



DEPARTMENT OF AGRICULTURE

ANIMAL INDUSTRY BOARD

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PBM 01234

RECORDS MANAGEMENT PROGRAM

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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE: December 21, 2009

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

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<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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AIB-1. ANNUAL AND QUARTERLY REPORTS:

07-059

This series contains the annual and quarterly reports for the Animal Industry Board. Statistical information is received from veterinarians announcing various diseases encountered in farm animals across the State. Annual reports are sent to the State Library and the Governor's Office.

RETENTION: Retain 5 years in office, then destroy.

(Note: File thirteen copies of the publication with the State Library pursuant to SDCL 14-A-3 and file two copies with the State Archives.)

(Note: Subject to archival screening prior to disposal.)

(Note: Previous record series number was 910-1.)

AIB-2. AUCTION MARKET CHANGE OF OWNERSHIP:

07-059

This series is arranged alphabetically by business name, then chronologically by year and contains the Federal Form 4-54 from auction markets listing official USDA eartags, registration tattoo numbers, and/or backtag numbers where change in ownership is involved. Information may include: name of auction facility, licensed South Dakota veterinarian, name of livestock seller or buyer, official ID (USDA eartags or registration tattoos), and backtag numbers. This record series is issued for disease control and to track animal movement in and out of the state.

RETENTION: Retain 2 years in office, then microfilm and maintain film for 8 years. Destroy after 10 years.

(Note: Previous record series number was 910-27.)

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AIB-3. AVIAN INFLUENZA:

07-059

This series is arranged alphabetically by producer's name and/or business name, then chronologically by year and contains SDSU Diagnostic Laboratory results for avian influenza. Information may include: correspondence, owner's name, licensed South Dakota veterinarian, poultry ID, and billing information. This record series is used for surveillance of avian influenza.

RETENTION: Retain 5 years in office, then destroy

AIB-4. BOND NOTICES AND YEARLY REGISTRATION:

07-059

This series is arranged alphabetically and contains bond notices and yearly registration. Information may include: the dollar amount of bond, date, and to whom issued. SDCL 40-15-10 requires livestock auction agencies to post a bond and file annual renewal registration form with this office. Copies are sent to the USDA Packers in Stockyards Administration.

RETENTION: Retain in office on microfilm for 5 years after termination, then destroy.

(Note: Previous record series number was 910-2.)

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AIB-5. BRUCELLOSIS RING TEST:

07-059

This series contains brucellosis ring test information. Information may include: plant name and ID (PUP), patron number, owner's name and address, owner's premises ID number, and date collected. The records are maintained for the Pierre State/Federal Brucellosis Laboratory.

RETENTION: Retain in office for 5 years, then destroy.

AIB-6. CALFHOOD BRUCELLOSIS VACCINATION CERTIFICATES:

07-059

This series contains proof of vaccination by tag and tattoo. Information may include: name of producer, type of brucellosis vaccine used, date of vaccination, veterinarians name, total number of animals vaccinated, official calthood vaccinate tags, age of animal, breed of animal, and sex of animal. These records are sent in by accredited veterinarians.

RETENTION: Retain 20, years, then destroy.

(Note: Previous record series number was 910-4.)

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AIB-7. CAPTIVE NON-DOMESTIC:

07-059

This series contains information regarding captive non-domestic animals. Information may include, but is not limited to: possession permits; buy/sell and movement permits; Tuberculosis and Chronic Wasting Disease test; status/accreditation certificates; death reports, and any correspondence. This record series is kept to issue status and accreditation levels; and permit producers who have captive non-domestic animals.

RETENTION: PAPER: Scan and retain for 5 years, then destroy provided the electronic images have been inspected and verified.

ELECTRONIC IMAGES: Retain current. Destroy superseded or obsolete.

AIB-8. FOOD SAFETY REGULATORY ESSENTIALS:

07-059

This series is arranged by area, then by plant and contains laboratory results for listeria, salmonella, and antimicrobial screen at each establishment. Information may include: product reviews, food safety, nutrition, food code, GMP's, and state performance plan. This record series is used to monitor product as Federal law requires the records to verify "Equal to Status."

