

Schedule 31-5

DEPARTMENT OF AGRICULTURE

BUREAU OF ANIMAL INDUSTRY

July 17, 2006

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

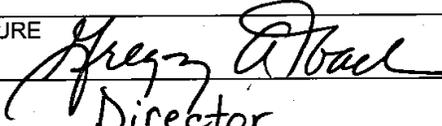
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	31-5
AGENCY, BOARD OR COMMISSION	Department of Agriculture
DIVISION, BUREAU OR OTHER UNIT	Bureau of Animal Industry
Supersedes edition April 14, 2005	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

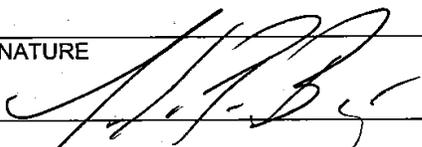
PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE	
TITLE	Director
DATE	July 11, 2006

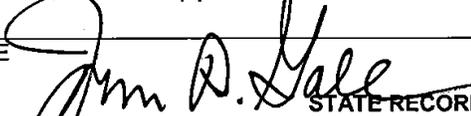
PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE		DATE	July 13, 2006
STATE ARCHIVES			

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE		DATE	July 17, 2006
STATE RECORDS ADMINISTRATOR			

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE NO. 31-5 - DEPARTMENT OF AGRICULTURE, BUREAU OF ANIMAL INDUSTRY

31-5 ADMINISTRATIVE RECORDS

31-5-1 AGREEMENT TO APPLY BACKTAGS

Agreement with individuals to apply backtags at auction markets.

Dispose of 2 years after termination of contract, provided audit has been completed.¹

31-5-2 BRUCELLOSIS AND SALE BARN PAYROLL (ANH 152 AND SBP 263) (OBSOLETE 2000)

Monthly payment is made to veterinarians for program testing, backtagging, and branding reactor animals (COM record ANH 152 Claim Register is generated monthly). Payment is received from auction markets for inspection of livestock by an auction market veterinarian. Payment is made to veterinarians for these inspections on a monthly basis (COM record SBP 263 Claim Register is generated).

Dispose of obsolete records after 5 years.

31-5-3 BRUCELLOSIS HERD FILES - CATTLE

Information from test charts, laboratory test results, quarantine information, and field investigations are entered into computer maintained by USDA/APHIS/VS. Herd files are filed alphabetically by owner and may contain: laboratory test results, brucellosis quarantine of cattle, certified herd cooperative brucellosis eradication, herd history sales and purchases, letter of instruction for owners of brucellosis infected cattle, notice of quarantine or brucellosis suspects, miscellaneous correspondence, etc. Includes data maintained on Brucellosis Pending List from suspect and MCI herds.

CERTIFIED BRUCELLOSIS FREE HERDS:

ORIGINAL RECORD: Microfilm and destroy.

SECURITY MICROFILM: Transfer to security storage; dispose of 20 years after date of test.

MICROFILM WORK COPY: Dispose of 20 years after date of test.

COPY OF TEST RECORD: Send to USDA/APHIS/VS.

INFECTED HERDS:

ORIGINAL RECORD: Microfilm and destroy after herd is released from quarantine.

SECURITY MICROFILM: Transfer to security storage; dispose of 20 years after herd is released from quarantine.

MICROFILM WORK COPY: Dispose of 20 years after herd is released from quarantine.

COPY OF TEST RECORD: Send to USDA/APHIS/VS.

PRIVATE NEGATIVE: GREEN COPY: Dispose of after 1 month.

ORIGINAL TEST CHART: Send to USDA/APHIS/VS.

PROGRAM HERDS: NEGATIVE ORIGINAL RECORDS: Microfilm and destroy.

SECURITY MICROFILM: Transfer to security storage; dispose of after 20 years.

MICROFILM WORK COPY: Dispose of after 20 years.

31-5-4 BRUCELLOSIS HERD FILES - SWINE

Includes test record, miscellaneous correspondence, etc. Test charts for other purposes are filed by month. Validated herds are filed alphabetically by herd owner.

