

DEPARTMENT OF AGRICULTURE

Approved Records Retention and Disposition Schedules (Forms SA-1)
Compiled by the DAGS, Archives Division, Records Management Branch*

TABLE OF CONTENTS

<u>AGENCY</u>	<u>PAGE NO.</u>
OFFICE OF CHAIRPERSON	1
PLANNING & DEVELOPMENT OFFICE	2
AGRICULTURAL LOAN DIVISION	3
MARKETING DIVISION, ADMINISTRATIVE SERVICES	4
MARKETING DIVISION, COMMODITIES BRANCH	5 – 9
MARKETING DIVISION, MARKET DEVELOPMENT BRANCH	10
MARKETING DIVISION, MARKET NEWS SERVICES BRANCH	11
MARKETING DIVISION, MILK CONTROL BRANCH	12 – 15
MEASUREMENT STANDARDS DIVISION.....	16 – 20
PLANT INDUSTRY DIVISION, ADMINISTRATIVE SERVICES	21
PLANT INDUSTRY DIVISION, PLANT QUARANTINE BRANCH	22 – 24
PLANT INDUSTRY DIVISION, PLANT PEST CONTROL BRANCH.....	25 – 26
PLANT INDUSTRY DIVISION, PESTICIDES BRANCH	27 – 29
ANIMAL INDUSTRY DIVISION, ADMINISTRATIVE SERVICES	30
ANIMAL INDUSTRY DIVISION, VETERINARY LAB BRANCH.....	31
ANIMAL INDUSTRY DIVISION, MEAT INSPECTION BRANCH.....	32 – 34
ANIMAL INDUSTRY DIVISION, INSPECTION & QUARANTINE BRANCH	35 – 36

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1101000000
AGR OFFICE OF CHAIRPERSON

RECORD
SERIES ID RECORD SERIES DESCRIPTION

110100-00009 INTERNAL DIRECTIVES ISSUED BY/FOR POLICY-MAKING OFFICIALS
SA-1 DTD 7/10/84, ITEM 9
Retention: Permanent.

110100-00010 POLICY BOOK (COMPILATION OF BOARD POLICIES)
SA-1 DTD 7/10/84, ITEM 10
Retention: Retain updated copy.

110100-00012 ANNUAL REPORT OF DEPARTMENT
SA-1 DTD 7/10/84, ITEM 12
Retention: Permanent.

110100-00013 MONTHLY REPORT OF DIVISIONS
SA-1 DTD 7/10/84, ITEM 13
Retention: Permanent.

110100-00014 SPECIAL REPORTS
SA-1 DTD 7/10/84, ITEM 14
Retention: Permanent.

110100-00027 COOPERATIVE AGREEMENTS/MEMOS OF UNDERSTANDING/OTHER DOCUMENTS
SA-1 DTD 7/10/84, ITEM 25
Retention: Permanent.

110100-00030 EXECUTIVE ORDERS SETTING ASIDE LAND FOR PUBLIC PURPOSES
SA-1 DTD 7/10/84, ITEM 28
Retention: Permanent.

110100-00031 RECORDS OF SPECIAL PROJECTS/OCCURRENCES
SA-1 DTD 7/10/84, ITEM 29
Retention: Permanent.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1103000000
AGR PLANNING & DEVELOPMENT OFFICE

RECORD
SERIES ID RECORD SERIES DESCRIPTION

110300-00003 DEPARTMENTAL RESPONSE TO ZONING CHANGE APPLICATIONS, ENVIRONMENTAL
IMPACT STATEMENTS, SPECIAL USE PERMIT APPLICATIONS, SUBDIVISION DEVELOPMENTS,
ETC., AS THEY RELATE TO AGRICULTURE DISTRICTS (COPIES)
SA-1 DTD 9/8/83, ITEM 32
Retention: Destroy 10 years old.

110300-00009 COUNTY LEVEL PROJECTS - DEPARTMENTAL RESPONSE TO INQUIRIES, REQUESTS
FOR COMMENTS
SA-1 DTD 9/8/83, ITEM 38
Retention: Destroy 10 years old.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1104000000
AGR AGRICULTURAL LOAN DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110400-00001 FIELD OFFICE INACTIVE SERIES: REJECTED APPLICATIONS
SA-1 DTD 9/8/83, ITEM 40
Retention: Destroy 1 fiscal year after final action.
- 110400-00002 FIELD OFFICE INACTIVE SERIES: LOANS DENIED
SA-1 DTD 9/8/83, ITEM 41
Retention: Destroy 3 fiscal years after final action.
- 110400-00003 FIELD OFFICE INACTIVE SERIES: ROUTINE LOAN SERVICING
SA-1 DTD 9/8/83, ITEM 42
Retention: Destroy 6 years old or 3 fiscal years after final action, whichever comes first.
- 110400-00004 FIELD OFFICE INACTIVE SERIES: FINAL SETTLEMENT
(A) INACTIVE LOANS
SA-1 DTD 9/8/83, ITEM 43A
Retention: Destroy 3 fiscal years after final action.
- 110400-00005 FIELD OFFICE INACTIVE SERIES: FINAL SETTLEMENT
(B) INSURANCE POLICIES (FIRE, THEFT, CASUALTY)
SA-1 DTD 9/8/83, ITEM 43B
Retention: Destroy if expired; otherwise, return.
- 110400-00006 MAIN OFFICE INACTIVE SERIES: MASTER FILE
(PAID OFF LOANS)
SA-1 DTD 9/8/83, ITEM 44
Retention: Return original documentation to borrower upon final pay off and release of collateral.
Destroy remainder of file 3 years after final settlement.
- 110400-00007 MAIN OFFICE INACTIVE SERIES: MASTER FILE
(FORECLOSED/LIQUIDATED LOANS)
SA-1 DTD 9/8/83, ITEM 45
Retention: Do not release legal documentation to borrower after liquidation.
Destroy 10 years after final settlement.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1105010000
AGR MARKETING DIVISION, ADMINISTRATIVE SERVICES

RECORD
SERIES ID RECORD SERIES DESCRIPTION

110501-00005 DIVISION RECORDS: MONTHLY, QUARTERLY, SEMIANNUAL, ANNUAL AND BIENNIAL
REPORTS AND SPECIAL STUDIES DELINEATING PROGRAMS OF DIVISION
SA-1 DTD 9/8/83, ITEM 134

Retention: Retain master set in division. Destroy duplicates when no longer needed.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1105020000
AGR MARKETING DIVISION, COMMODITIES BRANCH

RECORD
SERIES ID RECORD SERIES DESCRIPTION

-
- 110502-00007 BIENNIAL REPORTS AND SPECIAL STUDIES DELINEATING THE PROGRAMS OF THE BRANCH
SA-1 DTD 9/8/83, ITEM 141
Retention: Retain a master set at the branch level. Destroy duplicates when no longer needed.
- 110502-00008 PROGRAM RECORDS: RULES OF GRADING/LICENSING/ENFORCEMENT PROGRAMS
(A) Master office copy of rules; published proposed drafts; transcripts of public hearings
SA-1 DTD 9/8/83, ITEM 144A
Retention: Retain in office as long as needed for administrative reference.
- 110502-00009 PROGRAM RECORDS: RULES OF GRADING/LICENSING/ENFORCEMENT PROGRAMS
(B) Correspondence interpreting rules
SA-1 DTD 9/8/83, ITEM 144B
Retention: Destroy when rule is superseded or interpretation is obsolete.
- 110502-00010 PROGRAM RECORDS: RULES OF GRADING/LICENSING/ENFORCEMENT PROGRAMS
(C) DRAFT, WORKING PAPERS
SA-1 DTD 9/8/83, ITEM 144C
Retention: Destroy 3 years old.
- 110502-00011 PROGRAM RECORDS: INSPECTION & VIOLATION REPORTING SYSTEM
(A) Monthly and annual hand tallies of inspector activity and report violations
SA-1 DTD 9/8/83, ITEM 145A
Retention: Destroy monthly tallies after annual report figures are verified.
Retain annual summaries for 3 years.
- 110502-00012 PROGRAM RECORDS: INSPECTION & VIOLATION REPORTING SYSTEM
(B) Monthly and annual printouts of inspector activity and reported violations
SA-1 DTD 9/8/83, ITEM 145B
Retention: Destroy monthly tallies after annual report figures are verified.
Retain annual summaries for 3 years.
- 110502-00013 PROGRAM RECORDS: INSPECTION & VIOLATION REPORTING SYSTEM
(C) Enforcement field record and report of violations
SA-1 DTD 9/8/83, ITEM 145C
Retention: Destroy 1 year old.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1105020000
AGR MARKETING DIVISION, COMMODITIES BRANCH

RECORD
SERIES ID RECORD SERIES DESCRIPTION

-
- 110502-00015 EGGS: VOL GRADING & ENFORCEMENT PROGRAM: SHELL EGG GRADING
CERTIFICATES & FEE COMPUTATIONS
SA-1 DTD 9/8/83, ITEM 146
Retention: Destroy 3 years after issuance. If not audited, destroy 3 years old with State Comptroller's
permission, but in any case retain no more than 6 years.
(EGGS & FEED UNIT)
- 110502-00016 EGGS: VOL GRADING & ENFORCEMENT PROGRAM: ROUTINE CORRESPONDENCE AND
REQUESTS, INCLUDING REQUESTS FOR APPEAL GRADING
SA-1 DTD 9/8/83, ITEM 147
Retention: Destroy 3 years old.
(EGGS & FEED UNIT)
- 110502-00017 EGGS: VOL GRADING & ENFORCEMENT PROGRAM: CORRESPONDENCE AND
DOCUMENTATION RELATING TO PROBLEM AREAS, VIOLATIONS, ENFORCEMENT
SA-1 DTD 9/8/83, ITEM 148
Retention: Destroy 3 years old.
(EGGS & FEED UNIT)
- 110502-00018 COMMERCIAL FEED: COMPULSORY REGISTRATION OF FEED & ENFORCEMENT
PROGRAM: ANNUAL REGISTRATIONS
SA-1 DTD 9/8/83, ITEM 149
Retention: Destroy 3 years old.
(EGGS & FEED UNIT)
- 110502-00019 COMMERCIAL FEED: COMPULSORY REGISTRATION OF FEED & ENFORCEMENT
PROGRAM: LABELS OF FEEDS DISTRIBUTED BY REGISTRANTS
SA-1 DTD 9/8/83, ITEM 150
Retention: Destroy 3 years after label is superseded or feed is no longer manufactured.
(EGGS & FEED UNIT)
- 110502-00020 COMMERCIAL FEED: COMPULSORY REGISTRATION OF FEED & ENFORCEMENT
PROGRAM: ROUTINE CORRESPONDENCE WITH/ABOUT REGISTRANTS
SA-1 DTD 9/8/83, ITEM 151
Retention: Destroy 3 years old.
(EGGS & FEED UNIT)
- 110502-00021 COMMERCIAL FEED: COMPULSORY REGISTRATION OF FEED & ENFORCEMENT
PROGRAM: MANUFACTURER'S QUARTERLY TONNAGE REPORTS
SA-1 DTD 9/8/83, ITEM 152
Retention: Destroy 6 years old.
(EGGS & FEED UNIT)

