

CLEMSON UNIVERSITY

VICE PROVOST FOR ACADEMIC AFFAIRS
DEAN OF AGRICULTURE, FORESTRY AND LIFE SCIENCES

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.

**CU-VPAA-
AS-AD-DS-1**

BLUEPRINTS

Description: This series consists of blueprints of various facilities used by the Dairy Science Department. These blueprints include the Dairy Center, Rural Housing Project, and research buildings. These drawings detail the layout, electrical system, drainage system, structural layouts, and other specifications.

Retention: Retain in department until no longer needed for reference. University Archives: Selection of needed documentation; permanent.

Schedule approved 12/21/90

CU-VPAA-
AS-AD-DS-2

REPORTS AND RECORDS

Description: This series consists of various reports and records documenting activities of the Department of Dairy Science. Included are the U.S. Department of Agriculture, Statistical Reporting Service Cooperating with Clemson University: Acreage Survey; parent/Guardian Release for Minor Child; Release of All Claims Including Claims for Personal Injury; Individual Cow Record; Dairy Herd Improvement Records; Pasture Project Records; Reproduction Efficiency Summary; Clemson University Milk Utilization Reports; and breeding records.

Retention: 3 years or until no longer needed for reference. University Archives: Selection of needed documentation; permanent.

Note: Notify the South Carolina State Library for the purpose of obtaining any state publications as required under the *Code of Laws of South Carolina, 1976* (as revised through 1989), Section 60.2.30.

Schedule approved 12/21/90