



## Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Animal Health Division

Sub-Section:

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**TITLE:** Anaplasmosis Test Records

**CUTOFF:**EOCY

**DESCRIPTION:** Animals tested for Anaplasmosis - disease in cattle

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4027

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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**TITLE:** Animal Health Certificates

**CUTOFF:**EOCY

**DESCRIPTION:** Certificates of health status for the movement of animals in and out of Missouri, includes exports, imports and not approved.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4013

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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**TITLE:** Baby Calf Quarantine File

**CUTOFF:**EOCY

**DESCRIPTION:** Quarantine letters for baby calves entering Missouri from other states.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4022

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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## Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Animal Health Division

Sub-Section:

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**TITLE:** Bluetongue Test Charts

**CUTOFF:**EOCY

**DESCRIPTION:** Animals tested for Bluetongue disease in cattle, cervidae (deer) and exotic animals.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4049

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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**TITLE:** Brand Files

**CUTOFF:**EOCY in which license expires.

**DESCRIPTION:** Livestock brands that have become inactive due to non payment/death/notice undeliverable or request.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Archives

**SERIES:** 4031

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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**TITLE:** Branding and Tagging/Bleeding Payroll

**CUTOFF:**EOFFY

**DESCRIPTION:** Record of payment to veterinarians for bleeding animals for retest and tagging them when needed for slaughter.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4047

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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## Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Animal Health Division

Sub-Section:

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**TITLE:** Brucellosis Cattle Test 4-331

**CUTOFF:** Fed. Aud.

**DESCRIPTION:** Brucellosis test will be done at a state approved laboratory using the tests specified by the Missouri State Veterinarian. A notation is to be made on test chart by testing veterinarian for "Cervidae Herd Certification". The blood sample shall be collected by an Accredited Veterinarian of the owner's choice.  
Duration of status - A herd is certified for 36 months

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4019

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

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**TITLE:** Brucellosis Infected Herd Files

**CUTOFF:** EOY in Which Herd Sold or Depopulated

**DESCRIPTION:** Herds that have been tested and are found to be infected with Brucellosis.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4020

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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**TITLE:** Brucellosis Infected Swine Herd Files

**CUTOFF:** Fed. Aud.

**DESCRIPTION:** Brucellosis Infected Swine Herd Files

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4037

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

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## Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Animal Health Division

Sub-Section:

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**TITLE:** Brucellosis Non-Certified Herds

**CUTOFF:** EOCY in which Drop out of Program

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**DESCRIPTION:** Herds that have dropped out of the Certified Herd Program.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 4024

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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**TITLE:** Calfhood Vaccination Records

**CUTOFF:** EOCY

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**DESCRIPTION:** Certificates for individual animals vaccinated for Brucellosis.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 4052

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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**TITLE:** Canine Test Charts

**CUTOFF:** EOCY

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**DESCRIPTION:** Includes charts of dogs tested for Brucellosis and cultures reports on canine sample.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 23058

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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## Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Animal Health Division

Sub-Section:

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**TITLE:** Card Tag File (OCV, Reactor, ID., Swine)

**CUTOFF:**

**DESCRIPTION:** Card Tag File (OCV, Reactor, ID., Swine)

**RETENTION:** Years: 20 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4025

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

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**TITLE:** EIA Reactor Files

**CUTOFF:**

**DESCRIPTION:** EIA Reactor Files

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4010

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

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**TITLE:** Equine Infectious Anemia (EIA) Negative Test Charts

**CUTOFF:**EOCY

**DESCRIPTION:** Negative Equine Infectious Anemia tests for horses.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4009

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



## Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Animal Health Division

Sub-Section:

**TITLE:** Equine Infectious Anemia (EIA) Violation Files

**CUTOFF:** EOCY

**DESCRIPTION:** Files kept for violation of Equine Infectious Anemia testing in horses.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4011

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

**TITLE:** Garbage Feedlot License Files.

**CUTOFF:** EOCY Drop Out of Program

**DESCRIPTION:** Garbage feedlots that have not relicensed. Garbage feedlots are licensed facilities that feed food waste products (manufacturing biproducts) to swine.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4035

