

STATE OF WISCONSIN  
Public Records Board

JIM DOYLE  
GOVERNOR

Harold D. Coltharp  
Executive Secretary



4622 University Ave., 10A  
Madison, WI 53702

Telephone 608/266-2770

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Date: March 7<sup>th</sup>, 2008

To: Ann Wawrzyniak

From: Harold Coltharp

  
Executive Secretary  
Public Records Board

Subject: Record Retention Approval

Enclosed are the signed copies of Records Retention Authorization schedules (RDA's) for your agency that were approved at the February 25, 2008 Public Records Board meeting. All RDA's were approved as submitted with the following exceptions:

RDA # 00292000 – Title was changed: "Database" was removed

RDA # 00029300 – Retention period and disposition clarified

RDA # 00156C00 – Title was changed: "Database" removed and wording updated

RDA # 00159A00 – Retention period and disposition clarified

RDA # 00160A00 – Retention period and disposition clarified

RDA # 00162000 – Retention period and disposition clarified

RDA # 00162B00 – Title changed: "Database" removed and wording updated

RDA # 00287A00 – retention period and disposition clarified

If you have questions please feel to call me at 608/266-2770 or Catherine Hixon at 608/266-2996.

Wisconsin Department of Agriculture, Trade and Consumer Protection (WDATCP)  
Division of Animal Health

Record Retention / Disposal Authority (RDA)  
Agency 115      Division 200

The mission statement for the Department of Agriculture, Trade and Consumer Protection is to protect animal health and to promote the interests of agriculture. The Division of Animal Health regulates diseases specifically designated by the United States Department of Agriculture, the Department of Agriculture, Trade and Consumer Protection and by the livestock industry of Wisconsin and nationally.

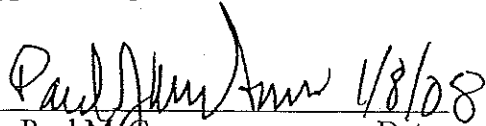
The Division of Animal Health licenses, inspects, manages and supports specific disease programs for all livestock and poultry operations in the State of Wisconsin. It has worked with the Division of Management Services to implement the livestock premises registration program, authorized under s. 95.51, Wis. Stats., and ATCP 17.

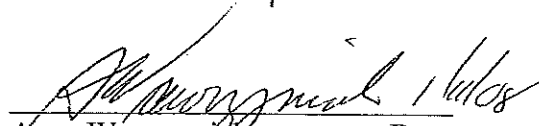
This record series consists of applications for livestock premises registration, renewal applications for livestock premises registration, correspondence, compliance reports, and project information. This program started in 2005. Please note that this record series does not include records for the US Department of Agriculture's National Animal Identification System (NAIS).

Records are identified in the attached table with RDA #, Series Title, Records Series Contents/Description, Media, Location, Retention and Disposition. Some records in this series are confidential and some may contain personally identifiable information. Records are maintained at 2811 Agricultural Drive, Madison, WI 53718. Records in an electronic format will be migrated to updated system when warranted. The contact person is Dr. Paul McGraw at 608-224-4884.


APPROVAL SUBJECT TO 10-YEAR  
SUNSET. RESUBMITTAL REQUIRED  
PRIOR TO February 2018

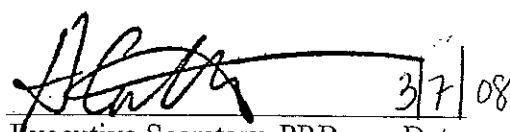
Approval Signatures

  
\_\_\_\_\_  
Dr. Paul McGraw      Date  
Assistant State Veterinarian

  
\_\_\_\_\_  
Anne Wawrzyniak      Date  
DATCP Agency Records Officer

Public Records Board Approval: Contingent on restrictions on record destruction contained in s. 1935(5), Wis. Stats., (Open Records Law), and that no records be destroyed if litigation or audit involving these records has commenced.

  
\_\_\_\_\_  
State Archivist      Date  
2/29/08

  
\_\_\_\_\_  
Executive Secretary, PRB      Date  
3/7/08

**Wisconsin Department of Agriculture Trade and Consumer Protection (WDATCP)**  
**Division of Animal Health – Livestock Premises Registration**

