

Division	Schedule #	Title	Description	Disposition
Swine Health Protection and Exotic Bird	1594	Quarantine Notice, Form Letter for Notice, and Notice of Release of Qu	Documents relate to quarantine of swine. Included are quarantine notice, letter for quarantine, and release of quarantine.	Hold in the current files area three (3) years; then destroy.
Swine Health Protection and Exotic Bird	1595	Swine Health Protection Division Weekly Reports	Documents relates to farms and sources visited by inspectors each week. Included are swine health protection division weekly reports.	Hold in the current files area three (3) years; then destroy.
Swine Health Protection and Exotic Bird	3176	Bird Dealers Records	This series consists of records pertaining to bird dealers in the state. Contains applications, licenses, annual renewal, and inspection reports. Reports are the result of inspections performed on records which bird dealers are required to keep.	Hold in the current files area one (1) year; transfer to State Records Center and hold three (3) years; then destroy. Audit must have been released three (3) years.
Swine Health Protection and Exotic Bird	3177	Swine Inspectors Weekly Report	This series consists of a weekly report of swine inspectors activities. The report is an inspection form for farms that house or feed swine. The form documents source visited location of source, and scope of inspection.	Hold in the current files area one (1) year; transfer to State Records Center and hold two (2) year; then destroy.