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

**TITLE:** Johne's Disease Test Records

**CUTOFF:** End of Calendar Year of Test

**DESCRIPTION:** Records of animals tested for paratuberculosis - Johne's disease. Records include, but are not limited to: test charts; owner contact information; animal species, location, age, sex, and breed; veterinarian contact information; and reasons for test.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4026

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/28/2023



## Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Animal Health Division

Sub-Section:

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**TITLE:** Johnes Disease Voluntary Control Program Records

**CUTOFF:** End of Calendar Year Dropped From the Program

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**DESCRIPTION:** Records listing herds that are former participants in the Johnes Disease Voluntary Control Program. Records include, but are not limited to, owner contact information, location of the herds, and type of animal.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 24523

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/28/2023

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**TITLE:** Livestock Markets - Closed

**CUTOFF:** EOCY Drop Out of program

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**DESCRIPTION:** Livestock markets that have closed, license expired or dropped out of the program.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 4003

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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**TITLE:** Market Test Charts 4-54/Swine

**CUTOFF:** EOCY

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**DESCRIPTION:** Swine that are tested at market prior to sale.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 4054

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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## Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Animal Health Division

Sub-Section:

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**TITLE:** Microfilm Copy of County Brand Books

**CUTOFF:** EOSFY

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**DESCRIPTION:** Microfilm Copy of County Brand Books

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES:** 4032

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

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**TITLE:** Negative Brucellosis Cattel Test Charts

**CUTOFF:** EOCY

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**DESCRIPTION:** Test results for Cattle that have tested negative for Brucellosis.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 4018

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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**TITLE:** Negative Cattle Lepto Test Records

**CUTOFF:** EOCY

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**DESCRIPTION:** Records of Leptosporosis (Lepto) tests done for cattle.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 4017

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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## Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Animal Health Division

Sub-Section:

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**TITLE:** Negative Pseudorabies Test Charts

**CUTOFF:**

**DESCRIPTION:** Negative Pseudorabies Test Charts

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4042

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

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**TITLE:** Non-Qualified/Validated Swine Herds.

**CUTOFF:**EOCY Drop Out of Program

**DESCRIPTION:** Swine herds that have dropped out of the program

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4040

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

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**TITLE:** Positive Pseudorabies Quarantine File

**CUTOFF:**EOSFY

**DESCRIPTION:** Swine that have tested positive for Pseudorabies.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4043

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

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## Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Animal Health Division

Sub-Section:

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**TITLE:** Pseudorabies and Brucellosis Test Charts - Negative

**CUTOFF:** EOCY

**DESCRIPTION:** Pseudorabies and Brucellosis disease test that are done on swine.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4038

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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**TITLE:** Qualified Swine Herds (Inactive)

**CUTOFF:**

**DESCRIPTION:** Qualified Swine Herds (Inactive)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4045

**SERIES STATUS:** Approved

**APPROVAL DATE:** 3/21/1996

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**TITLE:** Rendering License Files - Closed

**CUTOFF:** EOCY Drop Out of Program

**DESCRIPTION:** Rendering plants that have closed or license has expired.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4005

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/27/2009

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## Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Animal Health Division

Sub-Section:

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**TITLE:** Slaughter Plant Records - 4-54's

**CUTOFF:**

**DESCRIPTION:** Slaughter Plant Records - 4-54's

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4053

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

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**TITLE:** Telephone Permit

**CUTOFF:**

**DESCRIPTION:** Telephone Permit

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4012

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

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**TITLE:** Tuberculosis Test Records - Goats

**CUTOFF:**

**DESCRIPTION:** Tuberculosis Test Records - Goats

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 4048

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

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## Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Animal Health Division

Sub-Section:

---

**TITLE:** Veterinarians Accreditation Files

**CUTOFF:** EOCY when accreditation ceases

**DESCRIPTION:** Newly licensed veterinarians in Missouri must attend a federally sponsored accreditation session outlining state and federal regulations regarding regulatory procedures and animal movement protocols. Upon completion, veterinarians are assigned a specific numeric and alphabetic code for use on official documents, health certificates and blood tubes used in regulatory diagnostics.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3993

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

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