TEST CHARTS: Transfer to the State Records Center after 1 year; dispose of after 10 years.

VALIDATED HERDS: Transfer to the State Records Center 1 year after expiration date; dispose of 10 years after expiration date.

31-5-5 MARKET CATTLE TEST FILES

File generated by an investigation of market reactors. Information from documents is entered into computer maintained by USDA/APHIS/VS. File may contain Brucellosis Test Record--Market Cattle Testing Program, Field Investigation of Brucellosis Market Test Reactors, Herd History, Sales and Purchases, Laboratory Test Results, Brucellosis Quarantine of Cattle, etc.

MCI REACTOR HERD OF ORIGIN:

ORIGINAL RECORD: Microfilm and destroy after herd has tested negative or animal is slaughtered.

SECURITY MICROFILM: Transfer to security storage; dispose of 20 years after herd tested negative or animal is slaughtered.

MICROFILM WORK COPY: Dispose of 20 years after herd tested negative or animal is slaughtered.

NEGATIVE: BRUCELLOSIS TEST RECORD: Send to USDA/APHIS/VS.

31-5-6 BRUCELLOSIS LAB CHART

A computer listing of brucellosis test results is printed on a daily basis.

DAILY CHARTS: Dispose of after monthly listing is generated.

MONTHLY CHARTS: Dispose of after 3 years.

ELECTRONIC DATA: Dispose of after 2 years.

SECURITY BACKUP COPY: Backup weekly, dispose of after superseded.

31-5-7 BRUCELLOSIS RING TEST FILES

File may contain suspicious ring test investigation, Nebraska Bureau of Animal Industry (BAI) and Animal Health Division-USDA form letter, and brucellosis ring test patron list.

Dispose of after 7 years.

31-5-8 BRUCELLOSIS VACCINATION RECORD (VS 4-26)

Records are entered into computer and filed in batch files by Julian date. Two computer output microfiche listings are generated every 3 years. One is by herd owner (FISH ALPHA); the other is by tag number (FISH NUM).

ORIGINAL RECORD: Transfer to the State Records Center after 2 years; dispose of after 20 years.

SECURITY MICROFICHE: Transfer to security storage; dispose of after 20 years.

MICROFICHE WORK COPY: Dispose of after 20 years.

ELECTRONIC DATA: Dispose of after 20 years.

SECURITY BACKUP COPY: Backup weekly; dispose of after superseded.

31-5-9 REPORT OF BACKTAGS APPLIED (NB-52)

Report of backtags applied (Form NB-52), original calculated for payment. Reports are filed by market by year.

Transfer to the State Records Center 6 months after end of year; dispose of after 3 years, provided audit has been completed.¹

31-5-10 REPORTS OF BRUCELLOSIS CONTROL ACTIVITIES

May include Monthly Report of Brucellosis Eradication Activities, Quarterly Swine Report, Monthly Report of Brucellosis Testing Deficiencies, Application for Brucellosis Classification or Reclassification, etc. Reports are prepared by BAI and sent to Veterinary Services APHIS in Hyattsville, Maryland.

Dispose of after 2 years.

31-5-11 TAG IDENTIFICATION LOG BOOK

Record of metal identification tags, reactor tags, and vaccination tags which are used to identify animals.

Dispose of 20 years after date tag was issued.

31-5-12 CARD AND PLATE TEST PERMITS

File contains letter of certification and score sheet from laboratory filed alphabetically by name.

Dispose of after 10 years.

31-5-13 LIVESTOCK AUCTION MARKET INSPECTION FORM (NBAI 18)

Report of inspection of livestock market facilities. Facilities are inspected on a quarterly basis.

Dispose of after 2 years, provided audit has been completed.¹

31-5-14 LIVESTOCK DEALER FILES

Includes application forms, bonding certifications, records of identification cards issued, copies of licenses, and correspondence.