RETENTION: PAPER: Scan and retain for 5 years, then destroy provided the electronic images have been inspected and verified; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ELECTRONIC IMAGES: Retain 10 years, then destroy.

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AIB-9. HATCHERY PERMITS:

07-059

This series is arranged alphabetically by hatchery and contains hatchery permits. Information may include: the application, copy of the permit, and related correspondence. Annual permits are required for both in-state and out-of-state poultry hatcheries.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was 910-5.)

AIB-10. HEALTH CERTIFICATES, EXPORTS AND IMPORTS:

07-059

This series is arranged alphabetically and contains export and import health certificates. Information may include: consignee, consignor, addresses, date of issuance, veterinarian's signature, area status, herd status, and lab confirmation. Health certificates are required for interstate transportation of livestock. Approximately 800,000 certificates are issued annually. This record series is maintained pursuant to SDCL 40-6-3; 40-6-4; and 40-14.

RETENTION: Retain 5 years in office, then destroy.

(Note: Previous record series number was 910-6.)

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AIB-11. IMPORTATION PERMITS (LIVESTOCK):

07-059

This series is arranged numerically and contains livestock importation permits. Information may include: veterinarian's signature, origin of livestock, number and kind of animals, test information, buyer's name, and inspector. All imported livestock are required to have prior entry permits. Cattle without certificates of health are quarantined until tested at the owner's expense.

RETENTION: PAPER: Retain 1 year in office, then destroy provided permits have been entered into computerized database.

DATABASE: Retain information current. Delete superseded or obsolete information.

(Note: Previous record series number was 910-7.)

AIB-12. INSPECTION REPORT COMPOSITES, AUCTION AGENCIES:

07-059

This series is arranged chronologically and contains a summary of information from the "Inspection Reports, Auction Agencies". This record series is used to maintain a composite of the number of head going through the auctions and the total amount collected from the auctions.

RETENTION: Retain 3years in office, transfer to storage for 4 years. Destroy after 7 years.

(Note: Previous record series number was 910-8.)

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AIB-13. INSPECTION REPORTS, AUCTION AGENCIES:

07-059

This series is arranged chronologically and contains the auction agencies inspection reports. Information may include: the type and number of livestock inspected at each station. This record series is used to collect money for the State and to reimburse the various veterinarians who do the testing and inspecting at these auctions. This series is maintained pursuant to SDCL 40-15-18 thru 40-18-25.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was 910-9.)

AIB-14. LICENSE FILES, MEAT ESTABLISHMENTS:

07-059

This series contains applications for all South Dakota slaughter, processing, custom exempt establishments, and retail store meat processors which are licensed annually. Information may include: documentation of the application and license fees. This record series is used to justify the money collected by this office for licensing.

RETENTION: PAPER: Scan and retain for 3 years, then destroy provided the electronic images have been inspected and verified; and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ELECTRONIC IMAGES: Retain 15 years, then destroy provided obsolete.

(Note: Previous record series number was 910-11.)

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AIB-15. LICENSE FILES, VETERINARIANS:

07-059

This series contain license information for both in- and out-of-state veterinarians. Information may include: accreditation and related correspondence. Law requires that veterinarians doing regulatory work such as Brucellosis testing be licensed and accredited.

RETENTION: Retain 5 years in office after termination on microfilm jackets. Destroy 5 years after termination.

(Note: Previous record series number was 910-12.)

AIB-16. LICENSED LIVESTOCK DEALERS:

07-059

This series is arranged alphabetically by name and contains licensed livestock dealer files. Information may include: dealer name, date, address, and notice of valid bond. Packers and Stockyards Act 201.30 (D) requires that livestock dealers be licensed annually and bonded for \$10,000. This record series is maintained pursuant to SDCL 40-15A.

RETENTION: Retain 2 years in office, the transfer to storage for 2 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was 910-13.)