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1105020000
AGR MARKETING DIVISION, COMMODITIES BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110502-00022 ENFORCEMENT: PENALTY CARD
SA-1 DTD 9/8/83, ITEM 153
Retention: Destroy 3 years after registrant goes out of business.
(EGGS & FEED UNIT)
- 110502-00023 ENFORCEMENT: TRANSMITTAL OF OFFICIAL SEALED SAMPLE WITH LABEL
(A) PENALTY ASSESSED
SA-1 DTD 9/8/83, ITEM 154A
Retention: Destroy 3 years old.
(EGGS & FEED UNIT)
- 110502-00024 ENFORCEMENT: TRANSMITTAL OF OFFICIAL SEALED SAMPLE WITH LABEL
(B) NO PENALTY ASSESSED
SA-1 DTD 9/8/83, ITEM 154B
Retention: Destroy 1 year old.
(EGGS & FEED UNIT)
- 110502-00025 ENFORCEMENT: ANALYSIS OF FEED
(A) PENALTY ASSESSED
SA-1 DTD 9/8/83, ITEM 155A
Retention: Destroy 3 years old.
(EGGS & FEED UNIT)
- 110502-00026 ENFORCEMENT: ANALYSIS OF FEED
(B) NO PENALTY ASSESSED
SA-1 DTD 9/8/83, ITEM 155B
Retention: Destroy 1 year old.
(EGGS & FEED UNIT)
- 110502-00027 ENFORCEMENT: PENALTY LETTER
SA-1 DTD 9/8/83, ITEM 156
Retention: Destroy 3 years old.
(EGGS & FEED UNIT)
- 110502-00028 ENFORCEMENT: DOCUMENTATION RELATING TO PROBLEM AREAS, VIOLATIONS,
ENFORCEMENT
SA-1 DTD 9/8/83, ITEM 157
Retention: Destroy 3 years old.
(EGGS & FEED UNIT)
- 110502-00029 PORK LABELING ENFORCEMENT: LABELS & OTHER DOCUMENTATION IN EVIDENCE OF
VIOLATIONS & OTHER ENFORCEMENT RECORDS
SA-1 DTD 9/8/83, ITEM 158
Retention: Destroy 1 year old.
(EGGS & FEED UNIT)

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1105020000
AGR MARKETING DIVISION, COMMODITIES BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110502-00030 LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: CARD INDEX TO LICENSEES
SA-1 DTD 9/8/83, ITEM 159
Retention: Destroy 3 years after licensee goes out of business.
(PROCESSED FOODS DEALER LICENSING UNIT)
- 110502-00031 LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: LICENSEE CASE RECORDS
(A) Correspondence relating to problem areas, complaints & investigations, suspensions & revocations of
licenses, civil claims against licensees
SA-1 DTD 9/8/83, ITEM 160A
Retention: Destroy 3 years after licensee goes out of business.
(PROCESSED FOODS DEALER LICENSING UNIT)
- 110502-00032 LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: LICENSEE CASE RECORDS
(B) Routine correspondence and reports
SA-1 DTD 9/8/83, ITEM 160B
Retention: Destroy 3 years old.
(PROCESSED FOODS DEALER LICENSING UNIT)
- 110502-00033 LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: APPLICATIONS FOR LICENSE
SA-1 DTD 9/8/83, ITEM 161
Retention: Destroy 3 years after licensee goes out of business.
(PROCESSED FOODS DEALER LICENSING UNIT)
- 110502-00034 LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: COMMISSION MERCHANT'S BOND
(ANNUAL)
SA-1 DTD 9/8/83, ITEM 162
Retention: Destroy 6 years old.
(PROCESSED FOODS DEALER LICENSING UNIT)
- 110502-00035 LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: LICENSE, WITH NOTATION OF
RENEWAL
SA-1 DTD 9/8/83, ITEM 163
Retention: Destroy 6 years old.
(PROCESSED FOODS DEALER LICENSING UNIT)
- 110502-00036 LICENSING OF EXPORTERS OF FLOWERS & FOLIAGE: ANNUAL RENEWAL NOTICE
SA-1 DTD 9/8/83, ITEM 164
Retention: Destroy 3 years old.
(PROCESSED FOODS DEALER LICENSING UNIT)

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1105020000
AGR MARKETING DIVISION, COMMODITIES BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110502-00037 FRESH FRUITS & VEGETABLES: DUMPING CERTIFICATES
SA-1 DTD 9/8/83, ITEM 165
Retention: Destroy 6 years old.
(FRESH FRUIT & VEGETABLE UNIT)
- 110502-00038 FRESH FRUITS & VEGETABLES: ADVERTISING VIOLATIONS RECORDS
SA-1 DTD 9/8/83, ITEM 166
Retention: Destroy 3 years old.
(FRESH FRUIT & VEGETABLE UNIT)
- 110502-00039 VOLUNTARY GRADING OF COFFEE: GROWER/MILLER CASE FILES
(A) Correspondence relating to problem areas, violations, enforcement
SA-1 DTD 9/8/83, ITEM 167A
Retention: Destroy 3 years after grower/miller goes out of business.
(FRESH FRUIT & VEGETABLE UNIT)
- 110502-00040 VOLUNTARY GRADING OF COFFEE: GROWER/MILLER CASE FILES
(B) Routine correspondence and reports
SA-1 DTD 9/8/83, ITEM 167B
Retention: Destroy 3 years old.
(FRESH FRUIT & VEGETABLE UNIT)
- 110502-00041 VOLUNTARY GRADING OF COFFEE: COFFEE GRADING CERTIFICATES
SA-1 DTD 9/8/83, ITEM 168
Retention: Destroy 3 years after issuance. If not audited, destroy 3 years old with State
Comptroller's permission, but in any case retain no longer than 6 years.
- 110502-00042 VOLUNTARY GRADING OF COFFEE: INTERNATIONAL COFFEE GROWER'S
ORGANIZATION CERTIFICATES FOR EXPORT AND SUPPORT DOCUMENTS
SA-1 DTD 9/8/83, ITEM 169
Retention: Destroy 3 years old.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1105030000
AGR MARKETING DIVISION, MARKET DEVELOPMENT BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

110503-00001 FISCAL REPORTS TO CHAIRPERSON

SA-1 DTD 9/8/83, ITEM 171

Retention: Destroy 10 years old.

110503-00002 INDIVIDUAL CONTRACT (COPIES)

SA-1 DTD 9/8/83, ITEM 172

Retention: Destroy 10 years old.

110503-00003 PROJECT FILES - PROMOTION OF HAWAII AGRICULTURAL PRODUCTS

(A) Program request, contracts, extensions, consultant proposals, reports, correspondence, samples of promotional material

SA-1 DTD 9/8/83, ITEM 173A

Retention: Destroy 6 years after contract termination.

110503-00005 CASE RECORDS OF PROGRAMS WHO MAKE INQUIRIES BUT ARE NOT AWARDED
CONTRACTS

SA-1 DTD 9/8/83, ITEM 174

Retention: Destroy 2 years old.

110503-00006 AGRICULTURAL COOPERATIVE ASSOCIATIONS

(A) Articles Of Association or Certificates of Incorporation (certified copies)

SA-1 DTD 9/8/83, ITEM 175A

Retention: Destroy 1 year after dissolution.

110503-00007 AGRICULTURAL COOPERATIVE ASSOCIATIONS

(B) ANNUAL EXHIBITS

SA-1 DTD 9/8/83, ITEM 175B

Retention: Destroy 1 year after received.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1105050000

AGR MARKETING DIVISION, MARKET NEWS SERVICES BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

110505-00003 MONTHLY, WEEKLY, & ANNUAL SUMMARIES RELEASED FOR PUBLICATION PURPOSES
AND WHICH ARE NOT ACCOUNTED FOR ELSEWHERE ON THE SCHEDULE

SA-1 DTD 9/8/83, ITEM 178

Retention: Retain 2 copies in office. Offer to State Archives when no longer of use in office.

110505-00004 BRANCH MEMORANDA INVOLVING POLICY DECISIONS & RULES

SA-1 DTD 9/8/83, ITEM 179

Retention: Retain master copy.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1105060000
AGR MARKETING DIVISION, MILK CONTROL BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

110506-00006 GENERAL RECORDS: MONTHLY, QUARTERLY, SEMIANNUAL & BIENNIAL REPORTS AND SPECIAL STUDIES DELINEATING THE PROGRAMS OF THE DIVISION
SA-1 DTD 9/8/83, ITEM 206

Retention: Retain a master at division level. Destroy duplicates when no longer needed.

110506-00009 PROGRAM RECORDS: RULES; MINUTES OF PUBLIC HEARINGS; PETITIONS TO ESTABLISH MILK SHED; PETITION FOR PRICE INCREASE, ETC.

SA-1 DTD 9/8/83, ITEM 209

Retention: Permanent.

110506-00010 PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (A) LICENSING FILES (1) APPLICATION

SA-1 DTD 9/8/83, ITEM 210A(1)

Retention: Destroy 6 years old.

