ Animal and Plant Health Inspection Service /Veterinary Services
<b>Date Span</b>	2003 - 2018
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	3
<b>Retention</b>	Retain for 10 Years then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Contagious Equine Metritis (CEM)</b>	<b>Page 4 of 22</b>
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<b>Record Series Content</b>	Records include import permits, animal owner name and address, all animal identification both official and unofficial, animal description, dates of arrival and departure from the facility, departure destination.
<b>Record Series Function</b>	All records pertaining to movement, testing and treatment of horses at the CEM Quarantine Station.
<b>Organization/Arrangement</b>	Fiscal year
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	2 file drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2004 - 2018
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	4
<b>Retention</b>	Retain for 5 years then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Cooperative Agreements and Memorandum of Understandings</b>	<b>Page 5 of 22</b>
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<b>Record Series Content</b>	Files contain work plans, financial records, performance reports and invoices paid using federal funds
<b>Record Series Function</b>	Records document cooperative agreements and MOUs between MDA/Animal Health and other agencies to document services provided.
<b>Organization/Arrangement</b>	State fiscal year
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file box
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2005 - 2018
<b>Completeness /Gaps</b>	N.A
<b>Schedule Item Number</b>	5
<b>Retention</b>	Retain for 3 year then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Equine Infectious Anemia Reports (EIA)</b>	<b>Page 6 of 22</b>
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<b>Record Series Content</b>	Records include animal owner name and address, all animal identification both official and unofficial, animal description, test dates and results and laboratory where testing was performed.
<b>Record Series Function</b>	Test records of equine tested for the Equine Infectious Anemia disease.
<b>Organization/Arrangement</b>	Filed by location of testing laboratory
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper - 6 file drawers Electronic – 8,000 files
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	12 file boxes
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2013 - 2018
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	6
<b>Retention</b>	Retain hard copies and electronic versions 2 years then destroy. Scans are done in accordance with Maryland State Archives standards.
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Food and Drug Administration (FDA) Drug Residue Investigations</b>	<b>Page 7 of 22</b>
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<b>Record Series Content</b>	File contains inspection agreements, inspection violations, and drug product labels, quarterly and financial statements.
<b>Record Series Function</b>	Records document inspections conducted determining and documenting the responsibility of those individuals or firms causing illegal drug residues and/or shipping adulterated food that is offered for sale. <ul style="list-style-type: none"> <li>• Document the source of the animal that contained the illegal drug residue, the ownership of the animal and all parties involved in the sale, slaughter and transportation of the animal in interstate commerce;</li> <li>• Document the extra label use of animal drugs and the adulteration of animal drug(s) by providing affidavits and documentation of interstate commerce for the drugs involved;</li> <li>• Document, via the use of affidavits, the drug use practices and record keeping practices of the entity responsible for the adulteration of food and/or drug adulteration;</li> </ul>
<b>Organization/Arrangement</b>	Filed by calendar year
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	3 file boxes
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2004 - 2014
<b>Completeness /Gaps</b>	Animal Health has discontinued the agreement with the Food and Drug Administration (FDA), no longer performing FDA investigations.
<b>Schedule Item Number</b>	7
<b>Retention</b>	Retain for 5 years then destroy
<b>Justification for Permanent Retention</b>	N/A



<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Fleet</b>	<b>Page 8 of 22</b>
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<b>Record Series Content</b>	File contains monthly MFOMS (MD Fleet Operations and Management System) forms for Animal Health vehicles, vehicle maintenance forms
<b>Record Series Function</b>	Inventory and management for vehicles
<b>Organization/Arrangement</b>	Filed by month
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file box
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2005 - 2018
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	8
<b>Retention</b>	Retain until vehicle is disposed and all audit requirements are fulfilled then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  RECORDS INVENTORY AND RETENTION  SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Herd files</b>	<b>Page 9 of 22</b>
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<b>Record Series Content</b>	File consists of all test charts for the life of the herd including brucellosis, tuberculosis and pseudorabies test charts and results, herd owners name, address and Veterinarian information.