Dispose of 3 years after expiration, provided audit has been completed.¹

31-5-15 LIVESTOCK MARKET AND LIVESTOCK AUCTION MARKET FILES

Includes application forms (original, renewal, and transfer), bonding certifications, and copies of licenses, approved veterinarian contracts, card and plate recertification test results, correspondence, and inspection fee receipts.

CARD AND PLATE RECERTIFICATION TEST RESULTS: Dispose of after 3 years.

CORRESPONDENCE: Dispose of after 3 years.

RENEWAL LICENSES: Dispose of after 3 years.

INSPECTION FEE RECEIPTS: Dispose of after 3 years.

ALL OTHER RECORDS: Transfer to the State Records Center 2 years after date market closed; dispose of expired material 5 years after market is closed.

31-5-16 PET FEED AND RENDERING PLANT FILES

Includes application forms, copies of licenses, inspection reports, correspondence, shipping documents, etc.

Dispose of 3 years after expiration, provided audit has been completed.¹

31-5-17 HEALTH CERTIFICATES

31-5-17-1 NEBRASKA HEALTH CERTIFICATES AND CERTIFICATES OF INSPECTION (ALL SPECIES EXCEPT SHEEP AND CERVINE)

Health Certificates are issued by an accredited veterinarian to move livestock from Nebraska to another state. These certificates bear a description of the livestock and a certification by the accredited veterinarian that the animals are free from visible signs of infectious or communicable disease, and that they have received required vaccinations. Certificates are filed by the state of destination by month.

Transfer to the State Records Center after December 31 of each year; dispose of after 3 years.

31-5-17-2 NEBRASKA HEALTH CERTIFICATES – SHEEP & CERVINE

Health Certificates are issued by an accredited veterinarian to move livestock from Nebraska to another state. These certificates bear a description of the livestock and a certification by the accredited veterinarian that the animals are free from visible signs of infectious or communicable disease, and that they have received required vaccinations. Certificates are filed by the state of destination by month.

Transfer to the State Records Center after December 31 of each year; dispose of after 5 years.

31-5-17-3 OUT-OF-STATE HEALTH CERTIFICATES AND CERTIFICATES OF INSPECTION (ALL SPECIES EXCEPT SHEEP AND CERVINE)

Health certificates are issued by the state from which the livestock are shipped. These certificates include a description of the livestock and a certification by an accredited veterinarian that the animals are free from visible signs of infectious or communicable disease, and that they have received required vaccinations. Certificates are filed by the state of origin by month.

Transfer to the State Records Center after 1 year; dispose of after 3 years.

31-5-17-3 OUT-OF-STATE HEALTH CERTIFICATES AND CERTIFICATES OF INSPECTION – SHEEP AND CERVINE

Health certificates are issued by the state from which the livestock are shipped. These certificates include a description of the livestock and certification by an accredited veterinarian that the animals are free from visible signs of infectious or communicable disease. Certificates are filed by the state of origin by month.

Transfer to the State Records Center after 1 year; dispose of after 5 years.

31-5-18 NATIONAL POULTRY IMPROVEMENT PLAN AGREEMENTS AND INSPECTION FORMS

Agreements expire June 30th of each year and are to be renewed annually. Agreements are batch filed by year (July 1st through June 30th). A copy is forwarded to the University of Nebraska Poultry and Egg Division. Inspection forms are completed by the Nebraska Poultry & Egg Division with a copy forwarded to BAI.

AGREEMENT FORMS: Dispose of 2 years after expiration.

INSPECTION FORMS: Dispose of after 2 years.

31-5-19 OUT-OF-STATE POULTRY PERMIT FILES

Poultry permit applications are issued yearly. Permits expire September 1st of each year. The permit allows the entry of poultry and/or hatching eggs into the state of Nebraska. Applications are received and then issued a permit number. Original applications are batch filed by year (September 1st through August 31st). A copy of the application is forwarded to the University of Nebraska Poultry and Egg Division.

Dispose of 2 years after expiration, provided audit has been completed.¹

31-5-20 QUARANTINE OF LIVESTOCK AND POULTRY (FORM A-276A)

Record of quarantine of livestock and poultry with communicable diseases.

