

Animal Health, Board of
April 16, 2026

Division	Schedule No.	Title	Description	Disposition Instructions
Administration	2486	Equine Infectious Anemia and Avian Regulatory Test Records	Documents relates to veterinary regulatory test records for horses and birds. Included are case listings, case submission sheets, lab results, test forms, status reports, summary sheets, log books, test requests, worksheets and backup data on horses and birds for regulatory test and computer printouts.	Hold in the current files area one (1) year; transfer to local holding area for one (1) year; then destroy.
Administration	4275	Mississippi Veterinary Services Log	This series consists of a log that contains policies, procedures, and amendments related to vaccinations and disease eradication. Included are calf hood vaccinations policies, commercial poultry quarantined facility policies, bulletins from the United States Department of Agriculture, importation regulations from Canada, memos related to approved Equine Infectious Anemia research facilities, a list of veterinarians approved to conduct Comparative Cervical Tuberculin Tests, equine treatment procedures, and veterinary accreditation disciplinary action policies. This series is cut off at the end of the calendar year.	Hold in the current files area one (1) year; transfer to SRC; hold four (4) years, then dispose.

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Administration	2485	Positive Equine Infectious Anemia (EIA's) Records	Documents relates to veterinary diagnostic records. Included are positive EIA forms and supportive data, Positive computer printouts, and count yearly printouts.	Hold in the current files area one (1) year; transfer to local holding area for life of animal; then destroy.
Administration	4274	Veterinary Biologics Notice Logs	This series consists of veterinary biologics logs related to animal vaccinations. This series contains memorandums and notices. The veterinary biologics memorandums are related to approved animal vaccinations, and the notices are amended policies related to approved animal vaccinations. Included are memos, graphs, and notices. This series is cut off at the end of the calendar year.	Transfer log to State Archives.
Executive Director	4271	Negative Equine Infectious Anemia Medical Records	This series consists of medical records related to negative Equine Infectious Anemia test results. Equine Infectious Anemia is a disease transmitted to horses through bites of horseflies and deerflies. There is no cure for Equine Infectious Anemia. Included are requisition forms and final reports. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years; transfer to the SRC; hold one (1) year, then dispose.

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Fiscal	4278	(Health Certificates) Certificates for Veterinary Inspection	<p>This series consists of health certificates. Health certificates are legal documents that ensure test results of animals are negative of infectious and communicable diseases. There are three types of health certificates (local, interstate, and outstate). Local health certificates are for animals that participate in livestock shows in the state of Mississippi. Incoming health certificates are for animals transported from other states into Mississippi. Outgoing health certificates are for animals that are transported out of Mississippi to other states. Documentation includes consignor or shipper, consignee or receiver, species, purpose of movement, area status, entry permit number, individual identification, description of animal, age, sex, breed, date test was performed, laboratory test results, accredited veterinarian's signature, and owner's signature. This series is arranged chronologically according to designated travel location (outstate, interstate, and local) and is cut off at the end of the fiscal year.</p>	Hold in the current files area six (6) months; transfer to the SRC; hold three (3) years, then dispose.
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