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AIB-17. LICENSING AND BONDING FILES:

07-059

This series is arranged alphabetically and contains licensing and bonding information on auction agencies and stockyards. Information may include: renewal date, expiration date, location, license number, and data relating to bonding. SDCL 40-15 requires that auction agencies and stockyards be licensed and bonded annually.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was 910-14.)

AIB-18. MEAT INSPECTION COMPOSITES:

07-059

This series is arranged alphabetically by area and contains meat inspection composite information received by this office from area veterinarians, meat inspectors, and establishment owners. Information may include: inspection application, survey, blueprints, sewer certificate, water sample report for establishments, state review and evaluation, in-plant review, field slaughter, compliance information, and correspondence. Federal law requires these records be maintained to verify "Equal to Status."

RETENTION: Retain 3 years in office, then microfilm and maintain film for 7 years. Destroy film after 10 years.

(Note: Previous record series number was 910-15.)

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AIB-19. MEAT INSPECTION FORMULA AND LABELING FILES:

07-059

This series is arranged alphabetically by establishment and contains meat inspection files. Information may include: name and inspection number of business, product, and approval of request for label. This record series is used to document label and formula approvals granted to meat processing resalers.

RETENTION: Retain current formulas and labels in office. Microfilm inactive labels and/or formulas and maintain film for 10 years. Destroy film 10 years after inactive.

(Note: Previous record series number was 910-16.)

AIB-20. MEAT INSPECTION REIMBURSEMENT DOCUMENT:

07-059

This series is arranged chronologically and contains the original meat inspection reimbursement document. Information may include: budget, correspondence, monthly and quarterly reports, and audit information. This record series is used to obtain reimbursement from the federal government.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was 910-17.)

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AIB-21. MEAT INSPECTION SANITATION REPORTS:

07-059

This series is arranged by area, then by plant and contains a report of conditions at each official establishment in South Dakota. Information may include: monthly sanitation reports and bi-annual retail sanitation reports. This record series is used for monitoring the sanitation of establishments; and the conditions of areas, items, and personnel within plants.

RETENTION: Retain 3 years in office, then microfilm and maintain film for 7 years. Destroy film after 10 years.

(Note: Previous record series number was 910-18.)

AIB-22. NATIONAL ANIMAL IDENTIFICATION SYSTEM:

07-059

This series is arranged alphabetically by primary contact and contains the premises registration forms for electronic eartags for private individuals, all auction markets, zoos, 4-H, large business that are owned by a company, hutterite colonies, and slaughter plants. Information may include: correspondence, producers or businesses names, address, contact phone number, user name/password, and species on premises. This record series is used for contact and location information in case of a foreign animal or domestic animal disease outbreak.

RETENTION: Retain current in office. Destroy superseded or obsolete.

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AIB-23. PRIVATE BOVINE BRUCELLOSIS TEST:

07-059

This series is arranged in alphabetically, then chronologically by year and contains the Federal Form 4-33 and SDSU Diagnostic Laboratory forms listing official USDA eartags and/or registration tattoo numbers where change in ownership or a brucellosis confirmation test occurred. The State/Federal Brucellosis Laboratory and the SDSU Diagnostic Laboratory are involved in the testing. Information may include: name of producer, licensed South Dakota veterinarian, official USDA eartags, and/or registration tattoo numbers. This record series is used for disease control and to track animal movement in and out of the state.

RETENTION: Retain 2 years in office, then microfilm and maintain film for 8 years. Destroy film after 10 years.

(Note: Previous record series number was 910-25.)

AIB-24. RABIES INFORMATION:

07-059

This series is arranged chronologically and contains diagnostic rabies test results submitted by veterinarians doing rabies test on animals such as cats, dogs, cattle, and skunks. The information is compiled into quarterly and annual reports. This record series is maintained pursuant to SDCL 40-12.

RETENTION: PAPER: Retain 1 year in office, then destroy provided information is entered into computerized database.