Dispose of 3 years after release of quarantine.

31-5-21 MISCELLANEOUS DISEASES FILE

Results of tests run for diseases other than brucellosis, pseudorabies, tuberculosis, scrapie, scabies, and EIA are batch filed by calendar year.

Dispose of after 5 years.

31-5-22 TUBERCULOSIS TEST FILES

File may contain Accredited Area Surveillance for Tuberculosis, Accredited Herd Certificate Cooperative Tuberculosis Eradication, Progress Worksheet, Closing Report of Herd Investigation of Tuberculosis Lesions or Thoracic Granulomas in Regular Kill Animals, Investigation of Evidence of Tuberculosis, and Proceeds from Animals Sold for Slaughter, etc. Test records are batch filed by month, by year.

Transfer to the State Records Center after 1 year; dispose of after 25 years.

31-5-24 SCRAPIE FILES

File may contain quarantine, lab report, correspondence, etc.

Dispose of 10 years after release of quarantine.

31-5-25 EQUINE INFECTIOUS ANEMIA LAB TEST REPORT (VS 10-11)

Lab test results of horses moved interstate and race horses which must be tested for infectious anemia. Charts are batch filed by month.

Transfer to the State Records Center after 1 year; dispose of after 3 years.

31-5-26 INCOMING AND OUTGOING CORRESPONDENCE

Incoming - contains a variety of different documents pertaining to animal diseases, newsletters from other states and organizations, and regulations from other states. Documents are filed individually by animal diseases. Newsletters are filed either by organization or by state.

Regulations are filed by state.

Outgoing - letters generated by this office to an organization, producer, or field staff. Copy is placed in herd file if applicable and a copy is placed in a general correspondence folder by date.

INCOMING CORRESPONDENCE: Dispose of after 2 year.

OUTGOING CORRESPONDENCE: Dispose of after 2 years.

REGULATIONS: Dispose of after superseded.

31-5-27 VACCINE APPROVAL

Requests are received from laboratories to conduct field trials and studies on experimental vaccine.

Dispose of after 3 years.

31-5-28 VETERINARIAN FILES

Individual files alphabetically by name. Contains copy of accreditation letter, discrepancy letter, change of address, and correspondence.

DISCREPANCY LETTERS AND CORRESPONDENCE: Dispose of after 3 years.

ACCREDITATION LETTER: Retain permanently or dispose of when notified of retirement, death, moved out of state or no longer practices in Nebraska, whichever is sooner.

31-5-29 INVESTIGATION FILES

31-5-29-1 CASE FILES

Files are filed by area and case number and may contain Complaint Record/Disposition Form, Documentation of Investigation Report, Documents Pertinent to the Investigation, Uniform Investigative Report, Supplemental Report, etc.

CASE FILES CLOSED WITHOUT A COURT HEARING: Transfer to the State Records Center after end of calendar year; dispose of after 20 years.

CASES FILED WITH THE COUNTY COURT: Transfer to the State Records Center after end of calendar year closed; dispose of 20 years after closed, subject to review by the State Archives for possible accession.

31-5-29-2 INDEX CARD FILE

Card file serves as an index to all complaints/cases.

Dispose of after 20 years, subject to review by the State Archives for possible accession.

31-5-29-3 INVESTIGATION LOG BOOK (BAI 78)

Log book is maintained on all complaints by calendar year.

LOG BOOK: Dispose of after 5 years.

YEAR END SUMMARY REPORT: Dispose of after 5 years.

ELECTRONIC DATA: Dispose of after 2 years.

SECURITY BACKUP COPY: Backup weekly; dispose of after superseded.

31-5-29-4 IMPORT PATROL RECORDS

Includes transit inspection forms, uniform citation and complaint forms and related quarantines and documents.

ORIGINAL RECORD: INNOCENT PLEA TO CITATION COMPLAINT: See Case Files, Records Retention Schedule item #31-5-29-1.

ALL OTHER RECORDS: Dispose of 3 years after completion date.

