

ANIMAL CARE

This category deals with humane care and treatment in the transportation, sale, and handling of animals. This includes care of animals used for research, pet, and exhibition purposes, and protection against the soring of horses in accordance with the Animal Welfare Act and the Horse Protection Act.

EXCEPT: Investigations and violations. See Program Investigations and Violations (PIV).

DISPOSAL AUTHORITY NCI-310-77-2

*** Retention Period ***

ANC ANIMAL CARE

Material and related correspondence regarding the humane care of animals too broad in scope to be filed under one of the more specific subjects below.

(item 450a)

Originating office:

Destroy when 3 years old.

(item 450b)

All other offices:

Destroy when 2 years old.

ANC 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.

(item 451a)

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.

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

(item 451b)

All other offices:

Destroy when superseded of obsolete.

*** Retention Period ***

ANC 1-1 Model Laws

Laws enacted by the States regarding the welfare of animals.

(item 452a)

Originating office:

Destroy when superseded or obsolete.

(item 452b)

All other offices:

Destroy when superseded or obsolete.

ANC 2 REPORTS AND STATISTICS

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

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

a. Record copy of substantive reports.

(item 453a)

Originating office:

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

(item 453b)

All other offices:

Destroy when 2 years old.

b. Agency copy of above reports.

(item 454a)

Originating office:

Destroy when superseded or obsolete.

(item 454b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

ANC 2 (continued)

c. All other reports.

(item 455a)

Originating office:

Destroy when 2 years old.

(item 455b)

All other offices:

Destroy when 2 years old.

ANC 2-1 Activity Reports

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

(item 456a)

Originating office:

Destroy when 3 years old.

(item 456b)

All other offices:

Destroy when 2 years old.

ANC 3 COMMITTEES, MEETINGS

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

(item 457a)

Originating office:

Destroy when 2 years old.

(item 457b)

All other offices:

Destroy when 2 years old.

(item 458a)

Originating office:

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

(item 458b)

All other offices:

Destroy when 2 years old.

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

*** Retention Period ***

ANC 3-1 Arrangements

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

(item 459a)

Originating office:

Destroy when 1 year old.

(item 459b)

All other offices:

Destroy when 1 year old.

ANC 4 COMPLAINTS

Correspondence and related material concerning complaints and inquiries regarding the humane treatment of animals and the various contest activities.

(item 460a)

Originating office:

Destroy when 3 years old.

(item 460b)

All other offices:

Destroy when 2 years old.

If complaints result in violations or investigations, file by case under PROGRAM INVESTIGATIONS AND VIOLATIONS (PIV).

ANC 5 HUMANE HANDLING AND CARE

Correspondence and related material regarding the care of animals not in transit including shelter, feeding, treatments, and the like. Subdivide by subjects as best suits user's needs.

(item 461a)

Originating office:

Destroy when 3 years old.

(item 461b)

All other offices:

Destroy when 2 years old.

General material on projects.

(item 462a)

Originating office:

Destroy when 3 years old.

(item 462b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

ANC 6 PROJECTS

Reference material.

(item 463a)

Originating office:

Destroy when superseded or obsolete.

(item 463b)

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: ANC 6 PROJECT NO. 00 Pet Population Control FY 76.

(item 464a)

Originating office:

PERMANENT. Retire to FRC 5 years after completion of project. Transfer to NARA 15 years after completion of the project.

(item 464b)

All other offices:

Destroy when 2 years old.

Proposed projects.

(item 465a)

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 465b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

ANC 6 *(continued)*

Work papers and draft report of project.

(item 466a)

Originating office:

Destroy 3 years after completion of project and final report.

(item 466b)

All other offices:

Destroy when 2 years old.

ANC 7 ANIMAL TRANSPORTATION

Material regarding the humane transportation of various animals in different transportation modes, including health certificates and related correspondence.

(item 467a)

Originating office:

Destroy when 3 years old.

(item 467b)

All other offices:

Destroy when 2 years old.

EXCEPT: Export transportation of animals. See EX 8 Humane Transportation.

ANC 9 DEALERS AND BREEDERS

General information, surveys, and correspondence concerning dealers and breeders and potential dealers and breeders.

(item 469a)

Originating office:

Destroy when 3 years old.

(item 469b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

ANC 9 *(continued)*

Case files of specific dealers and breeders including application approval/disapproval and licenses.

a. Application - Approval.

(item 470a)

Originating office:

Destroy 1 year after renewal or cancellation.

(item 470b)

All other offices:

Destroy 1 year after renewal or cancellation.

b. Application - Disapproval.

(item 471a)

Originating office:

Destroy 1 year after disapproval if no further action is taken.

(item 471b)

All other offices:

Destroy 1 year after disapproval if no further action is taken.

c. Licenses.

(item 472a)

Originating office:

Destroy 1 year after licenses expire.

(item 472b)

All other offices:

Destroy 1 year after licenses expire.

*** Retention Period ***

ANC 10 EXHIBITORS

General information and surveys regarding licensed and registered exhibitors.

Case files of specific exhibitors including application approval/disapproval and licenses.

a. Application - Approval.

(item 473a)

Originating office:

Destroy when 3 years old.

(item 473b)

All other offices:

Destroy when 2 years old.

b. Application - Disapproval.

(item 475a)

Originating office:

Destroy 1 year after disapproval if no further action is taken.

(item 475b)

All other offices:

Destroy 1 year after disapproval if no further action is taken.

c. Licenses.

(item 476a)

Originating office:

Destroy 1 year after licenses expire.

(item 476b)

All other offices:

Destroy 1 year after licenses expire.

*** Retention Period ***

ANC 10-1 Registered Exhibitors

Case files of specific exhibitors including applications and registrations.

(item 477a)

Originating office:

Destroy 3 years after registration is terminated.

(item 477b)

All other offices:

Destroy 3 years after registration is terminated.

ANC 11 RESEARCH

General information, surveys, memorandums, and correspondence relating to research facilities and the use of animals for research.

(item 478a)

Originating office:

Destroy when 3 years old.

(item 478b)

All other offices:

Destroy when 2 years old.

Case files of specific research facilities, including application and registration.

(item 479a)

Originating office:

Destroy 3 years after registration is terminated.

(item 479b)

All other offices:

Destroy 3 years after registration is terminated.

*** Retention Period ***

ANC 12 HORSE PROTECTION

General correspondence, briefing statements and supporting material, concerning the inhumane act of soring horses.

(item 480a)

Originating office:

Destroy when 3 years old.

(item 480b)

All other offices:

Destroy when 2 years old.

ANC 12-1 Soring Techniques

Material on various techniques for soring and methods of detection. Subdivide subjects as best suits user's needs.

(item 481a)

Originating office:

Destroy when 3 years old.

(item 481b)

All other offices:

Destroy when 2 years old.

ANC 12-2 Horse Shows

Programs, schedules, and related material on shows and demonstrations.

(item 482a)

Originating office:

Destroy when 3 years old.

(item 482b)

All other offices:

Destroy when 2 years old.