110506-00011 PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (A) LICENSING FILES (2) LICENSE

SA-1 DTD 9/8/83, ITEM 210A(2)

Retention: Destroy 6 years old.

110506-00012 PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (A) LICENSING FILES (3) RENEWAL

SA-1 DTD 9/8/83, ITEM 210A(3)

Retention: Destroy 6 years old.

110506-00013 PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (B) QUOTA CERTIFICATE RECORDS (1) LOG

SA-1 DTD 9/8/83, ITEM 210B(1)

Retention: Retain log and annual report permanently. Destroy quota certificates 3 years after non-renewal of producer license.

110506-00014 PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (B) QUOTA CERTIFICATE RECORDS (2) QUOTA CERTIFICATES

SA-1 DTD 9/8/83, ITEM 210B(2)

Retention: Retain log and annual report permanently. Destroy quota certificates 3 years after non-renewal of producer license.

110506-00015 PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (B) QUOTA CERTIFICATE RECORDS (3) ANNUAL REPORT TO LICENSEES

SA-1 DTD 9/8/83, ITEM 210B(3)

Retention: Retain log and annual report permanently. Destroy quota certificates 3 years after non-renewal of producer license.

110506-00016 PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR RECORDS (C) LICENSEE MONITORING RECORDS & CORRESPONDENCES (1) RELATING TO PROBLEM AREAS, VIOLATIONS, ENFORCEMENT

SA-1 DTD 9/8/83, ITEM 210C(1)

Retention: Destroy 3 years after non-renewal of license.

*RECORDS SERIES ID is for Records Management Branch use only.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1105060000
AGR MARKETING DIVISION, MILK CONTROL BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

110506-00017 PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR,
DISTRIBUTOR RECORDS (C) LICENSEE MONITORING RECORDS AND CORRESPONDENCE
(2) ROUTINE CORRESPONDENCE AND REPORTS
SA-1 DTD 9/8/83, ITEM 210C(2)
Retention: Destroy 3 years old.

110506-00018 PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR,
DISTRIBUTOR RECORDS (D) FEES/RECEIPTS (1) STATEMENT FROM
PRODUCER-DISTRIBUTOR ACCOMPANYING FEES REMITTED FOR PRODUCERS
SA-1 DTD 9/8/83, ITEM 210D(1)
Retention: Destroy 3 years old, except that if no audit has taken place within this time period, then
destroy 6 years old.

110506-00019 PROGRAM RECORDS: LICENSED MILK PRODUCER, PRODUCER-DISTRIBUTOR,
DISTRIBUTOR RECORDS (D) FEES/RECEIPTS (2) BRANCH RECEIPT
SA-1 DTD 9/8/83, ITEM 210D(2)
Retention: Destroy 3 years old, except that if no audit has taken place within this time period, then
destroy 6 yrs old.

110506-00020 PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS
(A) MONTHLY PAYROLL COMPUTATION
SA-1 DTD 9/8/83, ITEM 211A
Retention: Retain until audited. May destroy audited records after 6 years old.

110506-00021 PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS
(B) "MONTHLY RECEIPTS & UTILIZATION OF MILK" (monthly distribution payroll report)
SA-1 DTD 9/8/83, ITEM 211B
Retention: Destroy 6 years old.

110506-00022 PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS
(C) MONTHLY LOG OF DAILY DELIVERIES
SA-1 DTD 9/8/83, ITEM 211C
Retention: Destroy 6 years old.

110506-00023 PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS
(D) MONTHLY LOG OF DAILY BUTTERFAT TESTS
SA-1 DTD 9/8/83, ITEM 211D
Retention: Destroy 6 years old.

110506-00024 PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS
(E) DAILY BUTTERFAT TEST REPORTS
SA-1 DTD 9/8/83, ITEM 211E
Retention: Destroy 3 years old.

110506-00025 PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS
(F) REPORTS: IMPORTED, EXPORTED, DUMPED, REJECTED MILK
SA-1 DTD 9/8/83, ITEM 211F
Retention: Destroy 6 years old.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1105060000
AGR MARKETING DIVISION, MILK CONTROL BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

110506-00026 PROGRAM RECORDS: MONTHLY PAYROLL COMPUTATIONS & DISTRIBUTOR'S REPORTS
(G) REPORT OF CHANGES IN WHOLESALE/RETAIL PRICES
SA-1 DTD 9/8/83, ITEM 211G
Retention: Destroy 6 years old.

110506-00027 PROGRAM RECORDS: PRODUCER'S SETTLEMENT FUND
(A) OBLIGATIONS TO FUND COMPUTATIONS
SA-1 DTD 9/8/83, ITEM 212A
Retention: Destroy 3 years old, except that if no audit has taken place within this time period, then
destroy 6 years old.

110506-00028 PROGRAM RECORDS: PRODUCER'S SETTLEMENT FUND
(B) RECORDS OF RECEIPT AND WITHDRAWAL
SA-1 DTD 9/8/83, ITEM 212B
Retention: Destroy 3 years old, except that if no audit has taken place within this time period, then
destroy 6 years old.

110506-00029 PROGRAM RECORDS: PRODUCER'S FEED BILLS
SA-1 DTD 9/8/83, ITEM 213
Retention: Retain

110506-00030 PROGRAM RECORDS "COW COUNT"
(A) MONTHLY TALLY OF COWS OWNED BY PRODUCERS
SA-1 DTD 9/8/83, ITEM 214A
Retention: Destroy monthly tallies 1 year after close of year to which they pertain.
Destroy summaries 10 years old.

110506-00031 PROGRAM RECORDS "COW COUNT"
(B) SUMMARY
SA-1 DTD 9/8/83, ITEM 214B
Retention: Destroy monthly tallies 1 year after close of year to which they pertain. Destroy summaries 10
year old.

110506-00032 PROGRAM RECORDS: DIVISIONAL REPORTS & STUDIES
(A) REGULAR MONTHLY REPORT TO THE CHAIRPERSON
SA-1 DTD 9/8/83, ITEM 215A
Retention: Destroy 10 years old.

110506-00033 PROGRAM RECORDS: DIVISIONAL REPORTS & STUDIES
(B) CONFIDENTIAL MONTHLY REPORT OF PRODUCER PERFORMANCE
SA-1 DTD 9/8/83, ITEM 215B
Retention: Destroy 10 years old.

110506-00034 PROGRAM RECORDS: DIVISIONAL REPORTS & STUDIES (C) ANNUAL COST
OF PRODUCTION STUDY
SA-1 DTD 9/8/83, ITEM 215C
Retention: Permanent.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1105060000
AGR MARKETING DIVISION, MILK CONTROL BRANCH

RECORD
SERIES ID RECORD SERIES DESCRIPTION

110506-00035 PROGRAM RECORDS: DIVISIONAL REPORTS & STUDIES (D) SUPERMARKET
MILK PRICE SURVEY BY INTERNATIONAL ASSOCIATION OF MILK CONTROL AGENCIES
(1) RAW DATA SHEETS FROM HAWAII
SA-1 DTD 9/8/83, ITEM 215D(1)
Retention: Destroy raw data sheets 3 years old. Retain annual report as long as it is useful.

110506-00036 PROGRAM RECORDS: DIVISIONAL REPORTS & STUDIES (D) SUPERMARKET
MILK PRICE SURVEY BY INTERNATIONAL ASSOCIATION OF MILK CONTROL AGENCIES
(2) ANNUAL REPORTS
SA-1 DTD 9/8/83, ITEM 215D(2)
Retention: Destroy raw data sheets 3 years old. Retain annual report as long as it is useful.

110506-00037 PROGRAM RECORDS: MILK DISTRIBUTOR'S PUT-UP REPORTS (MONTHLY
TOTALS FOR EACH DAY'S PLANT PRODUCTION)
SA-1 DTD 9/8/83, ITEM 216
Retention: Destroy 3 years old.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1106000000
AGR MEASUREMENT STANDARDS DIVISION

RECORD
SERIES ID RECORD SERIES DESCRIPTION

-
- 110600-00005 PROGRAM RECORDS: LICENSING OF COMMERCIAL WEIGHING & MEASURING DEVICES
(A) MASTER DATA FILE OF LICENSED WEIGHING OR MEASURING DEVICES
SA-1 DTD 9/8/83, ITEM 186A
Retention: May erase from data bank after device inactivated.
- 110600-00006 PROGRAM RECORDS: LICENSING OF COMMERCIAL WEIGHING & MEASURING DEVICES
(B) LICENSES
SA-1 DTD 9/8/83, ITEM 186B
Retention: Destroy 3 years old.
- 110600-00007 PROGRAM RECORDS: LICENSING OF COMMERCIAL WEIGHING & MEASURING DEVICES
(C) INITIAL APPLICATION FOR LICENSE, AND CHANGES
SA-1 DTD 9/8/83, ITEM 186C
Retention: Destroy 3 years old.
- 110600-00008 PROGRAM RECORDS: LICENSING OF COMMERCIAL WEIGHING & MEASURING DEVICES
(D) FEE RECEIPTS (office copy)
SA-1 DTD 9/8/83, ITEM 186D
Retention: Destroy 3 years old.
- 110600-00009 PROGRAM RECORDS: WEIGHING & MEASURING, PACKAGING & LABELING,
INSPECTION ACTIVITY & VIOLATIONS REPORTING SYSTEM
(A) MONTHLY STATISTICAL REPORT PRINTOUT
SA-1 DTD 9/8/83, ITEM 187A
Retention: Destroy monthly reports after annual report is verified.
- 110600-00010 PROGRAM RECORDS: WEIGHING & MEASURING, PACKAGING & LABELING,
INSPECTION ACTIVITY & VIOLATIONS REPORTING SYSTEM
(B) ANNUAL STATISTICAL REPORT PRINTOUT
SA-1 DTD 9/8/83, ITEM 187B
Retention: Destroy 3 years old.
- 110600-00011 PROGRAM RECORDS: WEIGHING & MEASURING, PACKAGING & LABELING,
INSPECTION ACTIVITY & VIOLATIONS REPORTING SYSTEM
(C) INSPECTOR FIELD REPORT
SA-1 DTD 9/8/83, ITEM 187C
Retention: Destroy after input to data bank.
- 110600-00012 PROGRAM RECORDS: GENERAL CORRESPONDENCE RELATING TO LICENSURE OF
COMMERCIAL WEIGHING & MEASUREMENT DEVICES
(A) ROUTINE CORRESPONDENCE, COMPLAINT
SA-1 DTD 9/8/83, ITEM 188A
Retention: Destroy 3 years old.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1106000000
AGR MEASUREMENT STANDARDS DIVISION