Expires	RDA#	Record Title	Record Contents – Description	Media	Location	Retention	Disposition
	NEW 00288	Livestock Premises Registration Applications	Initial Livestock Premises Registration application returned from registrant with application information for registrants that hold DATCP livestock-related licenses (other than dairy producer), for non-licensed registrants, and for dairy producer licenses. Information provided by the registrant is confidential, per s. 95.51(5), Wis. Stats. Information is entered into the premises registration database (see #00292 below) for the purpose of animal disease control (when a disease is detected), notifying other livestock owners of an incident, and compliance. Information is also used by licensing staff if a license requires a premises registration (per ATCP 17).	Paper	Madison	Retain until data entered into premises registration database.	Destroy
	NEW 00289	Livestock Premises Renewal Applications	Annual accumulation: 1 cubic yard. Pre-populated Livestock Premises Registration renewal application, returned from registrant with updated information. Information provided by the registrant is confidential, per s. 95.51(5), Wis. Stats. Information is entered into the premises registration database (see #00292 below) for the purpose of animal disease control (when a disease is detected), notifying other livestock owners of an incident, and compliance. Information is also used by licensing staff if a license requires a premises registration (per ATCP 17). Records began in 2006. Annual accumulation: 3 cubic yard.	Paper	Madison	Retain until data entered into premises registration database.	Destroy
	NEW 00290	Print file for Livestock Premises Renewal Forms	Electronic file developed from premises registration database used only for pre-populating renewal forms. Records began in 2006. The electronic data will be migrated to any new software program, when warranted.	Electronic Oracle report, migrated to SQL file	Madison	Retain for event only.	Destroy
	NEW 00291	Livestock Premises Exceptions Reports	Electronic file developed from premises registration database used for compliance. These files are used by the DATCP premises identification coordinator and the premises compliance inspectors to follow-up with those that do not register or renew. Information is confidential, per s. 95.51(5), Wis. Stats. Records began in 2007. The electronic data will be migrated to any new software program, when warranted.	Electronic Oracle report	Madison	Retain until 6 years after close of case, 25 years if level 3 compliance (see AH Investigations and Prosecutions RDA).	Destroy
	NEW 00292	Livestock premises registration <del>database</del>	Livestock premises registration database records. Per s. 95.51(5), Wis. Stats., all information provided by the registrant is confidential. The livestock premises identification number that is created through registration is not confidential. Per ATCP 17.02, registration expires on December 31 annually, except for those that have DATCP livestock-related licenses, which expire at the same time as the license. The electronic data will be migrated to any new software program, when warranted. Annual accumulation: 50-100MB (1 data tape of 1 CD).	Electronic Oracle database	Canada	Per USDA: Retain current records for five years; archive records past five years old for 20 years (USARP, p. 8).	Destroy
	NEW 00293	Livestock Premises Registration Historical Administration Files	This record series consists of historical materials relating to the planning of and implementing the Livestock Premises Registration program, i.e., project plans, procedural instructions, issues tracking logs, and mission statement. Total accumulation: 1 cubic yard.	Electronic PDF, Word, Excel, Project, and Visio files; paper.	Madison	Creation plus ten at agency and then transfer to SHS.	Transfer to State Historical Society

**Wisconsin Department of Agriculture Trade and Consumer Protection (WDATCP)  
Division of Animal Health – Livestock Premises Registration**

Expires	RDA#	Record Title	Record Contents – Description	Media	Location	Retention	Disposition
	NEW 00293A	Livestock Premises Registration General Administrative Files	This record series consists of administrative materials relating to the administration of the Livestock Premises Registration program, i.e., bulletins, directives, memoranda, work plans, procedural instructions, and marketing material. This series also contains copies posted on the agency's intranet, and information for the public posted on the agency's Internet Web site. Additionally, this series consists of letters written by those that register but are outside of the scope of the information requested on the forms (examples include suggested improvements or opposition to the program).  Procedural instructions, correspondence, marketing materials Annual accumulation: less than 1 cubic yard.	Electronic HTML, PDF, Word, Excel, PowerPoint, Project, and Visio files; paper.	Madison	Retain for three years.	Destroy
	NEW 00294	Livestock Premises Registrant Letters	This series consists of letters written by potential registrants that object to registering their livestock premises or this program in general. Files are referenced by the compliance officers. Annual accumulation: less than 1 cubic yard.	Paper	Madison	If compliance taken, retain with rest of case file until 6 years after close of case, 25 years if level 3 compliance (see AH Investigations and Prosecutions RDA).	Destroy

**Wisconsin Department of Agriculture Trade and Consumer Protection (WDATCP)  
Division of Animal Health – Livestock Premises Registration**

Appendix A

<b>Form Name</b>	<b>Form Number</b>	<b>Record Series #</b>	<b>Record Series Title</b>
Livestock Premises Registration Application	DMS-LP-01	00288	Livestock Premises Registration
Livestock Premises Registration Application	DMS-LP-02	00288	Livestock Premises Registration
Livestock Premises Registration Application	DMS-LP-03	00288	Livestock Premises Registration
Livestock Premises Renewal Application	DMS-LP-04	00289	Livestock Premises Registration