

Veterinary Diagnostic Laboratory
April 16, 2026

Division	Schedule No.	Schedule Title	Schedule Description	Disposition Instructions
Administrative Department	4201	Comdial Key System Files	<p>This series consists of files related to the installation of the telecommunication system (Comdial Key System). This series also contains files related to Information Technology Services' (ITS) collaboration with Comdial Key System regarding the procurement process. Included are ITS requisition forms, ITS request forms, brochures, a price list, correspondence, requests for purchase, memos, proposal for price quotes, invoices, work orders, and copies of check stubs. This series is cut off at the end of the calendar year.</p>	<p>Hold in the current files area two (2) years after converting to a new telecommunication system, then dispose.</p>
Administrative Department	4200	Daily Log	<p>This series consists of a log related to daily activities at the Mississippi Veterinary Diagnostic Laboratory. The log serves as a daily planner for the chief technician. The log also contains notes related to personnel issues and daily responsibilities of the chief technician. Documentation includes dates, times, special comments, and daily duties. This series is cut off at the end of the calendar year.</p>	<p>Hold in the current files area three (3) years after last entry in log, then dispose.</p>

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Administrative Department	4195	General Correspondence	This series consists of incoming and outgoing correspondence and memos. Included are correspondence with other state agencies, correspondence with the Federal Bureau of Investigation, correspondence with the United States Department of Agriculture, handwritten notes, articles and memos. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) years, then dispose.
Administrative Department	4196	Interdepartmental Correspondence	This series consists of files related to interdepartmental correspondence and messages. Prior to the installation of email, interdepartmental messages were forwarded to each department in paper form. Included are handwritten notes, copies of memos, and samples test results. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) years, then dispose.
Administrative Department	4194	Product Files	This series consists of files related to vendor advertisements for new laboratory products. The new laboratory product advertisements are utilized for reference purposes. Included are serum company brochures and handwritten notes. This series is cut off at the end of the calendar year.	Hold in the current files area until updated, purge when necessary.

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Administrative Department	4202	Safety Security Plan	<p>This series consists of files related to a safety security plan for the Mississippi Veterinary Diagnostic Laboratory. In case of an agency crisis, the safety security plan provides instructions related to resolving the dilemma in an orderly manner. The plan contains safety policies written by an interdepartmental committee. The plan will be implemented upon approval by the Mississippi Veterinary Diagnostic Laboratory Board. The safety security plan consists of the fire policies, weather policies, bomb policies, and personal threat policies. Included are correspondence, training information, and preliminary safety security plans. This series is cut off at the end of the calendar year.</p>	<p>Hold in the current files area four (4) years after updated, then dispose.</p>
Administrative Department	4193	Test Files	<p>This series consists of files related to laboratory testing products. Various vendors frequently send information related to new testing procedures to the Mississippi Veterinary Diagnostic Laboratory. This is an attempt by the vendors to promote and sell their products. Included are Endocrinology Test files, Glycosalated Test files, and brochures. This series is cut off at the end of the calendar year.</p>	<p>Hold in the current files area three (3) years, then dispose.</p>

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Administrative Department	4198	Vaccination Surveys	<p>This series consists of vaccination surveys related to a newly proposed safety program for the agency's employees. The surveys indicate the number of vaccinations received by the employees within the current fiscal year. The surveys also indicate the date of last vaccinations received and which vaccinations are presently needed. The new safety program will require employees to receive flu, tuberculosis, rabies, and tetanus vaccinations within each fiscal year. Documentation includes names of vaccinations received, dates, and vaccinations requested. This series is cut off at the end of the fiscal year.</p>	Hold in the current files area three (3) years, then dispose.
Administrative Department	4197	Veterinarian Correspondence	<p>This series consists of correspondence generated by the pathologist of the Histopathology Department. The correspondence is related to sample test results. The results and correspondence are forwarded to veterinary clinics throughout the state of Mississippi. Included are copies of correspondence from the pathologist, copies of requisition forms, and copies of final reports. This series is cut off at the end of the calendar year.</p>	Hold in the current files area three (3) years, then dispose.

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Chemistry and Hematology Department	4208	Bio Rad Forms	<p>This series consists of Bio Rad Forms related to control test results. Controls are pretested chemistry samples forwarded from various vendors to the Mississippi Veterinary Diagnostic Laboratory. Controls are retested in the Chemistry and Hematology Department. Control results are documented on the Bio Rad Forms after tested. The documented forms are forwarded monthly to the Bio Rad Quality Control Company, and this company is located in Irvine, California. After received, the Bio Rad Quality Control Company compares the analyzes the Chemistry and Hematology Department's control results among other national chemistry laboratories. The Bio Rad Forms and the nationally analyzed control information are forwarded to the Mississippi Veterinary Diagnostic Laboratory. Documentation includes control test results and dates. This series is cut off at the end of the fiscal year.</p>	Hold in the current files area ont (1) year, then dispose.
Chemistry and Hematology Department	4215	Chemistry and Hematology Medical Records Files	<p>This series consists chemistry and hematology medical records. This series is maintained for reference purposes. The original files are located in the Medical Records Department. This series is duplicated in the Vet-LIMS database. Included are copies of requisition forms, copies of Cobras Mira Reports, and copies of final reports. This series is cut off at the end of the fiscal year.</p>	Hold in the current files area three (3) years, then dispose.

