

# ANIMAL DISEASES

This file category deals with the control and eradication of animal and fowl diseases caused by virus or spread by vectors. These diseases include, but are not limited to, hog cholera, brucellosis, screw-worms, scabies, equine infectious anemia, equine piroplasmosis, cattle tick fever, Newcastle disease, scrapie, bluetongue, anaplasmosis, salmonella, mycoplasma, fowl cholera, and trichinosis.

This file category also deals with developing and maintaining methods, procedures, and plans to control and eradicate emergency outbreaks which pose a serious threat to United States livestock and poultry, and implementation of such emergency procedures. This involves exotic and domestic diseases declared to be of an emergency nature.

**NOTE:** Establish case files for specific diseases or test exercises under this primary subject. Subdivide by the following file categories. If necessary, further subdivide by specific animal or class of animals. Example: ADIS (Scabies) 4 Survey - Sheep.

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## *DISPOSAL AUTHORITY NC1-310-77-2*

### **\* Retention Period \***

#### **ADIS DISEASES**

General material pertaining to animal diseases too broad to be filed under one of the more specific subjects below.

(item 483a)

**Originating office:**

Destroy when 3 years old.

(item 483b)

**All other offices:**

Destroy when 2 years old.

#### **ADIS (NON-INFECTED HERD RECORDS)**

Microfilm or paper copy individual non-infected herd or flock history case files. All related material for a specific non-infected herd or flock includes:

History Card

Test Records

Disease-Free Certificates

Herd Reports

(item 484a)

**Originating office:**

Destroy when 10 years old.

+[**(Disp. Auth. NC1-463-82-2)**]+

(item 484b)

**All other offices:**

Destroy when 5 years old.

+[**(Disp. Auth. NC1-463-82-2)**]+

**\* Retention Period \***

**ADIS NON-INFECTED HERD RECORDS** *(continued)*

**(item 484c)**

**Originating office:**

If microfilmed, destroy original paper copy after microfilm has been reviewed and found satisfactory. +[(**Disp. Auth. NC1-463-82-2**)]+

**(item 484c)**

**All other offices:**

N/A

**ADIS (INFECTED HERD RECORDS)**

Microfilm or paper individual infected herd or flock history case files. All related material such as diagnostic, control, quarantine, and similar records for a specific infected herd or flock includes:

- History Card
- Test Records
- Short-term Disease
- Long-term Disease
- Disease-Free Certificates
- Herd Reports

**(item 484d)**

**Originating office:**

Destroy when 15 years old. +[(**Disp. Auth. NC1-463-82-2**)]+

**(item 484e)**

**All other offices:**

Destroy when 10 years old. +[(**Disp. Auth. NC1-463-82-2**)]+

**(item 484f)**

**Originating office:**

If microfilmed, destroy original paper copy after microfilm has been reviewed and found satisfactory. +[(**Disp. Auth. NC1-463-82-2**)]+

**\* Retention Period \***

**ADIS (INFECTED HERD RECORDS) (continued)**

**(item 484g)**

**All other offices:**

If microfilmed, destroy original paper copy after microfilm has been reviewed and found satisfactory.

**+[(Disp. Auth. NC1-463-82-2)]+**

**EXCEPTION:** Case files of herds with highly infectious diseases.

**(item 484h)**

**Originating office:**

Destroy when 25 years old.

**+[(Disp. Auth. NC1-463-82-2)]+**

**(item 484i)**

**All other offices:**

Destroy when 10 years old.

**+[(Disp. Auth. NC1-463-82-2)]+**

**(item 484j)**

**Originating office:**

If microfilmed, destroy original paper copy after microfilm has been reviewed and found satisfactory.

**+[(Disp. Auth. NC1-463-82-2)]+**

**(item 484k)**

**All other offices:**

If microfilmed, destroy original paper copy after microfilm has been reviewed and found satisfactory.

**+[(Disp. Auth. NC1-463-82-2)]+**

**\* Retention Period \***

**ADIS 1 POLICY**

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

**EXCEPT:** Published instructions or directives which are filed in binders according to established Agency custom.

**(item 485a)**

**Originating office:**

PERMANENT. Retire to Federal Records Center (FRC) when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

**(item 485b)**

**All other offices:**

Destroy when superseded or obsolete.

**ADIS 2 REPORTS AND STATISTICS**

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

**EXCEPT:** Final project reports which should be filed under ADIS 6 PROJECTS.

**a.** Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

**(item 486a)**

**Originating office:**

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**(item 486b)**

**All other offices:**

Destroy when no longer needed for reference but no longer than 3 years.

**\* Retention Period \***

**ADIS 2** *(continued)*

b. Agency copy of above reports.

**(item 487a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 487b)**

**All other offices:**

Destroy when 2 years old.

c. All other reports.

**(item 488a)**

**Originating office:**

Destroy when 2 years old.

**(item 488b)**

**All other offices:**

Destroy when 2 years old.

