



LIBRARY OF VIRGINIA

Archives, Records, and Collections Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 301-211

Agriculture and Consumer Services, Dept. of
Animal and Food Industry Services, Division of

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY

[Signature]

STATE ARCHIVIST

[Signature]

AGENCY RECORDS OFFICER

[Signature]

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: **SEP 12 2016**

POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.

7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.

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Agriculture and Consumer Services, Dept. of
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 EFFECTIVE SCHEDULE DATE: 9/12/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Agriculture Animal Seizure Reports</u> This series documents the seizure and impoundment of agricultural animals. This series may include, but is not limited to: reports and all attachments	200432	5 Years after end of calendar year	Non-confidential Destruction
<u>Animal Control Officer Training Records</u> This series documents training required for animal control officers in Virginia. This series may include, but is not limited to: certificates of completion, class rosters, correspondence, and any attachments.	200433	5 Years after end of calendar year	Non-confidential Destruction
<u>Animal Control Survey Responses</u> This series documents completed annual survey responses submitted by local animal control units. This series may include, but is not limited to: surveys and correspondence.	200434	5 Years after end of calendar year	Non-confidential Destruction
<u>Animal Custody Summary Reports</u> This series documents annual animal custody summaries submitted by public and private animal shelters, humane societies, and rescue groups. This series may include, but is not limited to: reports and correspondence.	200435	5 Years after end of calendar year	Non-confidential Destruction
<u>Complaint Files</u> The series documents all complaints received by the Department from individuals, businesses, government agencies, or on behalf of organizations. This series may include, but is not limited to: complaint forms, photos, and correspondence.	200524	5 Years after last action	Confidential Destruction
<u>Contagious Equine Metritis (CEM) Reports</u> This series documents horses that have been tested and treated for Contagious Equine Metritis(CEM). This series may include, but is not limited to: reports and correspondence.	200436	20 Years after end of calendar year	Non-confidential Destruction

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<u>Criminal Case Files</u> This series documents the investigation of felony animal abuse and neglect. This series may include, but is not limited to: reports, photographs, scene sketches, and all attachments.	200437		Permanent, In Agency
<u>Dangerous Dog Registry Records</u> This series documents dangerous dog information submitted by local animal control departments and dangerous dog owners. This series may include, but is not limited to: registration forms and correspondence.	200438	5 Years after event	Non-confidential Destruction
<u>Equine Infectious Anemia Test (Coggins)</u> The series documents testing on equine blood by the laboratory or veterinarian to determine whether a horse residing in Virginia has tested positive for Equine Infectious Anemia. This series may include, but is not limited to: laboratory test forms and attachments.	200439	3 Years after approval	Confidential Destruction
<u>Initial Shelter Inspection Letters</u> This series documents letters sent to animal shelters upon an initial inspection and subsequent approval to operate. This series may include, but is not limited to: inspection forms and correspondence.	200440	5 Years after closed	Non-confidential Destruction
<u>Lab Reports</u> The series documents laboratory submissions, test results, and other information related to tests that are performed in the regional animal health laboratories. This series may include, but is not limited to: submission forms, test data, chain of custody forms, photographs, and correspondence.	200441	5 Years after end of calendar year	Confidential Destruction
<u>Shelter Inspection Reports</u> This series documents the yearly inspections by the agency's shelter inspector. This series may include, but is not limited to: reports and correspondence.	200442	5 Years after end of calendar year	Non-confidential Destruction



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<u>Vaccine Request Forms</u> This series documents the requests of vaccine companies for approval to distribute their product in the commonwealth, and the approval or denial by the State Veterinarian. This series may include, but is not limited to: forms and correspondence.	200443	5 Years after end of calendar year	Non-confidential Destruction