DATABASE: Retain information current. Delete superseded or obsolete information.

(Note: Previous record series number was 910-19.)

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AIB-25. RECEIVING FORMS AND RECEIVING REPORTS:

07-059

This series is arranged chronologically by date received and contains the number of blood samples received each day for any of the following establishments: federal and state slaughter plants, private veterinarians, and auction markets. Information may include: date received, date blood was drawn, reason for brucellosis/pseudorabies test, producers name for private blood samples submitted, auction market name, name of licensed South Dakota veterinarian, name of South Dakota Animal Industry Board inspector, number of blood samples, and species. The records are maintained in the computer at the Pierre State/Federal Brucellosis Laboratory. A Monthly report is printed and filed.

RETENTION: MONTHLY REPORT: Retain 4 years, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

RECEIVING FORMS: Retain 6 months in office, then destroy.

RECEIVING REPORT: Retain 5 years in office, then destroy.

(Note: Previous record series number was 910-3.)

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AIB-26. SDSU DIAGNOSTIC TESTS (MISCELLANEOUS):

07-059

This series contains miscellaneous tests conducted by SDSU Diagnostic Laboratory. Tests may include: Psuedorabies (PRV), Infectious Bovine Rhinotracheitis (IBR), Bovine Viral Diahrea (BVD), Parainfluenza-3 (PI3), Bovine Respiratory Syncytial Virus (BRSV), Porcine Parvovirus (PPV), Paratuberculosis (Johne's), Feline Leukemia Virus (FLV), Blue Tongue (BT), Equine Epizootic Hemorrhagic Disease (EHD), Equine Infectious Anemia (EIA), Bovine Leukemia Virus (BLV), Ovine Progressive Pneumonia (OPP), Caprine Arthritis Encephalitis (CAE), Toxoplasmosis (TOXO), Brucella Ovis (B.Ovis), Anaplasmosis (ANP), Leptosirosis (LEPTO), and Tuberculosis (TB). Information may include: owner's name, address, and veterinarian who performed the test. This record series is maintained for documentation and reporting purposes.

RETENTION: Retain 2 years in office, then destroy.

(Note: Previous record series number was 910-21.)

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AIB-27. STATE AND FEDERAL REPORTS:

07-059

This series contains monthly state reports and annual federal reports regarding Bovine and Porcine Brucellosis; Pseudorabies; Tuberculosis; and Equine Infectious Anemia. This record series is kept in order to maintain South Dakota's status and/or surveillance for Bovine and Porcine Brucellosis; Pseudorabies; Tuberculosis; and Equine Infectious Anemia, which is determined by USDA.

RETENTION: Retain 10 years in office, then destroy.

(Note: Previous record series number was 910-22.)

AIB-28. STATE AND FEDERAL SLAUGHTER REPORTS:

07-059

This series is arranged alphabetically by business name, then chronologically by year and contains the Federal Form 4-54 from slaughter plants. Information may include: name of slaughter facility, date blood was drawn, name of South Dakota Animal Industry Board inspector, name and address of the Pierre State/Federal Brucellosis Laboratory, date of test results, and the name of laboratory person who conducted the test and test results. This record series is issued for disease control and surveillance. Records are maintained in the Federal Generic Database.

RETENTION: Retain 2 years in office, then transfer to storage for 3 years. Destroy after 5 years.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Agriculture
DIVISION: Animal Industry Board
OFFICE: _____
PROGRAM: _____
RECORDS OFFICER: Dustin Oedekoven
RM CUSTOMER #: 0121

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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AIB-28.1. SURPLUS PROPERTY FILES:

09-012

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

AIB-29. TRAINING MATERIALS (MEAT INSPECTORS):

07-059

This series contains training material used to train new meat inspectors. Information may include: brochures, training kits, and compliance inquiries. The information is furnished by the U.S. Department of Agriculture, and the Animal, Plant, and Health Inspection Service.

RETENTION: Retain current in office, destroy superseded or obsolete.

(Note: Previous record series number was 910-26.)