



**Agency Records Disposition Schedule**

Department: Department of Agriculture

Section: Animal Care Facilities Act Program

Division: Animal Health Program

Sub-Section:

**TITLE:** Animal Care Facilities Act (ACFA) Civil Actions

**CUTOFF:**EOCY in which case is resolved

**DESCRIPTION:** Files may include other routine forms of communication or business records. Inspectors document compliance for minimum standards defined under 2 CSR 30-9. Inspections are conducted prior to licensure, routinely throughout licensure, and as a result of complaints. As a result, the ACFA program may pursue some type of civil action against the party to resolve the matter or put them out-of-business. These actions may include voluntary surrender of the animals, stipulated settlement agreements, administrative hearings, or the like.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** The Animal Care Facilities Act (ACFA) Program provides regulatory oversight to individuals, entities and organizations that enter dogs and cats into commerce within the state. The staff of the program is responsible for the inspection of breeders and boarders

**DISPOSITION ACTION:** Destroy

**SERIES:** 23083

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Animal Care Facilities Act (ACFA) Criminal Actions

**CUTOFF:**EOCY in which criminal action is deemed resolved

**DESCRIPTION:** Files may include other routine forms of communication or business records. Inspectors document compliance for minimum standards defined under 2 CSR 30-9. Inspections are conducted prior to licensure, routinely throughout licensure, and as a result of complaints. As a result, the ACFA program may partner with a law enforcement agency to pursue some type of criminal action against the party to resolve the matter or put them out-of-business. These actions may include animals being seized under warrant, working with local prosecutors to have the violator charged with a crime.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** The Animal Care Facilities Act Program provides regulatory oversight to individuals, entities and organizations that enter dogs and cats into commerce within the state. The staff of the program is responsible for the inspection of breeders and boarders

**DISPOSITION ACTION:** Destroy

**SERIES:** 23084

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Agriculture

Section: Animal Care Facilities Act Program

Division: Animal Health Program

Sub-Section:

**TITLE:** Routine Licensure Documents

**CUTOFF:** EOY in which business closes

**DESCRIPTION:** Applicants are required to submit a signed application, payment worksheets, and a written program of veterinary care. Files may include other routine forms of communication or business records. Inspectors document compliance for minimum standards defined under 2 CSR 30-9. Inspections are conducted prior to licensure, routinely throughout licensure, and as a result of complaints.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** The Animal Care Facilities Act Program provides regulatory oversight to individuals, entities and organizations that enter dogs and cats into commerce within the state. The staff of the program is responsible for the inspection of breeders and boarders.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23082

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009