<b>Record Series Function</b>	Document herd history
<b>Organization/ Arrangement</b>	Filed by Julian date
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	2 file drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file box
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2009 - 2017
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	9
<b>Retention</b>	Retain for 3 years then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Hog Cholera Outbreak 1969 and Cloverland Dairy Tuberculosis Outbreak</b>	<b>Page 10 of 22</b>
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<b>Record Series Content</b>	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.
<b>Record Series Function</b>	Document historical events of the outbreak
<b>Organization/Arrangement</b>	Filed by occurrence
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file box
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	1969 - 1980
<b>Completeness /Gaps</b>	One time occurrence
<b>Schedule Item Number</b>	10
<b>Retention</b>	Retain for 10 years then transfer to the Maryland State Archives for permanent retention.
<b>Justification for Permanent Retention</b>	Historical information, files contain last tuberculosis herd in Maryland.

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Inspection Reports</b>	<b>Page 11 of 22</b>
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<b>Record Series Content</b>	Inspection reports document Field Veterinarians and Inspectors reports on exhibit, auction, testing, investigational and other livestock inspections. Information contained on the forms include number of animals inspected, owner location, recommended action by Animal Health staff, grant coding information time of inspection and travel time.
<b>Record Series Function</b>	These records document livestock inspected, tested and movement in Maryland.
<b>Organization/Arrangement</b>	Filed Monthly by location or owner
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	.5 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2 manila file folders
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2008 - 2018
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	11
<b>Retention</b>	Retain for 5 years then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Interstate Health Certificates (Import/Export and Fair, Show, Exhibitions)</b>	<b>Page 12 of 22</b>
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<b>Record Series Content</b>	File contains a monthly folder on each species of animals for import, export and for state travel to exhibitions, fairs and shows in Maryland. Information on forms contains owner home address, phone number, number of animals with complete species details, Veterinarian information and tests/vaccinations.
<b>Record Series Function</b>	Documents movement of livestock for Maryland import, export and fairs and shows.
<b>Organization/ Arrangement</b>	Filed monthly by species
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper Electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper - 2 file drawers Electronic - 10,000
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	12 archive boxes
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2008 - 2018
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	12
<b>Retention</b>	Retain hard copies and electronic versions 2 years then destroy. Scans are done in accordance with Maryland State Archives standards.
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Intrastate Certificate of Veterinary Inspection</b>	<b>Page 13 of 22</b>
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<b>Record Series Content</b>	Files contain Intrastate forms for state travel to exhibitions, fairs and shows in Maryland. Information on forms contains owner home address, phone number, number of animals with complete species details, Veterinarian information and tests/vaccinations.
<b>Record Series Function</b>	Document animal movement to various exhibitions, fairs and shows in Maryland.
<b>Organization/Arrangement</b>	Filed by calendar year
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1.5 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2.5 file boxes
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2014 - 2016
<b>Completeness /Gaps</b>	Form is obsolete. We have converted to one standard Certificate of Veterinary Inspection form which is now referred to in item#12, Interstate Health Certificate.
<b>Schedule Item Number</b>	13
<b>Retention</b>	Retain for 2 years then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Livestock Sales License and Garbage Feeder License</b>	<b>Page 14 of 22</b>
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<b>Record Series Content</b>	File contains dealers name, and complete contact information, type of business conducting such as dealer, livestock sales agency or livestock market auction, type of livestock, agents employed as buyers, members, partners and livestock dealer license number.
<b>Record Series Function</b>	Documents dealers authorized as livestock dealer agents by the MD Dept of Agriculture.
<b>Organization/ Arrangement</b>	Fiscal year
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 - .5" binder
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2004 - 2018
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	14
<b>Retention</b>	Retain for 3 years then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  RECORDS INVENTORY AND RETENTION  SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Market Cattle and Swine  Records</b>	<b>Page 15 of 22</b>
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<b>Record Series Content</b>	This form is used to document controlled movement of animals from markets back to the farm or other premises. Information collected on form includes name of market, purchaser information, number of livestock and identification.
<b>Record Series Function</b>	Records serve to document animal movement and destination.
<b>Organization/ Arrangement</b>	Filed by calendar year
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file box
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	1996 - 1999
<b>Completeness /Gaps</b>	No longer collecting stats.