RECORD
SERIES ID RECORD SERIES DESCRIPTION

-
- 110600-00013 PROGRAM RECORDS: GENERAL CORRESPONDENCE RELATING TO LICENSURE OF
COMMERCIAL WEIGHING & MEASUREMENT DEVICES
(B) CORRESPONDENCE, COMPLAINTS ABOUT SERIOUS PROBLEMS, PROBLEMS LEADING TO
COURT ACTION
SA-1 DTD 9/8/83, ITEM 188B
Retention: Destroy 3 years after proprietor goes out of business.
- 110600-00014 PROGRAM RECORDS: STOP-USE, STOP-REMOVAL, STOP-MOVEMENT AND REMOVAL
ORDERS
SA-1 DTD 9/8/83, ITEM 189
Retention: Destroy 3 years old. If order was not observed and citation had to be issued, make sure
documentation is in case file. (See Item 188(B) above)
- 110600-00015 VIOLATIONS ENFORCEMENT: CITATION AND NOTICE TO APPEAR
(A) DIVISION SUSPENSE COPY
SA-1 DTD 9/8/83, ITEM 190A
Retention: Destroy after final disposition of case and after posted to control ledger.
- 110600-00016 VIOLATIONS ENFORCEMENT: CITATION AND NOTICE TO APPEAR
(B) COURT RECEIVING/PROCESSING COPY
SA-1 DTD 9/8/83, ITEM 190B
Retention: Destroy after posted to control ledger.
- 110600-00017 VIOLATIONS ENFORCEMENT: CONTROL LEDGER
SA-1 DTD 9/8/83, ITEM 191
Retention: Destroy 3 years after last entry.
- 110600-00018 VIOLATIONS ENFORCEMENT: USED CITATION BOOKS
SA-1 DTD 9/8/83, ITEM 192
Retention: Destroy 1 year after last entry.
- 110600-00019 VIOLATIONS ENFORCEMENT: DIVERSION OF CITATIONS: AFFIDAVITS AND
SUPPLEMENTARY REPORTS (LOSS, ERROR, THEFT, CANCELLATION)
SA-1 DTD 9/8/83, ITEM 193
Retention: Destroy 3 years old.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1106000000
AGR MEASUREMENT STANDARDS DIVISION

RECORD
SERIES ID RECORD SERIES DESCRIPTION

-
- 110600-00020 VIOLATIONS ENFORCEMENT: VOLUNTARY REGISTRATION OF MEASUREMENT DEVICE
SERVICEPERSONS OR AGENCIES:
(A) APPLICATION & CERTIFICATION OF REGISTRATION; CERTIFICATION OF
REGISTRANT'S TESTING EQUIPMENT
SA-1 DTD 9/8/83, ITEM 194A
Retention: Destroy 3 years after serviceperson or service agency goes out of business.
- 110600-00021 VIOLATIONS ENFORCEMENT: VOLUNTARY REGISTRATION OF MEASUREMENT DEVICE
SERVICEPERSONS OR AGENCIES:
(B) REGISTRANT'S "PLACED IN SERVICE" REPORTS
(notice of new installation or repair of equipment)
SA-1 DTD 9/8/83, ITEM 194B
Retention: May destroy after input to master inventory of constituent device population.
- 110600-00022 VIOLATIONS ENFORCEMENT: VOLUNTARY REGISTRATION OF MEASUREMENT DEVICE
SERVICEPERSONS OR AGENCIES:
(C) APPLICATION FEE RECEIPT (Office Copy)
SA-1 DTD 9/8/83, ITEM 194C
Retention: Destroy 3 years old.
- 110600-00023 VIOLATIONS ENFORCEMENT: MEASURE MASTER LICENSING:
(A) MASTER DATA FILE OF LICENSED MEASURE MASTERS
SA-1 DTD 9/8/83, ITEM 195A
Retention: May erase from data bank after nonrenewal.
- 110600-00024 VIOLATIONS ENFORCEMENT: MEASURE MASTER LICENSING:
(B) LICENSES
SA-1 DTD 9/8/83, ITEM 195B
Retention: Destroy 3 years old.
- 110600-00025 VIOLATIONS ENFORCEMENT: MEASURE MASTER LICENSING:
(C) APPLICATIONS AND EXAMINATIONS
SA-1 DTD 9/8/83, ITEM 195C
Retention: Destroy 3 years old.
- 110600-00026 VIOLATIONS ENFORCEMENT: MEASURE MASTER LICENSING:
(D) FEE RECEIPTS (Office Copy)
SA-1 DTD 9/8/83, ITEM 195D
Retention: Destroy 3 years old.
- 110600-00027 VIOLATIONS ENFORCEMENT: GENERAL CORRESPONDENCE RELATING TO
MEASURE MASTERS:
(A) CORRESPONDENCE, COMPLAINTS, ROUTINE SUBMISSION OF CERTIFICATES OF
WEIGHTS AND MEASURES, CORRECTION CERTIFICATES, THERMOGRAPHS
SA-1 DTD 9/8/83, ITEM 196A
Retention: Destroy 3 years old.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1106000000
AGR MEASUREMENT STANDARDS DIVISION

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110600-00028 VIOLATIONS ENFORCEMENT: GENERAL CORRESPONDENCE RELATING TO MEASURE MASTERS:
(B) CORRESPONDENCE, COMPLAINTS AND SUPPORTING DATA ABOUT SERIOUS PROBLEMS AND PROBLEMS LEADING TO SUSPENSION OR REVOCATION OF LICENSE
SA-1 DTD 9/8/83, ITEM 196B
Retention: Destroy 3 years after nonrenewal of license.
- 110600-00029 VIOLATIONS ENFORCEMENT: APPLICATION FOR REGISTRATION AND LAB REPORT (registration of new petroleum products introduced into State)
SA-1 DTD 9/8/83, ITEM 197
Retention: Destroy 3 years after product specification superseded or product no longer marketed.
- 110600-00030 VIOLATIONS ENFORCEMENT: GENERAL CORRESPONDENCE RELATING TO PETROLEUM PRODUCTS REGISTRATION, COMPLIANCE (A) ROUTINE CORRESPONDENCE, COMPLAINTS
SA-1 DTD 9/8/83, ITEM 198A
Retention: Destroy 3 years old.
- 110600-00031 VIOLATIONS ENFORCEMENT: GENERAL CORRESPONDENCE RELATING TO PETROLEUM PRODUCTS REGISTRATION, COMPLIANCE
(B) Correspondence, complaints and supporting data, including laboratory product analysis, about serious problems leading to court actions
SA-1 DTD 9/8/83, ITEM 198B
Retention: Destroy 3 years after registrant goes out of business.
- 110600-00032 ODOMETER ACCURACY: VEHICLE HISTORY FILE (A) 1953-1981
(1) ODOMETER CERTIFICATE OF ACCURACY ISSUED FOR EACH TITLE TRANSFER (OBSOLETE AFTER 1981)
SA-1 DTD 9/8/83, ITEM 199A(1)
Retention: After research data are input to computer, may destroy anytime after 1985.
- 110600-00033 ODOMETER ACCURACY: VEHICLE HISTORY FILE (A) 1953-1981
(2) ODOMETER ALTERATIONS, REPAIR OR REPLACEMENT NOTICE (EXECUTED BY REPAIRER; PART OF DISCLOSURE STATEMENT UPON TRANSFER OF TITLE)
SA-1 DTD 9/8/83, ITEM 199A(2)
Retention: After research data are input to computer, may destroy anytime after 1985.
- 110600-00034 ODOMETER ACCURACY: VEHICLE HISTORY FILE (A) 1953-1981
(3) PASSENGER CAR REMOVAL APPLICATION (EXECUTED UPON DEALER'S SHIPMENT OF STATE)
SA-1 DTD 9/8/83, ITEM 199A(3)
Retention: After research data are input to computer, may destroy anytime after 1985.
- 110600-00035 ODOMETER ACCURACY: VEHICLE HISTORY FILE (B) 1982-CURRENT
(1) ODOMETER ALTERATION, REPAIR OR REPLACEMENT NOTICE
SA-1 DTD 9/8/83, ITEM 199B(1)
Retention: Destroy inactive records after research data are input to computer and after 5 years old.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1106000000
AGR MEASUREMENT STANDARDS DIVISION

RECORD
SERIES ID RECORD SERIES DESCRIPTION

-
- 110600-00036 ODOMETER ACCURACY: VEHICLE HISTORY FILE (B) 1982-CURRENT
(2) PASSENGER CAR REMOVAL APPLICATION
SA-1 DTD 9/8/83, ITEM 199B(2)
Retention: Destroy inactive records after research data are input to computer and after 5 years old.
- 110600-00037 ODOMETER ACCURACY: ANNUAL RESEARCH PRINTOUTS: VIN NUMBER,
ODOMETER READING, NUMBER OF TITLE TRANSFERS, AUTOMOBILE TYPE,
MANUFACTURER LICENSE PLATE NUMBER, ISLAND, DATE OF ODOMETER READING
SA-1 DTD 9/8/83, ITEM 200
Retention: Destroy 10 years old.
- 110600-00038 ODOMETER ACCURACY: GENERAL CORRESPONDENCE RELATING TO ODOMETER
ACCURACY
(A) ROUTINE CORRESPONDENCE AND COMPLAINTS
SA-1 DTD 9/8/83, ITEM 201A
Retention: Destroy 3 years old.
- 110600-00039 ODOMETER ACCURACY: GENERAL CORRESPONDENCE RELATING TO ODOMETER
ACCURACY
(B)CORRESPONDENCE, COMPLAINTS & SUPPORTING DATA REGARDING STATE CIVIL
ACTIONS AGAINST DEALERS
SA-1 DTD 9/8/83, ITEM 201B
Retention: Destroy 3 years after dealer goes out of business.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1107010000
AGR PLANT INDUSTRY DIVISION, ADMINISTRAIVE SERVICES

RECORD
SERIES ID RECORD SERIES DESCRIPTION

110701-00003 PROGRAM RECORDS: RECORDS OF COMMUNITY ORGANIZATION RECEIVED BECAUSE
A DIVISION STAFF MEMBER IS SERVING AS PRESIDENT OR MEMBER OF THE ORGANIZATION'S
BOARD

SA-1 DTD 9/8/83, ITEM 219

Retention: Transfer originals with the chairmanship. Destroy duplicates when no longer needed.