**ADIS 2-1 Activity Reports**

Summaries of specific action or work performed by program or administrative personnel.

**(item 489a)**

**Originating office:**

Destroy when 3 years old.

**(item 489b)**

**All other offices:**

Destroy when 2 years old.

**ADIS 3 COMMITTEES, MEETINGS**

Committees and meetings relating to ADIS program function not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date span on folder.

**(item 490a)**

**Originating office:**

Destroy when 2 years old.

**(item 490b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**ADIS 3** *(continued)*

Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of ADIS such as: advisory organizations and interagency committees. Includes committees chaired by ADIS representatives or records maintained by ADIS representatives on committees to carry out responsibility of assignments.

**(item 491a)**

**Originating office:**

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**(item 491b)**

**All other offices:**

Destroy when 2 years old.

**ADIS 3-1 Arrangements**

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets.

**(item 492a)**

**Originating office:**

Destroy when 1 year old.

**(item 492b)**

**All other offices:**

Destroy when 1 year old.

**ADIS 4 SURVEY**

General correspondence and material relating to surveys of diseases.

**(item 493a)**

**Originating office:**

Destroy when 10 years old.

**(item 493b)**

**All other offices:**

Destroy when 2 years old.

Case file material relating to surveys of diseases too broad to be filed in the tertiaries below.

**(item 493-1a)**

**Originating office:**

Destroy when 10 years old.

**(item 493-1b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**ADIS 4-1 Declaration of Outbreak**

General material including requests for information not related to specific declaration of outbreak.

**(item 494a)**  
**Originating office:**  
Destroy when 3 years old.

**(item 494b)**  
**All other offices:**  
Destroy when 2 years old.

Material concerning specific emergency declaration of an exotic animal disease. These case files must include Federal Register notices and supporting documents.

**(item 495a)**  
**Originating office:**  
PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**NOTE:** This file category is used only for an emergency disease outbreak.

**(item 495b)**  
**All other offices:**  
Destroy when 2 years old.

**ADIS 4-2 Inspection**

General material relating to inspections of suspect animals, premises, and garbage cooking equipment for animal disease.

**(item 496a)**  
**Originating office:**  
Destroy when 3 years old.

**(item 496b)**  
**All other offices:**  
Destroy when 2 years old.

Case files of specific inspections.

**(item 496-1a)**  
**Originating office:**  
Destroy when 10 years old.

**(item 496-1b)**  
**All other offices:**  
Destroy when 2 years old.

**\* Retention Period \***

**ADIS 4-3 Diagnosis**

General material relating to the diagnosis of animal disease.

**(item 497a)**

**Originating office:**

Destroy when 3 years old.

**(item 497b)**

**All other offices:**

Destroy when 2 years old.

Case files of specific diagnosis. Includes copies of home premises tests. If necessary, subdivide by type of test.

**(item 497-1a)**

**Originating office:**

Destroy when 10 years old.

**(item 497-1b)**

**All other offices:**

Destroy when 2 years old.

**ADIS 5 CONTROL**

General material relating to animal disease control.

**(item 498a)**

**Originating office:**

Destroy when 3 years old.

**(item 498b)**

**All other offices:**

Destroy when 2 years old.

Case files of epidemiological findings and recommendations to predict, prevent, or eradicate diseases.

**(item 498-1a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

**(item 498-1b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**ADIS 5-1 Vaccination**

Case files relating to vaccination of animals or fowl to control animal disease.

**(item 499a)**

**Originating office:**

Destroy when 10 years old.

**(item 499b)**

**All other offices:**

Destroy when 2 years old.

**ADIS 5-2 Sterile Fly Release**

Case files relating to release of sterile flies by aircraft for control of an animal disease.

**(item 500a)**

**Originating office:**

Destroy when 10 years old.

**(item 500b)**

**All other offices:**

Destroy when 2 years old.

**ADIS 5-3 Vector Control**

Case files relating to insects, birds, or organisms which carry or transmit an animal disease and measures taken to control the disease.

**(item 501a)**

**Originating office:**

Destroy when 10 years old.

**(item 501b)**

**All other offices:**

Destroy when 2 years old.

**ADIS 5-4 Dips and Sprays**

Case file relating to animal dips and sprays to retard or prevent an animal disease.

**(item 502a)**

**Originating office:**

Destroy when 5 years old.

**(item 502b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**ADIS 6 PROJECTS**

General material on projects.

**(item 503a)**

**Originating office:**

Destroy when 3 years old.

**(item 503b)**

**All other offices:**

Destroy when 2 years old.

Reference material.

**(item 504a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 504b)**

**All other offices:**

Destroy when superseded or obsolete.

Case file records and related correspondence on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: ADIS 6 PROJECT NO. 00 VENEZUELAN EQUINE ENCEPHALITIS - FY 77.

**(item 505a)**

**Originating office:**

PERMANENT. Retire to FRC 5 years after completion of project.