YEAR-END SUMMARY REPORT: Dispose of after 5 years.

ELECTRONIC DATA: Dispose of 3 years after completion date.

SECURITY BACKUP COPY: Backup weekly; dispose of after superseded.

31-5-30 IMPORTS RECORDS

31-5-30-1 CATTLE IMPORT PERMIT FORMS

Permit numbers are required on certain animals moving into Nebraska from other states. Permit forms are completed either by a telephone request or on a preassigned permit form. Information is entered into a computer and stored in cattle permit file.

PERMIT FORMS: Transfer to the State Records Center after end of calendar year; dispose of after 5 years.

ELECTRONIC DATA: Dispose of after 5 years.

SECURITY BACKUP COPY: Backup weekly; dispose of after superseded.

31-5-30-2 CATTLE RETURNING TO NEBRASKA FROM GRAZING

Nebraska producers sending cattle to a neighboring state for grazing purposes will be allowed to return to Nebraska without testing for brucellosis if certain conditions are met.

Transfer to the State Records Center after December 31; dispose of after 5 years.

31-5-30-3 GRAZING PERMIT AGREEMENT FILES

Issued for (Non-OCV) cattle from neighboring states coming into Nebraska for grazing or foraging purposes. Expired agreements are filed in a folder for the year.

Transfer to the State Records Center after December 31; dispose of 5 years after agreement has expired.

31-5-30-4 COMMUTER CATTLE AGREEMENT FILES

Computer permits are issued for cattle moving interstate from a farm of origin or returning interstate to a farm of origin in the course of normal ranching operations without a change of ownership. The movement should be directly to or from another premises owned, leased, or rented by the same individual. The commuter permit exempts the cattle from the brucellosis testing and vaccination requirements. The commuter permit should originate from the state veterinarian's office in the same state where the producer is located. The original commuter permit is retained in the Nebraska BAI office, a copy is sent to the applicant, and a copy is also sent to the neighboring State Veterinarian's office. Individual files are made for each agreement and filed alphabetically by herd owner. Agreements expire December 31 of each year.

Transfer to the State Records Center after 1 year; dispose of after 2 years.

31-5-30-5 CONTROLLED FEEDLOTS (OBSOLETE 2000)

Controlled Feedlot, etc. Feedlot status is renewed annually. Files may contain Application for Controlled Feedlot, Report of Inspection of Controlled Feedlot, and Statement for Exemption to Allow Breeding Cattle to be Fed in Controlled Feedlots, Controlled Feedlot Agreement for Breeding Cattle, Memo to Determine Disposition of Shipment, Memo to Inspect.

Immediately dispose of obsolete records.

31-5-30-6 CORRESPONDENCE (IMPORTS)

Written correspondence is received from BAI field staff and Veterinary Services field staff. If the correspondence pertains to a document or file, the correspondence from the field staff is attached. If there is no file or document to attach the correspondence to, it is batch filed for the current year and filed by area.

Dispose of after 2 years.

31-5-30-7 DISCREPANCY LETTERS

Health certificates from other states are reviewed for compliance with Nebraska import regulations. If a discrepancy is found with the health certificate, an import checklist is reviewed by the veterinarian in charge of imports. The veterinarian indicates if a discrepancy letter (BAE) is to be mailed. A copy of the discrepancy letter, health certificate, and responses from veterinarians are filed alphabetically by veterinarian for the current years.

IMPORT CHECKLIST: Dispose of after Discrepancy Letter (BAE) is completed.

ALL OTHER RECORDS: Dispose of after 2 years.

31-5-30-8 QUARANTINE OF LIVESTOCK

Quarantines are issued on livestock moving into Nebraska which need to meet specific import requirements. Livestock may be quarantined for:

- A. TB test on Arrival,
- B. Brucellosis Retest,
- C. Spay or castrate on Arrival,
- D. Import Violation
- E. General

Quarantines issued for "A. through D." are placed in a call-up file by which they are due in the office. Quarantines for "E." are placed in individual files and filed alphabetically by herd owner. When the requirements of quarantine "A. through D." have been met, quarantine is released and they are placed in alphabetical order by herd owner in a close-out file for the current year.