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Chemistry and Hematology Department	4214	Chemistry and Hematology Reference Log	This series consists of a log that provides a simplified and expedient method for obtaining information related to sample test results. Although the log has a small quantity of documentation, it serves as an efficient method when test results are needed immediately. The Medical Records Department and the Vet-LIMS database contain additional information related to samples results. Documentation includes names of veterinarians, accession numbers, and names of veterinary clinics. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years, then dispose.
Chemistry and Hematology Department	4210	Chemistry Maintenance Log	This series consists of a log related to the maintenance of the chemistry test machine (Roche Cobras Mira). The log indicates daily maintenance required for upgrading the Roche Cobras Mira. Included are daily washing instruction forms and daily bleaching instruction forms. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years, then dispose.
Chemistry and Hematology Department	4213	Hematology Maintenance Log	This series consists of a log related to the maintenance of the hematology machine (Cell Dym 3500). The log indicates daily maintenance required for upgrading the Cell Dym 3500. Included are checklist forms, maintenance forms, Cell Dym 3500 Reports, and instruction verification forms. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years, then dispose.

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Chemistry and Hematology Department	4211	Streck Forms	<p>This series consists of Streck Forms related to control test results. Controls are pretested blood samples forwarded to the Chemistry and Hematology Department by various vendors. Controls are retested in the Chemistry and Hematology Department, and results are documented on the Streck Forms. The Streck Forms aid in determining if the hematology machine (Cell Dym 3500) is accurately testing samples. Three controls are tested daily (low, normal, and high). Documentation includes hematology controls test results and dates. This series is cut off at the end of the fiscal year.</p>	Hold in the current files area (1) year, then dispose.
Histopathology Department	4186	Histopathology Quality Control Logs	<p>This series consists of logs that indicate the amount of samples received daily in the Histopathology Department. The Histopathology Quality Control Logs assist in tracking the productivity of the department. This method occurs by indicating the number of microscopic slides produced from samples. The logs also indicate the number of microscopic slides diagnosed daily by the pathologist. Documentation includes accession numbers, names of veterinarians, and numbers of microscopic slides tested daily. This series is cut off at the end of the fiscal year.</p>	Hold in the current files area five (5) years, then dispose.

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Histopathology Department	4185	Microscopic Slides	<p>This series consists of microscopic slides. The pathologist utilizes the slides to diagnose diseases located in the samples. The slides are produced from tissue blocks by the bacteriologist of the Histopathology Department. This series is cut off at the end of the calendar year.</p>	<p>Hold in the current files area seven (7) years, then dispose by autoclaving microscopic slides at approved facilities.</p>
Histopathology Department	4206	Necropsy Requisition Forms (Submission Forms)	<p>This series consists of reference files related to requisition forms. The forms indicate which veterinarian performed necropsy (animal autopsy) on a specific animal. Additionally, the submission forms also describes the animal's illness and indicate which department tested the animal sample. The necropsy veterinarians have chosen to maintain copies of submission forms for reference files. Documentation includes contact numbers, addresses, names of owners, animal identification, species, type of sample submitted, dates, medical test results, departmental testing destination, and comments. This series is cut off at the end of the fiscal year.</p>	<p>Hold in the current files area one (1) year, then dispose.</p>

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Histopathology Department	4207	Poultry Consultation Logs	<p>This series consists of logs related to medical records and reports of various poultry companies. The logs contain the poultry veterinarian's evaluations of various companies' decreased rate of poultry production. The logs also contain recommendations for the purpose of rectifying decreased poultry production. The poultry veterinarian occasionally performs necropsies (animal autopsies) to determine the reason for low production. After necropsies are performed, the samples are delivered by the poultry veterinarian to the Mississippi Veterinary Diagnostic Laboratory to be diagnosed. This series consists of nine (9) poultry company logs. Tyson Food, Lady Forrest and Choctaw Maid are three of the nine poultry company logs contained in this series. Included in the logs are requisition forms, final reports, and consultation reports. This series is cut off at the end of the fiscal year.</p>	<p>Hold in the current files area four (4) years; transfer to the SRC; hold for one (1) year; transfer to State Archives.</p>
Histopathology Department	4188	Socumb Logs	<p>This series consists of logs related to the usage of the controlled substance drug socumb. Socumb is an euthanasia drug utilized for animal autopsies. Documentation includes volumes usage, dates of usage, and names of veterinarians. This series is cut off at the end of the fiscal year.</p>	<p>Hold in the current files area five (5) years, then dispose.</p>