<b>Schedule Item Number</b>	15
<b>Retention</b>	Retain for 2 years then destroy
<b>Justification for Permanent Retention</b>	N/A



<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Personnel Documents</b>	<b>Page 16 of 22</b>
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<b>Record Series Content</b>	File contains employee time sheets, disciplinary action, special recognition, contractual employment forms, employee evaluations, position history, resumes, training and letters of resignation and retirement.
<b>Record Series Function</b>	Documents history between employee and the AH program
<b>Organization/Arrangement</b>	Filed alphabetically
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	5 file boxes
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	1991 - 2018
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	16
<b>Retention</b>	Retain for 3 years, or 1 year after employee's resignation or termination, whichever is later, then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Poultry Flock Selecting and Test Report</b>	<b>Page 17 of 22</b>
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<b>Record Series Content</b>	File contains testing information on poultry ready for import/export. Information on form included Flock owners name, address, location of flock and destination, poultry breed, sex, date hatched, total birds in flock, number of birds tested, sent to laboratory, testing results for various poultry diseases.
<b>Record Series Function</b>	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.
<b>Organization/Arrangement</b>	Filed by flock owner
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	.5 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file folder
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2006 - 2018
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	17
<b>Retention</b>	Retain for 3 years then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Pullorum-Typhoid Testing Records</b>	<b>Page 18 of 22</b>
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<b>Record Series Content</b>	File contains record of flock owners that have had their poultry tested for Pullorum-Typhoid. Report included number of poultry tested, poultry breed, band number, test results, funds collected, flock owner contact information and location of poultry.
<b>Record Series Function</b>	To document poultry tested for Pullorum-Typhoid disease
<b>Organization/ Arrangement</b>	Filed by flock owner
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	.5 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file folder
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2004-2018
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	18
<b>Retention</b>	Retain for 3 years then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Swine Investigation Reports</b>	<b>Page 19 of 22</b>
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<b>Record Series Content</b>	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.
<b>Record Series Function</b>	Documents dealers authorized as Swine Garbage Feeding agents by the MD Dept of Agriculture.
<b>Organization/Arrangement</b>	Fiscal year
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	.5 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2006 - 2008
<b>Completeness /Gaps</b>	There are no longer Swine Garbage Feeders in MD.
<b>Schedule Item Number</b>	19
<b>Retention</b>	Retain for 3 years then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Testing (Poultry) Agent File</b>	<b>Page 20 of 22</b>
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<b>Record Series Content</b>	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.
<b>Record Series Function</b>	Document relationship between the Animal Health Program and individuals that has taken Poultry Testing Agent classes to perform poultry testing on behalf of the agency.
<b>Organization/Arrangement</b>	By Testing Agent name
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.5 file drawer
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2005 - 2017
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	20
<b>Retention</b>	Retain for 3 years or as long as Poultry Tester is an active agent, whichever is later, then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Tuberculosis and Brucellosis Test Records - Less than five in a herd</b>	<b>Page 21 of 22</b>
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<b>Record Series Content</b>	File contains Tuberculosis and Brucellosis records of herd owners that have had livestock tested. Information collected is herd owners name, address, location of livestock, number tested, number in herd, Veterinarian information, testing and results.
<b>Record Series Function</b>	Records document herd owners that has had their livestock vaccinated for Tuberculosis and Brucellosis.
<b>Organization/ Arrangement</b>	Filed by Julian date
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	2 file drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	4 file boxes
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2009 - 2018
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	21
<b>Retention</b>	Retain for 3 years then destroy
<b>Justification for Permanent Retention</b>	N/A

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2909</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Vaccination and Identification tag records</b>	<b>Page 22 of 22</b>
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<b>Record Series Content</b>	File contains a listing of identification and vaccination tag numbers issued for herds in Maryland.
<b>Record Series Function</b>	Vaccination tags issued to livestock producers
<b>Organization/Arrangement</b>	Filed by Julian date
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 log book
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 binder
<b>Current Location</b>	Maryland Department of Agriculture - Animal Health Program
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2010 - 2017
<b>Completeness /Gaps</b>	N/A
<b>Schedule Item Number</b>	22
<b>Retention</b>	Retain 1 year, then screen annually and destroy any material that has ceased to have administrative value.
<b>Justification for Permanent Retention</b>	N/A