Transfer to NARA 15 years after completion of project.

**(item 505b)**

**All other offices:**

Destroy when 2 years old.

Proposed projects.

**(item 506a)**

**Originating office:**

Destroy when 5 years old, if no further action is taken.

**NOTE:** When a proposed project is approved, remove and file with project case files.

**(item 506b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**ADIS 6** *(continued)*

Work papers and draft report of project.

**(item 507a)**

**Originating office:**

Destroy 3 years after completion of project and final report.

**(item 507b)**

**All other offices:**

Destroy when 2 years old.

**ADIS 7 QUARANTINE**

General material on regulation enforcement and quarantine of an affected area.

**(item 508a)**

**Originating office:**

Destroy when 3 years old.

**(item 508b)**

**All other offices:**

Destroy when 2 years old.

Case files of specific quarantine enforcement.

**(item 508-1a)**

**Originating office:**

Destroy when 10 years old.

**EXCEPT:** Investigations and violations pertaining to animal disease control and eradication, see PIV.

**(item 508-1b)**

**All other offices:**

Destroy when 2 years old.

**ADIS 7-1 Treatment**

Case files of material relating to regulatory treatment to avoid spreading of animal disease. Includes fumigation, cooking of garbage, and similar treatments. Subdivide by specific subjects as needed.

**(item 509a)**

**Originating office:**

Destroy when 10 years old.

**(item 509b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**ADIS 7-2 Certification**

Material pertaining to certification of counties and/or States which are declared free, modified, accredited, or accredited free of a specific animal disease. Case file certificate by State and/or county.

**(item 510a)**  
**Originating office:**  
Destroy when 3 years old.

**(item 510b)**  
**All other offices:**  
Destroy when 2 years old.

**ADIS 8 DEPOPULATION AND DISPOSITION**

General material related to the destruction and disposition of affected animals.

**(item 511a)**  
**Originating office:**  
Destroy when 3 years old.

**(item 511b)**  
**All other offices:**  
Destroy when 2 years old.

Case files of specific animal depopulation's and dispositions.

**(item 511-1a)**  
**Originating office:**  
Destroy when 10 years old.

**(item 511-1b)**  
**All other offices:**  
Destroy when 2 years old.

**ADIS 9 APPRAISALS AND INDEMNITY**

General material relating to appraisals and indemnities.

**(item 512a)**  
**Originating office:**  
Destroy when 3 years old.

**(item 512b)**  
**All other offices:**  
Destroy when 2 years old.

**\*retention period\***

**ADIS 9** *(continued)*

Case files relating to the determination of the value of animals affected by a disease and the resulting indemnity claims.

**(item 512-1a)**

**Originating office:**

Destroy when 10 years old.

**(item 512-1b)**

**All other offices:**

Destroy when 2 years old.

**ADIS 10 Technical Reference Material**

Articles, reprints, pamphlets, and other data reflecting technical advice related to an animal disease.

**(item 513a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 513b)**

**All other offices:**

Destroy when superseded or obsolete.

**ADIS 10-1 Data Bank**

Material stored in computer and on microfilm on animal diseases. Includes exotic animal disease index, bibliography on each exotic animal disease, animal diseases of the United States, and translated material on animal diseases around the world

Microfilm master copy.

**(item 514a)**

**Originating office:**

Destroy when data superseded or obsolete.

**(item 514b)**

**All other offices:**

N/A

**\* Retention Period \***

**ADIS 10-1** *(continued)*

Microfilm security copy.

**(item 515a)**  
**Originating office:**  
Destroy when data  
superseded or obsolete.

**(item 515b)**  
**All other offices:**  
N/A

Microfilm copies, reproduced hard copies and the like,  
used as working files.

**(item 516a)**  
**Originating office:**  
Destroy when superseded or  
obsolete.

**(item 516b)**  
**All other offices:**  
Destroy when superseded or  
obsolete.

Data bank hard copy.

**(item 517a)**  
**Originating office:**  
Destroy when placed in  
computer and/or on  
microfilm and data has been  
verified.

**(item 517b)**  
**All other offices:**  
Destroy when placed in  
computer and/or on  
microfilm and data has been  
verified.

**\* Retention Period \***

**ADIS 10-2 Profiles**

County or State profiles which include statistics, information, and listings on animal populations (including wildlife information), veterinarians, slaughter establishments, feedlots, and diagnostic laboratories.

**(item 518a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 518b)**

**All other offices:**

Destroy when superseded or obsolete.

**ADIS 10-3 Maps - Charts**

Maps, charts, and other statistics showing the location of animal disease and infestation.

**(item 519a)**

**Originating office:**

PERMANENT. Retire to NARA 1 year after superseded or obsolete.

**(item 519b)**

**All other offices:**

Destroy when superseded or obsolete.

a. Record copy of maps and charts.

**(item 519-1a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 519-1b)**

**All other offices:**

Destroy when superseded or obsolete.

b. All other material.