Transfer those records in which the quarantine has been released to the State Records Center after end of current year; dispose of 2 years after release of quarantine.

31-5-30-9 REPORTS GENERATED FROM IMPORT PERMITS

The following reports are generated as needed: Cattle Permit Import Summary, Cattle Permit Quarantine Report, Cattle Permit Listing-Printed Weekly, etc.

Dispose of when no longer of reference value or when superseding report has been generated, whichever is sooner.

31-5-30-10 SWINE IMPORT PERMIT (OBSOLETE 2000)

Permit numbers are issued for all swine entering Nebraska. Swine permits are entered into computer and stored in swine permit file.

Immediately dispose of obsolete records.

31-5-31 PSEUDORABIES RECORDS

31-5-31-1 APPLICATION FORMS

Filed in batches by month.

Dispose of after 1 year.

31-5-31-2 OWNER/SHIPPER STATEMENTS (OBSOLETE 2000)

Filed in batches as they come in.

Immediately dispose of obsolete records.

31-5-31-3 QUARANTINED HERDS

Documents contained in individual herd owner files may include quarantine, epidemiology report of maps and notes, correspondence, field notes, pseudorabies file checklist, telephone logs, test charts, herd cleanup plans, etc. On-line data tables involve: owner, herd, test, quarantine, neighbors, sale, purchases, herd clean-up plan, and comment.

ORIGINAL RECORD: Transfer to the State Records Center 2 years after date quarantine is released; dispose of 6 years after date quarantine is released.

ELECTRONIC DATA: Retain while herd is under quarantine; move to history 3 years after date quarantine was released and delete.

HISTORY TAPES: Dispose of 6 years after quarantine released.

SECURITY BACKUP COPY: Dispose of after 3 years.

31-5-31-4 RESTRICTED PREMISES AND APPROVED FEEDING FACILITIES (OBSOLETE 2000)

File may contain approval form, correspondence, field notes, quarantine, etc. On-line data tables involve: owner, herd, test, quarantine, neighbors, sale, purchases, and herd clean-up plan and comment.

Immediately dispose of obsolete records.

31-5-31-5 SLAUGHTER TEST CHARTS

Filed in batches by quarter as they are received.

Dispose of after 1 year.

31-5-31-6 SLAUGHTER WORKSHEETS

Filed in batches by quarter as they are received.

Dispose of after 1 year

31-5-31-7 SWINE BACKTAG REPORT

Filed in batches by date received.

Dispose of after 1 year.

31-5-31-8 TELEPHONE LOGS ON NON-QUARANTINED HERDS (OBSOLETE 2000)

Immediately dispose of obsolete records.

31-5-31-9 TEST CHARTS (NON FEE BASIS NEGATIVE & FEE BASIS NEGATIVE)

Filed in batches by month.

ORIGINAL RECORD: Transfer to the State Records Center after 1 year; dispose of after 2 years; provided an audit has been completed.¹

ELECTRONIC DATA: NON FEE BASIS NEGATIVE: Backup weekly; dispose 2 years after date of test.

FEE BASIS NEGATIVE: Dispose after 2 years provided an audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

31-5-31-10 VACCINATION APPROVAL FORMS

Filed in batches as received.

Transfer to the State Records Center after 1 year; dispose of after 2 years.

31-5-31-11 MANUFACTURER'S REPORT ON VACCINE SOLD

Filed in batches by manufacturer.

ORIGINAL RECORD: Dispose of after 1 year.

ELECTRONIC DATA: Move to history and after 1 year and delete.

HISTORY TAPES: Dispose of after 1 year.

SECURITY BACKUP COPIES: Backup electronic data and history tapes weekly; dispose of after superseded.

31-5-31-12 DOCUMENTATION OF CORRECTIONS (OBSOLETE 2000)

Form is used to make corrections to the pseudorabies database. Filed in batches by month.

Dispose of 6 months after the correction is made.

