

## CLEMSON UNIVERSITY

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS  
COLLEGE OF AGRICULTURE, FORESTRY AND LIFE SCIENCES  
DIRECTOR OF LIVESTOCK AND POULTRY HEALTH

### CU 10011 CONSUMER COMPLAINTS (INVESTIGATION FILES)

#### Description:

Document the investigation of consumer complaints concerning poultry and livestock. Information includes complainant's name and personal data, reasons for complaint, location of livestock or poultry packing house, name of owner, description of meat quality, meat processing inspection material, name of investigator, completion of investigation or referral to another authority and other related information.

#### Retention:

3 years after completion of investigation or referral; destroy.

Schedule approved 8/15/97

### CU 10012 PLANT DRAWINGS

#### Description:

Document inspection of meat processing and packing facilities operating in South Carolina. Information includes diagram of facility, location of plant or house, name of establishment, and other related information.

#### Retention:

Until no longer needed for plant inspection purposes; destroy.

Schedule approved 8/15/97

## **CU 10013 LABELING AND QUALITY CONTROL**

### Description:

Document labeling practices and meat quality for livestock and poultry at processing and packing facilities. Information includes labeling requirements, grade level of meat, dates of freshness, meat inspection quality check, date and other related information.

### Retention:

2 years after December 31 of the year in which the transactions to which the record relates have occurred; destroy.

Schedule approved 8/15/97

## **CU 10014 MEAT INSPECTOR APPLICATIONS AND PERMIT FILE (INSPECTIONS, APPLICATIONS AND PERMITS)**

### Description:

Document rejection or approval of applications for meat inspector permits. Information includes rejected and approved applications, permit applicant's name, background data, organization involved, meat inspector permits issued, and permit expiration dates.

### Retention:

Approved applications and permits: 2 years after permit expiration; destroy.

Rejected permit applications: 1 year after date of rejection; destroy.

Schedule approved 8/15/97

**CU 10015 LIVESTOCK AND POULTRY PLANT PERMIT FILE  
(STATE OF S. C. PERMITS)**

Description:

Document rejection or approval of applications for permits to operate meat processing or packing plants. Information includes rejected and approved applications, name of applicant, location of facility, stipulation to comply with state laws, permits issued and expiration dates, type of species, livestock, or poultry handled, and other related information.

Retention:

Approved applications and permits: 2 years after permit expiration; destroy.  
Rejected permit applications: 1 year after date of rejection; destroy.

Schedule approved 8/15/97

**CU 10016 MONTHLY SLAUGHTER AND PROCESSING  
REPORTS**

Description:

Document slaughter and processing activities at livestock and/or poultry plant facilities. Information includes name of establishment, establishment number, date, slaughter or processing, type of animal involved, and other related information.

Retention:

2 years after date of report; destroy.

Schedule approved 8/15/97

**CU 10017 ANIMAL VACCINATION PERMIT FILES  
(PERMISSION LETTERS TO MARKET VACCINE)**

Description:

Document rejection or approval of requests to market and sell animal vaccinations. Information includes rejected and approved applications, name of applicant, name of vaccine, kinds of animals receiving vaccination, date, specifications, permission code, permits issued, permit expiration date and other related information.

Retention:

Approved applicants and permits: 2 years after permit expiration; destroy.

Rejected permit applications: 1 year after date of rejection; destroy.

Schedule approved 8/15/97

**CU 13089 VETERINARY DIAGNOSTIC FILES**

Description:

Used to document veterinary tests and to establish diagnostic summaries for proposed treatment and internal research. These files consist of pathology submission forms, routine specimen submission forms, poultry specimen submission forms, and Department of Natural Resources research request forms. Information includes client information, animal identification and background information, types of samples submitted, tests requested, and billing information. These records also contain accession summary and comment reports. Information in these reports includes accession number, report date, name of referring veterinarian, animal identification, and pathology findings.

Retention:

Diagnostic submission forms-

3 years; destroy.

Accession Summary and Comments Reports-

3 years and until no longer needed for reference; destroy.