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Histopathology Department	4189	State Monthly Reports	<p>This series consists of monthly reports related to animal diseases. The reports indicate animals that are infected with certain diseases in the state of Mississippi. The reports are compiled and forwarded to the state veterinarian at the Board of Animal Health. This information is received from in house data which are tested samples. After the reports are completed, the state veterinarian forwards the information to the United States Department of Agriculture Animal and Plant Health Inspection Service in Fort Collins, Colorado. Included are reports, faxes, memos, and correspondence. This series is cut off at the end of the calendar year.</p>	<p>Hold in the current files area four (4) years, then dispose.</p>
Histopathology Department	4184	Tissue Blocks	<p>This series consists of tissue blocks. Tissue blocks are animal tissues that are turned into solidified paraffin (wax blocks) by means of a scientific process. Tissue blocks are utilized to produce microscopic slides. Tissue blocks are approximately one and a half square inches (1.5) by one and a half square inches (1.5) in size. This series is cut off at the end of a calendar year.</p>	<p>Hold in the current files area seven (7) years, then dispose by autoclaving tissue blocks at approved facilities.</p>

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Medical Records Department	4205	Medical Records	<p>This series consists of medical records related to sample test results. Every record related to test results originates and concludes in the Medical Records Department with the exception of Equine Infectious Anemia test results. Negative Equine Infectious Anemia medical records are located in the Serology Department, and positive Equine Infectious Anemia medical records are located at the Board of Animal Health. Included are requisition forms, preliminary reports, and final reports. This series is cut off at the end of the fiscal year.</p>	<p>Hold in the current files area one (1) year, transfer to the SRC; hold five (5) years, then dispose.</p>
Microbiology Department	4221	Bacteriology Order Log	<p>This series consists of a log related to purchase orders. The log indicates specific details of products previously ordered. Documentation includes requests for purchase forms with vendor names, vendor telephone numbers, and fax numbers. Also included are receipts, shipping notices, handwritten notes, order confirmation forms, distributor forms, and bacteriology product catalogs. This series is cut off at the end of the fiscal year.</p>	<p>Hold in the current files area until updated; purge when necessary.</p>

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<p>Microbiology Department</p>	<p>4217</p>	<p>Bacteriology Reference Logs</p>	<p>This series consists of Bacteriology Logs related to test results. Bacteriology Logs provide a simplified and expedient method for obtaining sample test results. Although the logs have a smaller quantity of information, they serve as efficient methods for obtaining test results when immediately needed. The Medical Records Department and the Vet-LIMS database contain additional information related to tested samples. Documentation includes accession numbers, names of veterinary clinics, names of sample owners, identity of species, and test results. This series is cut off at the end</p>	<p>Hold in the current files area three (3) years, then dispose.</p>
<p>Microbiology Department</p>	<p>4219</p>	<p>Material Safety Data Sheet Log</p>	<p>This series consists of a log related to chemicals and materials (reagents). Reagents are utilized for testing samples in the Microbiology Department. Included are inventory forms, safety data sheets, chemical identification forms, and material identification forms. This series is cut off at the end of the calendar year.</p>	<p>Hold in the current files area until log is updated; purge when necessary; transfer safety data sheets that contain inactive reagents to the back to the log; hold two (2) years, then dispose.</p>
<p>Microbiology Department</p>	<p>4220</p>	<p>Microbiology Medical Records Files</p>	<p>This series consists of reference files related to microbiology medical records. Copies of this series are retained in the Microbiology Department for reference purposes. The original series is located in the Medical Records Department, and the duplicated series is located in the Vet-LIMS database. Included are copies of requisition forms, Automatic Viteck Laboratory Reports, Kirby Bauer Reports, copies of preliminary reports, and copies of final reports. This series is cut off at the end of the fiscal year.</p>	<p>Hold in the current files area three (3) years, then dispose.</p>

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Network Services	4226	Vet-Lims (Veterinary Diagnostic Laboratory Information Management Syst	<p>This series consists of Vet-Lims, a laboratory information management system developed, sold, and supported by Ministry of Information, Inc., of Columbia Missouri. The application is a DOS-driven, Paradox-based database used primarily to manage client billing for diagnostic test and other laboratory services. Information is entered into the system by laboratory personnel at multiple workstations with all transactions saved to server. Statements are printed and sent to clients, and paper records and reports generated from the system are filed in other records series throughout the agency. The database is indexed at intervals. As of the date of this records control schedule it has not been purged. This series also includes all hardcopy system documentation pertaining to Vet-Lims.</p>	<p>Maintain system data seven (7) years and then purge data over seven (7) years old at intervals; maintain all system documentation within agency for the life of data.</p>
Serology Department	4504	Negative Equine Infectious Anemia (EIA) Medical Records	<p>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.</p>	<p>Hold in the current files area one (1) year; transfer to SRC; hold five (5) years, then dispose.</p>

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Virology Department	4225	Virology Order Log	This series consists of a log related to purchase orders. The Virology Department's responsibility is to test for various viruses and bacterial diseases located in serum samples (centrifuged blood). Included are purchase requests, invoices, purchase orders, and price charts. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years, then dispose.
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