

October 10, 2017

RECORD RETENTION GUIDELINES

Guidelines regarding records retention for official documents involving traceability and state/federal program disease activity.

Document Type	SDAIB Internal Record Retention Policy	Federal Regulations for Record Retention at Clinics
Certificate of Veterinary Inspection (Health Certificate)	5 years plus the current year	5 years (2 years for swine and poultry)
Change of Ownership	10 years	Clinic Discretion
OCV vaccination certificate	20 years	Clinic Discretion
TB/Brucellosis test chart	10 years	Clinic Discretion
EIA test chart	1 year	Clinics with approved EIA labs must keep EIA test records for 24 months (VS Memo 555.16)
*Official tag <u>distribution</u> records	5 years plus the current year	5 years
*Official tag <u>application</u> records	5 years plus the current year	5 years

*Official tags include: NUES tags (metal clip tags), 15 digit 840 AIN tags, Scrapie tags, swine premises tags



ANIMAL DISEASE TRACEABILITY (ADT) SUMMARY OF FEEDBACK ON THE ADT PROGRAM

Since the implementation of USDA's ADT rules in 2013, veterinarians and livestock producers have worked to ensure better traceability of livestock moving interstate with official identification and CVIs. USDA APHIS recently held 10 listening sessions to gather feedback from stakeholders on how the program is working and what future changes may improve traceability. APHIS recently posted a summary of those listening sessions to this site:

[Animal Disease Traceability \(ADT\) Summary of Feedback on the ADT Program.](#)