

Agriculture and Commerce, Department of

Division	Schedule	Schedule Title	Schedule Description	Disposition Instructions
Swine Health Protection and Exotic Bird	1594	Quarantine Notice, Form Letter for Notice, and Notice of Release	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	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.