110701-00007 PROGRAM RECORDS: REQUESTS TO BOARD OF AGRICULTURE FOR SPECIAL
IMPORTATION PERMITS (COPIES)

SA-1 DTD 9/8/83, ITEM 223

Retention: Destroy 5 years old.

110701-00008 PROGRAM RECORDS: MONTHLY, QUARTERLY, and ANNUAL & SPECIAL REPORTS

SA-1 DTD 9/8/83, ITEM 224

Retention: Retain master set at branch level. Destroy duplicates when no longer needed.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1107020000
AGR PLANT INDUSTRY DIVISION, PLANT QUARANTINE BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110702-00004 IMPORT INSPECTION ACTIVITIES: INSPECTOR SHIP ARRIVAL AND CARGO INSPECTION REPORTS (DAILY)
SA-1 DTD 9/8/83, ITEM 259
Retention: Destroy 5 years old.
- 110702-00005 IMPORT INSPECTION ACTIVITIES: FEEDER REPORT TO INSPECTION REPORTS (A) SEIZURE AND DESTRUCTION OF PROHIBITED INSECTS, PLANTS (DAILY)
SA-1 DTD 9/8/83, ITEM 260A
Retention: Destroy 1 year after close of fiscal year.
- 110702-00006 IMPORT INSPECTION ACTIVITIES: FEEDER REPORT TO INSPECTION REPORTS (B) MAIL IMPORT REPORTS (DAILY)
SA-1 DTD 9/8/83, ITEM 260B
Retention: Destroy 1 year after close of fiscal year.
- 110702-00007 IMPORT INSPECTION ACTIVITIES: FEEDER REPORT TO INSPECTION REPORTS (C) INTERISLAND SHIPMENT REPORTS (DAILY)
SA-1 DTD 9/8/83, ITEM 260C
Retention: Destroy 1 year after close of fiscal year.
- 110702-00008 IMPORT INSPECTION ACTIVITIES: FEEDER REPORT TO INSPECTION REPORTS (D) REPORTS ON SUGAR CANE CERTIFICATIONS (DAILY)
SA-1 DTD 9/8/83, ITEM 260D
Retention: Destroy 1 year after close of fiscal year.
- 110702-00009 IMPORT INSPECTION ACTIVITIES: CARRIER'S NOTIFICATION OF ARRIVAL (CARGO MANIFESTS)
SA-1 DTD 9/8/83, ITEM 261
Retention: Destroy when no longer needed.
- 110702-00010 IMPORT INSPECTION ACTIVITIES: PLANT & ANIMAL DECLARATION FORMS
SA-1 DTD 9/8/83, ITEM 262
Retention: Forward to Hawaii Visitors Bureau when no longer needed.
- 110702-00011 IMPORT INSPECTION ACTIVITIES: IMPORT FUMIGATION RECEIPTS
SA-1 DTD 9/8/83, ITEM 263
Retention: Destroy 1 year old.
- 110702-00012 IMPORTATION PERMITS: ORCHIDS (10-YEAR DURATION)
(A) APPLICATION & PERMIT
SA-1 DTD 9/8/83, ITEM 264A
Retention: Destroy 10 years old.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1107020000
AGR PLANT INDUSTRY DIVISION, PLANT QUARANTINE BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110702-00012 IMPORTATION PERMITS: ORCHIDS (10-YEAR DURATION)
(A) APPLICATION & PERMIT
SA-1 DTD 9/8/83, ITEM 264A
Retention: Destroy 10 years old.
- 110702-00013 IMPORTATION PERMITS: ORCHIDS (10-YEAR DURATION)
(B) CERTIFICATES OF ORIGIN, TREATMENT
SA-1 DTD 9/8/83, ITEM 264B
Retention: Destroy 3 years old.
- 110702-00014 IMPORTATION PERMITS: PLANTS (2-YEAR DURATION)
(A) APPLICATION & PERMIT
SA-1 DTD 9/8/83, ITEM 265A
Retention: Destroy 5 years old.
- 110702-00015 IMPORTATION PERMITS: PLANTS (2-YEAR DURATION)
(B) CERTIFICATES OF ORIGIN, TREATMENT
SA-1 DTD 9/8/83, ITEM 265B
Retention: Destroy 3 years old.
- 110702-00016 IMPORTATION PERMITS: ZOO ANIMALS (NON-DOMESTIC) (1-TIME)
(A) APPLICATIONS & PERMIT
SA-1 DTD 9/8/83, ITEM 266A
Retention: Destroy 5 years old.
- 110702-00017 IMPORTATION PERMITS: ZOO ANIMALS (NON-DOMESTIC) (1-TIME)
(B) BONDS AGAINST ANIMAL ESCAPE
SA-1 DTD 9/8/83, ITEM 266B
Retention: Destroy after animal leaves state or dies.
- 110702-00018 IMPORTATION PERMITS: FUNGUS, VIRUS, MICOORGANISMS, ETC,
DANGEROUS TO PLANTS (1 YEAR) (A) (APPLICATION & PERMIT)
SA-1 DTD 9/8/83, ITEM 267
Retention: Destroy 5 years old.
- 110702-00019 PLANT EXPORT CERTIFICATES; CERTIFIED NUSERIES:
INDIVIDUAL SHIPMENT INSPECTIONS AND CERTIFICATIONS
SA-1 DTD 9/8/83, ITEM 268
Retention: Destroy 3 years old. If no audit has taken place, destroy 3 years old with State Comptroller's permission, but in any case retain no more than 6 years.
- 110702-00020 PLANT EXPORT CERTIFICATES; CERTIFIED NUSERIES:
INDIVIDUAL SHIPMENT FUMIGATION RECEIPTS
SA-1 DTD 9/8/83, ITEM 269
Retention: Destroy 1 year old.
- 110702-00021 PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: BURROWING NEMATODE
TESTS (A) TEST RESULTS
SA-1 DTD 9/8/83, ITEM 270A
Retention: Destroy 2 years old.

*RECORDS SERIES ID is for Records Management Branch use only.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1107020000
AGR PLANT INDUS DIVISION, PLANT QUARANTINE BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110702-00022 PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: BURROWING NEMATODE TESTS (B) RECEIPTS
SA-1 DTD 9/8/83, ITEM 270B
Retention: Destroy 1 year old.
- 110702-00023 PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: CERTIFIED NURSERIES (A) MEMO OF AGREEMENT; STAMP NUMBER ISSUED (1 TIME)
SA-1 DTD 9/8/83, ITEM 271A
Retention: Destroy 3 years after agreement terminated.
- 110702-00024 PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: CERTIFIED NURSERIES (B) CERTIFICATION INSPECTIONS
SA-1 DTD 9/8/83, ITEM 271B
Retention: Destroy 3 years old. If no audit has taken place, may destroy 3 years old with State Comptroller's permission, but in any case retain no more than 6 years.
- 110702-00025 PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: CERTIFIED NURSERIES (C) INSPECTION FEE RECEIPT
SA-1 DTD 9/8/83, ITEM 271C
Retention: Destroy 1 year old.
- 110702-00026 PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: CERTIFIED NURSERIES (D) MASTER ROSTER OF CERTIFIED NURSERIES
SA-1 DTD 9/8/83, ITEM 217D
Retention: Destroy when superseded.
- 110702-00027 PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: CERTIFIED NURSERY CASE FILES (A) SUSPENSIONS, CORRESPONDENCE INVOLVING SERIOUS PROBLEMS AND PROBLEMS LEADING TO COURT ACTION
SA-1 DTD 9/8/83, ITEM 272A
Retention: Destroy 3 years after agreement termination.
- 110702-00028 PLANT EXPORT CERTIFICATES; CERTIFIED NURSERIES: CERTIFIED NURSERY CASE FILES (B) ROUTINE CORRESPONDENCE
SA-1 DTD 9/8/83, ITEM 272B
Retention: Destroy 3 years old.
- 110702-00029 ENFORCEMENT: VIOLATION NOTICES
SA-1 DTD 9/8/83, ITEM 273
Retention: Destroy 3 years old.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1107030000
AGR PLANT INDUSTRY DIVISION, PLANT PEST CONTROL BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110703-00001 INVESTIGATION CASE FILES: PEST CONTROL PROJECT FINAL REPORTS
SA-1 DTD 9/8/83, ITEM 245
Retention: Permanent.
(BIO CONTROL SECTION)
- 110703-00002 INVESTIGATION CASE FILES: CARD FILE OF BENEFICIAL INTRODUCTIONS
SA-1 DTD 9/8/83, ITEM 246
Retention: Permanent.
(BIO CONTROL SECTION)
- 110703-00003 INVESTIGATION CASE FILES: I.D. SERVICES: LOG OF REQUESTS FOR IDENTIFICATIONS
SA-1 DTD 9/8/83, ITEM 247
Retention: Destroy 1 year old.
(BIO CONTROL SECTION)
- 110703-00004 NOXIOUS WEED CONTROL AND ERADICATION: RULES; MINUTES OF PUBLIC HEARINGS
SA-1 DTD 9/8/83, ITEM 248
Retention: Retain in office as long as needed for administrative reference.
(CHEMICAL/MECHANICAL CONTROL SECTION)
- 110703-00005 NOXIOUS WEED CONTROL & ERADICATION: NOXIOUS WEED CONTROL/ERADICATION
PROJECTS (A) DESIGNATION OF NOXIOUS WEED – STUDY AND EVALUATION;
REQUEST TO BOARD OF AGRICULTURE
SA-1 DTD 9/8/83, ITEM 249A
Retention: Retain in office as long as needed for administrative reference.
(CHEMICAL/MECHANICAL CONTROL SECTION)
- 110703-00006 NOXIOUS WEED CONTROL & ERADICATION: NOXIOUS WEED CONTROL/ERADICATION
PROJECTS (B) FEASIBILITY/CONTROL PROJECT- FEASIBILITY STUDY; NOTICE TO LANDOWNER;
COOPERATIVE AGREEMENT
SA-1 DTD 9/8/83, ITEM 249B
Retention: May destroy 6 years after close of project.
(CHEMICAL/MECHANICAL CONTROL SECTION)
- 110703-00007 NOXIOUS WEED CONTROL & ERADICATION: NOXIOUS WEED CONTROL/ERADICATION
PROJECTS (C) HERBICIDE TESTS
SA-1 DTD 9/8/83, ITEM 249C
Retention: May destroy 3 years old.
(CHEMICAL/MECHANICAL CONTROL SECTION)
- 110703-00008 NOXIOUS WEED CONTROL & ERADICATION: NOXIOUS WEED CONTROL/ERADICATION
PROJECTS (D) PROGRESS REPORTS; FINAL REPORT
SA-1 DTD 9/8/83, ITEM 249D
Retention: Retain in office as long as needed for administrative reference.
(CHEMICAL/MECHANICAL CONTROL SECTION)
- 110703-00009 AGRICULTURAL SEEDS: RULES; MINUTES OF PUBLIC HEARINGS
SA-1 DTD 9/8/83, ITEM 250
Retention: Retain in office as long as needed for administrative reference.
(CHEMICAL/MECHANICAL CONTROL SECTION)

*RECORDS SERIES ID is for Records Management Branch use only.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1107030000
AGR PLANT INDUSTRY DIVISION, PLANT PEST CONTROL BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110703-00010 AGRICULTURAL SEEDS: SEED LABELS
SA-1 DTD 9/8/83, ITEM 251
Retention: destroy 3 years after label is superseded or seed is no longer manufactured.
(CHEMICAL/MECHANICAL CONTROL SECTION)
- 110703-00011 AGRICULTURAL SEEDS: LICENSE TO IMPORT SEEDS (A) APPLICATIONS
SA-1 DTD 9/8/83, ITEM 252A
Retention: Destroy applications 3 years after non-renewal.
(CHEMICAL/MECHANICAL CONTROL SECTION)
- 110703-00012 AGRICULTURAL SEEDS: LICENSE TO IMPORT SEEDS (B) ANNUAL RENEWALS
SA-1 DTD 9/8/83, ITEM 252B
Retention: Destroy renewals 3 years old.
(CHEMICAL/MECHANICAL CONTROL SECTION)
- 110703-00013 AGRICULTURAL SEEDS: ANALYSIS OF SEED (A) PENALTY ASSESSED
SA-1 DTD 9/8/83, ITEM 253A
Retention: Destroy 3 years old.
(CHEMICAL/MECHANICAL CONTROL SECTION)
- 110703-00014 AGRICULTURAL SEEDS: ANALYSIS OF SEED (B) NO PENALTY
SA-1 DTD 9/8/83, ITEM 253B
Retention: Destroy 1 year old.
(CHEMICAL/MECHANICAL CONTROL SECTION)
- 110703-00015 AGRICULTURAL SEEDS: PENALTY LETTER
SA-1 DTD 9/8/83, ITEM 254
Retention: Destroy 3 years old.
(CHEMICAL/MECHANICAL CONTROL SECTION)
- 110703-00016 AGRICULTURAL SEEDS: ENFORCEMENT CORRESPONDENCE (A) ROUTINE
CORRESPONDENCE, COMPLAINTS, REMOVAL FROM SALE NOTICES COMPLIED WITH
SA-1 DTD 9/8/83, ITEM 255A
Retention: Destroy 3 years old.
(CHEMICAL/MECHANICAL CONTROL SECTION)
- 110703-00017 AGRICULTURAL SEEDS: ENFORCEMENT CORRESPONDENCE (B) "PROBLEM" CORRES:
CHRONIC VIOLATIONS, NON-COMPLIANCE WITH REMOVAL FROM SALE NOTICE
SA-1 DTD 9/8/83, ITEM 255B
Retention: Destroy 3 years after manufacturer or dealer goes out of business.
(CHEMICAL/MECHANICAL CONTROL SECTION)

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1107040000
AGR PLANT INDUSTRY DIVISION, PESTICIDES BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110704-00002 ADMINISTRATIVE RECORDS: U.S. EPA-STATE OF HAWAII PESTICIDE ENFORCEMENT AGREEMENTS; TRAINING AGREEMENTS
(A) AGREEMENT, EXTENSION, MODIFICATIONS; FINAL NARRATIVE REPORTS; AUDIT REPORTS
SA-1 DTD 9/8/83, ITEM 226A
Retention: Permanent.
- 110704-00003 ADMINISTRATIVE RECORDS: U.S. EPA-STATE OF HAWAII PESTICIDE ENFORCEMENT AGREEMENTS; TRAINING AGREEMENTS
(B) INTERIM PROGRESS REPORTS (QUARTERLY)
SA-1 DTD 9/8/83, ITEM 226B
Retention: Destroy 3 years old.
- 110704-00004 ADMINISTRATIVE RECORDS: EMERGENCY EXEMPTIONS (EPA EXEMPTION OF STATE AGENCIES FOR USE OF PESTICIDES UNDER EMERGENCY CONDITIONS)
SA-1 DTD 9/8/83, ITEM 227
Retention: Permanent.
- 110704-00005 PESTICIDES LICENSING: ANNUAL LIST OF CURRENTLY LICENSED PRODUCT
SA-1 DTD 9/8/83, ITEM 228
Retention: Retain 1 hard copy list for each year permanently. Destroy data on magnetic media when superseded.
- 110704-00006 PESTICIDES LICENSING: CONFIDENTIAL FORMULAE OF PRODUCTS; TESTS; ANALYSIS
SA-1 DTD 9/8/83, ITEM 229
Retention: Destroy 5 years after pesticide is no longer manufactured, or label or formula is so changed as to require reapplication for new license.
- 110704-00026 PESTICIDE LICENSING: PESTICIDE LABELS
SA-1 DTD 9/8/83, ITEM 230
Retention: Destroy records 5 years after pesticide is no longer manufactured, or label or formula is so changed as to require reapplication for new license.
- 110704-00007 PESTICIDES LICENSING: INITIAL LICENSE APPLICATIONS, RENEWALS
SA-1 DTD 9/8/83, ITEM 231
Retention: Destroy after information input to Displaywriter and after 6 years old.
- 110704-00008 PESTICIDES LICENSING: ROUTINE LICENSE CORRESPONDENCE
SA-1 DTD 9/8/83, ITEM 232
Retention: Destroy 1 year old.
- 110704-00009 SPECIAL LOCAL NEEDS PESTICIDE REGISTRATION: REGISTRATION CASE RECORD
SA-1 DTD 9/8/83, ITEM 233
Retention: Retain for duration of state registration.
- 110704-00010 EXPERIMENTAL USE PERMIT ADMINISTRATIVE RECORDS: STATE PLANS FOR ISSUANCE OF EXPERIMENTAL USE PERMITS
SA-1 DTD 9/8/83, ITEM 234
Retention: Permanent.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1107040000
AGR PLANT INDUSTRY DIVISION, PESTICIDES BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

110704-00011 EXPERIMENTAL USE PERMIT ADMINISTRATIVE RECORDS: EXPERIMENTAL USE PERMIT REPORTS TO EPA (ANNUAL REPORT, SPECIAL REPORTS, INCIDENTAL REPORTS)
SA-1 DTD 9/8/83, ITEM 235
Retention: Permanent.

110704-00012 EXPERIMENTAL USE PERMIT ADMINISTRATIVE RECORDS: EXPERIMENTAL USE PERMIT; PERMITTEE'S FINAL REPORT
SA-1 DTD 9/8/83, ITEM 236
Retention: Permanent.

110704-00013 EXPERIMENTAL USE PERMIT ADMINISTRATIVE RECORDS: EXPERIMENTAL USE PERMIT CASE RECORDS: Application; name; formula; toxicity data; proposed label; program plan; disposal Reports; experiment reports; incident reports; renewals; revocations
SA-1 DTD 9/8/83, ITEM 237
Retention: Destroy 10 years after permit expiration.

110704-00014 INDIVIDUAL DEALER LICENSING & RELATED RECORDS: LICENSE FOR DEALERS & DISTRIBUTORS OF RESTRICTED USE PESTICIDES: APPLICATIONS, RENEWALS
SA-1 DTD 9/8/83, ITEM 238
Retention: Retain annual list permanently; destroy applications & renewals 6 years old.

110704-00015 INDIVIDUAL DEALER LICENSING & RELATED RECORDS: QUALIFIED PESTICIDE SALES MANAGER: APPLICATION
SA-1 DTD 9/8/83, ITEM 239
Retention: Destroy 25 years old.

110704-00016 INDIVIDUAL DEALER LICENSING & RELATED RECORDS: RESTRICTED PESTICIDE DEALER RECORDS: Monthly sales record; single purchase certificates; record of violations of recordkeeping requirements)
SA-1 DTD 9/8/83, ITEM 240
Retention: Destroy 20 years old, or after appropriate data are reduced or converted to magnetic media.

110704-00017 CERTIFICATION OF PESTICIDE APPLICATORS: STATE PLAN FOR CERTIFICATION OF COMMERCIAL AND PRIVATE APPLICATORS OF RESTRICTED USE PESTICIDES
SA-1 DTD 9/8/83, ITEM 241
Retention: Permanent.

110704-00018 CERTIFICATION OF PESTICIDE APPLICATORS: REPORTS TO EPA: ANNUAL REPORTS, SPECIAL REPORTS
SA-1 DTD 9/8/83, ITEM 242
Retention: Permanent.

110704-00019 CERTIFICATION OF PESTICIDE APPLICATORS: RECORDS COVERING CERTIFICATION OF PESTICIDE APPLICATORS
(A) INDEX BY NAME OF APPLICATORS; INDEX BY EXPIRATION DATE OF CERTIFICATION
SA-1 DTD 9/8/83, ITEM 243A
Retention: Permanent.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1107040000
 AGR PLANT INDUSTRY DIVISION, PESTICIDES BRANCH

RECORD
 SERIES ID RECORD SERIES DESCRIPTION

 110704-00020 CERTIFICATION OF PESTICIDE APPLICATORS: RECORDS COVERING CERTIFICATION OF PESTICIDE APPLICATORS
 (B) APPLICATION/RENEWAL
 SA-1 DTD 9/8/83, ITEM 243B
 Retention: Permanent. Retain in office.

110704-00021 CERTIFICATION OF PESTICIDE APPLICATORS: RECORDS COVERING CERTIFICATION OF PESTICIDE APPLICATORS
 (C) DISPLAYWRITER DATA FILE
 SA-1 DTD 9/8/83, ITEM 243C
 Retention: Destroy upon supersession.

110704-00022 CERTIFICATION OF PESTICIDE APPLICATORS: RECORDS COVERING CERTIFICATION OF PESTICIDE APPLICATORS
 (D) EXAMS
 SA-1 DTD 9/8/83, ITEM 243D
 Retention: Destroy 5 years old.

110704-00023 CERTIFICATION OF PESTICIDE APPLICATORS: RECORDS COVERING CERTIFICATION OF PESTICIDE APPLICATORS
 (E) RECEIPTS (OFFICE COPY)
 SA-1 DTD 9/8/83, ITEM 243E
 Retention: Destroy 3 years old.

110704-00024 INVESTIGATION CASE FILES: INVESTIGATIONS OF LICENSED PESTICIDES DEALERS, DISTRIBUTORS, IMPORTERS AND MANUFACTURERS, 1974 - Present
 SA-1 DTD 6/9/92, ITEM 244A
 Retention: 5 years after file is closed.

110704-00025 INVESTIGATION CASE FILES: INVESTIGATIONS OF MISUSE OF PESTICIDES
 SA-1 DTD 6/9/92, ITEM 244B
 Retention: 5 years after file is closed.

Items 244A and 244B: Authority for retention period: U.S.E.P.A. Records Control Schedules NC1-412-85-18, schedule no. 3, Air and Hazardous Waste Program Records, Item 10. Restrictions: medical information contained in files is confidential under HRS 92-F-14(b)(1).

*RECORDS SERIES ID is for Records Management Branch use only.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1108010000
AGR ANIMAL INDUSTRY DIVISION, ADMINISTRATIVE SERVICES

RECORD
SERIES ID RECORD SERIES DESCRIPTION

-
- 110801-00004 GENERAL RECORDS: REGULARLY ISSUED REPORTS; REPORTS ON SPECIAL STUDIES
SA-1 DTD 9/8/83, ITEM 49
Retention: Permanent.
- 110801-00008 PROGRAM RECORDS: BOARD OF AGRICULTURE QUARANTINE ORDERS - OFFICE COPY
SA-1 DTD 9/8/83, ITEM 53
Retention: Destroy 10 years old.
- 110801-00009 PROGRAM RECORDS: ANNUAL COMMUNICABLE DISEASE REPORT SUMMARIES
SA-1 DTD 9/8/83, ITEM 54
Retention: Permanent. May transfer to Archives.
- 110801-00010 PROGRAM RECORDS: FEDERAL-STATE COOPERATIVE AGREEMENTS FOR DISEASE
CONTROL; IDEMNIFICATION
SA-1 DTD 9/8/83, ITEM 55
Retention: Destroy 3 years after termination of agreement.
- 110801-00011 PROGRAM RECORDS: HAWAII BRAND REGISTRY - MASTER LIST AND
REREGISTRATIONS
SA-1 DTD 9/8/83, ITEM 56
Retention: Permanent.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1108030000
AGR ANIMAL INDUSTRY DIVISION, VETERINARY LAB BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

110803-00001 LABORATORY BLOOD TEST & WORKSHEETS FOR COOPERATIVE DISEASE
CONTROL PROGRAM
SA-1 DTD 9/8/83, ITEM 125
Retention: Destroy 2 years old.

110803-00002 SPECIMEN RECORDS OF TESTS FOR ANIMAL QUARANTINE STATION ANIMALS
SA-1 DTD 9/8/83, ITEM 126
Retention: Destroy 2 years old.

110803-00003 SEROLOGICAL TEST RECORDS FROM PERIODIC SURVEYS FOR BACTERIA AND
VIRAL DISEASE
SA-1 DTD 9/8/83, ITEM 127
Retention: Destroy 2 years old.

110803-00004 VETERINARY PATHOLOGY REPORTS, INCLUDING SPECIMEN EXAMINATION RECORD
SA-1 DTD 9/8/83, ITEM 128
Retention: Destroy 2 years old.

110803-00005 HISTOPATHOLOGY CARD FILE, INCLUDING SLIDES AND TISSUE BLOCKS
SA-1 DTD 9/8/83, ITEM 129
Retention: Retain permanently at lab.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1108040000
AGR ANIMAL INDUSTRY DIVISION, MEAT INSPECTION BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110804-00001 ADMINISTRATIVE RECORDS: COOPERATIVE AGREEMENTS: STATE-FEDERAL INSPECTION PROGRAM FINANCIAL REPORTS; BUDGETS
SA-1 DTD 9/8/83, ITEM 111
Retention: Destroy 3 years after end of year for which agreement made.
- 110804-00002 ADMINISTRATIVE RECORDS: LICENSING - SLAUGHTERHOUSE, MEAT PROCESSOR, ANIMAL FOOD MANUFACTURER (A) ROSTER OF LICENSEES
SA-1 DTD 9/8/83, ITEM 112A
Retention: Destroy when superseded.
- 110804-00003 ADMINISTRATIVE RECORDS: LICENSING - SLAUGHTERHOUSE, MEAT PROCESSOR, ANIMAL FOOD MANUFACTURER (B) PLANT SPECIFICATIONS, FLOOR PLANS
SA-1 DTD 9/8/83, ITEM 112B
Retention: Destroy upon supersession and after plant ceases operations.
- 110804-00004 ADMINISTRATIVE RECORDS: LICENSING - SLAUGHTERHOUSE, MEAT PROCESSOR, ANIMAL FOOD MANUFACTURER (C) ANNUAL APPLICATION; CERTIFICATE OF SANITATION; LICENSE FEE RECEIPT; MEAT SLAUGHTERHOUSE BOND
SA-1 DTD 9/8/83, ITEM 112C
Retention: Destroy 6 years old.
- 110804-00005 ADMINISTRATIVE RECORDS: ESTABLISHMENT CASE FILES
(A) CORRESPONDENCE AND RECORDS RELATING TO PROBLEM AREAS, COMPLAINTS AND INVESTIGATIONS, SUSPENSION AND REVOCATIONS OF LICENSES, COURT ACTIONS
SA-1 DTD 9/8/83, ITEM 113A
Retention: Destroy 3 years after licensee goes out of business.
- 110804-00006 ADMINISTRATIVE RECORDS: ESTABLISHMENT CASE FILES
(B) ROUTINE CORRESPONDENCE
SA-1 DTD 9/8/83, ITEM 113B
Retention: Destroy 3 years old.
- 110804-00007 ADMINISTRATIVE RECORDS: REGISTRATION OF MEAT BROKER, RENDERER, ANIMAL FOOD MANUFACTURER; WHOLESALER OF CARCASSES; PUBLIC WAREHOUSEMAN; DEALER IN DEAD, DYING, DISABLED OR DISEASED ANIMALS
(A) REGISTRANT ROSTER
SA-1 DTD 9/8/83, ITEM 114A
Retention: Destroy 3 years old.
- 110804-00008 ADMINISTRATIVE RECORDS: REGISTRATION OF MEAT BROKER, RENDERER, ANIMAL FOOD MANUFACTURER; WHOLESALER OF CARCASSES; PUBLIC WAREHOUSEMAN; DEALER IN DEAD, DYING, DISABLED OR DISEASED ANIMALS
(B) ANNUAL REGISTRATIONS
SA-1 DTD 9/8/83, ITEM 114B
Retention: Destroy 1 year old.
- 110804-00009 MEAT & POULTRY PRODUCTS LABELING: PROCESSED MEAT PRODUCTS & PROCESSED POULTRY PRODUCTS LABEL APPROVALS (A) APPLICATION
SA-1 DTD 9/8/83, ITEM 115A
Retention: Destroy 3 years after either (a) label is superseded or (b) product is no longer manufactured.

*RECORDS SERIES ID is for Records Management Branch use only.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1108040000
AGR ANIMAL INDUSTRY DIVISION, MEAT INSPECTION BRANCH

RECORD
SERIES ID RECORD SERIES DESCRIPTION

-
- 110804-00010 MEAT & POULTRY PRODUCTS LABELING: PROCESSED MEAT PRODUCTS & PROCESSED POULTRY PRODUCTS LABEL APPROVALS (B) SKETCH
SA-1 DTD 9/8/83, ITEM 115B
Retention: Destroy 3 years after either (a) label is superseded or (b) product is no longer manufactured.
- 110804-00011 MEAT & POULTRY PRODUCTS LABELING: PROCESSED MEAT PRODUCTS & PROCESSED POULTRY PRODUCTS LABEL APPROVALS (C) INGREDIENTS STATEMENT
SA-1 DTD 9/8/83, ITEM 115C
Retention: Destroy 3 years after either (a) label is superseded or (b) product is no longer manufactured.
- 110804-00012 MEAT & POULTRY PRODUCTS LABELING: PROCESSED MEAT PRODUCTS & PROCESSED POULTRY PRODUCTS LABEL APPROVALS (D) FORMULA
SA-1 DTD 9/8/83, ITEM 115D
Retention: Destroy 3 years after either (a) label is superseded or (b) product is no longer manufactured.
- 110804-00013 MEAT & POULTRY PRODUCTS LABELING: PROCESSED MEAT PRODUCTS & PROCESSED POULTRY PRODUCTS LABEL APPROVALS (E) OBSOLETE LABEL REPORTS
SA-1 DTD 9/8/83, ITEM 115E
Retention: Destroy 3 years after either (a) label is superseded or (b) product is no longer manufactured.
- 110804-00014 MEAT & POULTRY PRODUCTS LABELING: PROCESSED MEAT PRODUCTS & PROCESSED POULTRY PRODUCTS LABEL APPROVALS (F) REQUESTS FOR MODIFICATION
SA-1 DTD 9/8/83, ITEM 115F
Retention: Destroy 3 years after either (a) label is superseded or (b) product is no longer manufactured.
- 110804-00015 MEAT & POULTRY PRODUCTS LABELING: LAB ANALYSIS
(A) MEAT AND POULTRY PRODUCTS & INGREDIENT SAMPLES
SA-1 DTD 9/8/83, ITEM 116A
Retention: Destroy 1 year old. Violations: Destroy 3 years old.
- 110804-00016 MEAT & POULTRY PRODUCTS LABELING: LAB ANALYSIS
(B) BACON FOR NITROSAMINES
SA-1 DTD 9/8/83, ITEM 116B
Retention: Destroy 1 year old. Violations: Destroy 3 years old.
- 110804-00017 INSPECTOR ACTIVITY: COUNTY SUPERVISOR'S MONTHLY INSPECTION ACTIVITY REPORT
SA-1 DTD 9/8/83, ITEM 117
Retention: Destroy 3 years after close of fiscal year.
- 110804-00018 INSPECTOR ACTIVITY: FEEDER REPORTS TO SUPERVISOR'S REPORT
(A) INSPECTOR MONTHLY REPORT
SA-1 DTD 9/8/83, ITEM 118A
Retention: Destroy 1 year after close of fiscal year.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1108040000
AGR ANIMAL INDUSTRY DIVISION, MEAT INSPECTION BRANCH

RECORD
SERIES ID RECORD SERIES DESCRIPTION

-
- 110804-00019 INSPECTOR ACTIVITY: FEEDER REPORTS TO SUPERVISOR'S REPORT
(B) ESTABLISHMENT PRODUCTION REPORTS (PROCESSING ESTABLISHMENT PRODUCTION
REPORTS, POULTRY SLAUGHTER TALLY & SLAUGHTERHOUSE SLAUGHTER TALLY)
SA-1 DTD 9/8/83, ITEM 118B
Retention: Destroy 1 year after close of fiscal year.
- 110804-00020 INSPECTOR ACTIVITY: FEEDER REPORTS TO SUPERVISOR'S REPORT
(C) PROCESSING ESTABLISHMENT INSPECTOR ACTIVITY LOGS
SA-1 DTD 9/8/83, ITEM 118C
Retention: Destroy 1 year after close of fiscal year.
- 110804-00021 INSPECTOR ACTIVITY: MONTHLY SUMMARIES OF COMPLIANCE AND
EVALUATION ACTIVITIES
SA-1 DTD 9/8/83, ITEM 119
Retention: Destroy 3 years after close of fiscal year.
- 110804-00022 ESTABLISHMENT COMPLIANCE: CONDEMNATIONS; MEAT CONDEMNATION RECEIPT;
POULTRY TALLY/CONDEMNATION; FOOD OR MATERIALS CONDEMNED
SA-1 DTD 9/8/83, ITEM 120
Retention: Destroy 3 years after close of fiscal year.
- 110804-00023 ESTABLISHMENT COMPLIANCE: PERMIT TO SHIP UNISPECTED MEAT/POULTRY
SA-1 DTD 9/8/83, ITEM 121
Retention: Destroy 3 years after close of fiscal year.
- 110804-00024 ESTABLISHMENT COMPLIANCE: WEEKLY SANITATION REPORTS
SA-1 DTD 9/8/83, ITEM 122
Retention: Destroy 6 months old.
- 110804-00025 ESTABLISHMENT COMPLIANCE: CATTLE AUTOPSY REPORTS
(A) MONTHLY SUMMARIES
SA-1 DTD 9/8/83, ITEM 123A
Retention: Destroy 3 years after end of fiscal year.
- 110804-00026 ESTABLISHMENT COMPLIANCE: CATTLE AUTOPSY REPORTS
(B) CATTLE AUTOPSY REPORTS (ESTABLISHMENT)
SA-1 DTD 9/8/83, ITEM 123B
Retention: Destroy 1 year after end of fiscal year.
- 110804-00027 ESTABLISHMENT COMPLIANCE: ENFORCEMENT (DETENTIONS, SEIZURES)
SA-1 DTD 9/8/83, ITEM 124
Retention: Destroy 3 years old.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1108050000
AGR ANIMAL INDUSTRY DIVISION, INSPECTION & QUARANTINE BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110805-00001 INSPECTION: LIVESTOCK LEDGERS - MONTHLY SUMMARIES OF CARRIER'S NOTIFICATIONS OF LIVE ANIMAL SHIPMENT
SA-1 DTD 9/8/83, ITEM 57
Retention: Destroy 3 years old.
- 110805-00002 INSPECTION: CAT & DOG LEDGERS - MONTHLY TOTALS OF CAT & DOG IMPORTATION
SA-1 DTD 9/8/83, ITEM 58
Retention: Destroy 3 years old.
- 110805-00003 INSPECTION: ANNUAL SUMMARIES: IMPORTATION STATISTICS
SA-1 DTD 9/8/83, ITEM 59
Retention: Destroy 3 years old.
- 110805-00004 INSPECTION: INSPECTOR ACTIVITY: MONTHLY SUMMARIES OF ACTIVITY, ANNUAL SUMMARIES
SA-1 DTD 9/8/83, ITEM 60
Retention: Destroy monthly tallies after annual report figures are verified.
Retain annual summaries for 3 years.
- 110805-00005 INSPECTION: CARRIER'S NOTIFICATION OF LIVE ANIMAL SHIPMENT (SHIPMASTER'S DECLARATION)
SA-1 DTD 9/8/83, ITEM 61
Retention: Destroy 2 years old.
- 110805-00006 RABIES QUARANTINE: ENTRY BOOK (RECEIVING LOG)
SA-1 DTD 9/8/83, ITEM 62
Retention: Destroy 1 year old.
- 110805-00007 RABIES QUARANTINE: ANIMAL CASE CARD
SA-1 DTD 9/8/83, ITEM 63
Retention: Destroy 2 years old. If account is delinquent, retain 1 additional year.
- 110805-00008 RABIES QUARANTINE: DISPENSARY MEDICAL RECORD CARD
SA-1 DTD 9/8/83, ITEM 64
Retention: Destroy 2 years old. If account is delinquent, retain 1 additional year.
- 110805-00009 RABIES QUARANTINE: REQUESTS BY OWNER TO HAVE UNWANTED ANIMAL PUT TO SLEEP
SA-1 DTD 9/8/83, ITEM 65
Retention: Destroy 2 years old. If account is delinquent, retain 1 additional year.
- 110805-00010 RABIES QUARANTINE: NECROPSY OF ANIMALS DYING IN QUARANTINE
SA-1 DTD 9/8/83, ITEM 66
Retention: Destroy 2 years old. If account is delinquent, retain 1 additional year.
- 110805-00011 RABIES QUARANTINE: ANIMAL QUARANTINE STATION ENTRY QUESTIONNAIRE
SA-1 DTD 9/8/83, ITEM 67
Retention: Destroy 2 years old. If account is delinquent, retain 1 additional year.

**RECORDS SERIES REPORT
DEPARTMENT OF AGRICULTURE**

DEPARTMENT: 1108050000
AGR ANIMAL INDUSTRY DIVISION, INSPECTION & QUARANTINE BRANCH

RECORD

SERIES ID RECORD SERIES DESCRIPTION

-
- 110805-00012 RABIES QUARANTINE: DOG BREEDING PERMITS
SA-1 DTD 9/8/83, ITEM 68
Retention: Destroy 2 years old.
- 110805-00013 RABIES QUARANTINE: HOSPITAL MOVEMENT - LIST OF ANIMALS
MOVED FROM QUARANTINE TO HOSPITAL & BACK
SA-1 DTD 9/8/83, ITEM 69
Retention: Destroy 2 years old. If account is delinquent, retain 1 additional year.
- 110805-00014 RABIES QUARANTINE: FEES
(A) ACCOUNT CARD
SA-1 DTD 9/8/83, ITEM 70A
Retention: Destroy 2 years old. If account is delinquent, retain 1 additional year.
- 110805-00015 RABIES QUARANTINE: FEES
(B) COLLECTION ATTEMPTS, OVERDUE NOTICES
SA-1 DTD 9/8/83, ITEM 70B
Retention: Destroy after account paid off. If account is delinquent over 2 years, send to Attorney General.
Retain Animal Quarantine copies 1 additional year; then destroy if no action has been taken.
- 110805-00016 RABIES QUARANTINE: FEES
(C) CREDIT MEMOS FOR REFUND
SA-1 DTD 9/8/83, ITEM 70C
Retention: Destroy 1 year old.
- 110805-00017 RABIES QUARANTINE: FEES
(D) RECEIPTS
SA-1 DTD 9/8/83, ITEM 70D
Retention: Destroy 1 year old.
- 110805-00018 RABIES QUARANTINE: RABIES QUARANTINE MONTHLY STATISTICS
(CENSUS OF ANIMALS, DEATHS, BIRTHS, ANIMALS IN TRANSIT, ANIMALS OVERDUE)
SA-1 DTD 9/8/83, ITEM 71
Retention: Destroy when no longer needed for administrative purposes.
- 110805-00019 RABIES QUARANTINE: "PROBLEMS" CASE FILE (COMPLAINTS; RECORDS PERTINENT TO
CASE; COPIES OF RECORDS, SUCH AS MEDICAL RECORD & CASE CARD, THAT MAY BE USED
IN FUTURE LITIGATION)
SA-1 DTD 9/8/83, ITEM 72
Retention: may destroy 5 years after last action documented in file.