31-5-31-13 COMMENT TABLE (OBSOLETE 2000)

Narrative of contacts from the office or field staff of activities in the herd.

(Notify programmer on June 30 and December 31 to execute deleting information.)

Immediately dispose of obsolete records.

31-5-31-14 TRACE FORMS

Form letters are generated on sales and purchases from quarantine herds. Letters are also mailed to neighbors of a quarantine herd and a copy of the letter also goes to the area supervisor. The supervisor will return the letter to the office and indicate whether the neighbor is required to test. When the sales, purchases and neighbor letters are returned to the office the GDB database is updated.

Dispose of after 1 year.

31-5-31-15 OUT-OF-BUSINESS RECORD (OBSOLETE 2000)

Determine previous statuses of the herd. **(Notify Division Programmer on June 30 and December 31 to Execute Programs to Delete Records).**

Immediately dispose of obsolete records.

31-5-32 COMMERCIAL DOG AND CAT INSPECTION PROGRAM

31-5-32-1 ANIMAL CONTROL FACILITY/ANIMAL SHELTER LICENSE APPLICATION

Applications are filed by licensing year in license number order. Includes license application and copy of license issued.

Dispose of after 10 years.

31-5-32-2 COMMERCIAL BREEDER, KENNEL, DEALER LICENSE APPLICATION

Applications are filed by licensing year in license number order. Includes license application and copy of license issued.

Dispose of after 10 years.

31-5-32-3 PET SHOP LICENSE APPLICATION

Applications are filed by licensing year in license number order. Includes license application and copy of license issued.

Dispose of after 10 years.

31-5-32-4 INSPECTION REPORTS

File includes inspection reports for all licensing categories of the **COMMERCIAL DOG AND CAT INSPECTION PROGRAM**. Reports are filed by date of inspection.

Dispose of after 10 years.

31-5-32-5 COMPLAINTS

File includes complaints received by the Division, which are related to the **COMMERCIAL DOG AND CAT INSPECTION PROGRAM**. Complaints are filed by date of complaint.

Dispose of after 10 years.

31-5-32-6 ELECTRONIC DATA ARCHIVES

All license applications are entered in a database from which license numbers are assigned and licenses printed. When a license is no longer active because of non-renewal, the electronic file is moved to the electronic data archives.

ORIGINAL RECORD: Dispose of after 10 years.

ELECTRONIC DATA: Dispose of after 10 years.

SECURITY BACKUP COPY: Backup weekly; dispose of after superseded.

31-5-32-7 CORRESPONDENCE

Includes incoming and outgoing letters, memos, brochures, and e-mails pertaining to the **COMMERCIAL DOG AND CAT INSPECTION PROGRAM**.

Dispose of after 3 years.

31-5-32-8 REQUESTS FOR LICENES APPLICATION

File includes record of requests received for license applications. Records are filed by date received and include name and address of person or business making request and date application was mailed.

Dispose of after 3 years.

32-5-32-9 STATISTICAL REPORTS

File includes statistical reports which have been compiled pertaining to the **COMMERCIAL DOG AND CAT INSPECTION PROGRAM**.

Dispose of after 10 years.

31-5-32-10 RECORDS REQUESTS

File includes completed records request forms and log of requests. Records are filed in date order.

Dispose of after 5 years.

31-5-33 DOMESTICATED CERVINE ANIMAL FILES

31-5-33-1 DOMESTICATED CERVINE ANIMAL (DCA) FACILITY FILES

Records are filed by facility in individual files for each facility. Records in files include DCA permit applications; DCA inspection reports; herd inventory reports and worksheets; chronic wasting disease, tuberculosis, and brucellosis herd status letters and applications; correspondence pertaining to the facility; and photographs of the facility.

Dispose of after 10 years.

31-5-34 PREMISES IDENTIFICATION FILES

31-5-34-1 PREMISES IDENTIFICATION REGISTRATION FILES

File contains original registration forms which were received from producers to apply for a Premises Identification Number.

Dispose of after 20 years.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet