

**Amendment to Alabama College System
Records Disposition Authority**

(Veterinary Technology Program)

**Presented to the
State Records Commission
October 24, 2003**

Veterinary Technology Program

Records Title	Disposition
<p>ACCREDITATION REPORTS AND ON-SITE VISIT FILES. Records documenting the on-site visit and resulting accreditation report every five to six years by the Committee on Veterinary Technician and Education Activities (CVTEA) of the American Veterinary Medical Association (AVMA) concerning the veterinary technology program at Snead State Community College. The accreditation report states status of accreditation and addresses essential requirements of a veterinary technology program. To maintain accreditation, the veterinary technology program also needs to create a biennial report which addresses the critical and major recommendations of the review committee. All of these reports and on-site visit files provide an in-depth look at the veterinary technology program and should be maintained permanently.</p>	PERMANENT RECORD.
<p>Preceptorship Clinic Evaluations. Records documenting evaluations of clinics desiring qualification to use students who are trained to be veterinary technicians. At the end of the student's second year, s/he will go into the field for preceptorship, or practical experience with a veterinarian. Clinics that would like to qualify for using a student must fill out a form answering certain questions to ensure that the clinic meets standards. Clinics must re-submit these forms every four years, so that students work only in those clinics that keep up with changes in practice and technology.</p>	Temporary Record. Retain 4 years.
<p>Preceptorship Student Files. Records documenting activities performed by students during preceptorship. These students must accomplish a certain diversity of tasks and turn in those forms to show that they have completed the preceptorship. During the course of the preceptorship, the students are evaluated based on their work. Because preceptorship occurs at the end of the student's second year, the state board examination is taken the same summer as the preceptorship. Therefore, these records need only to be maintained a short period for reference.</p>	Temporary Record. Retain 2 years.

Distance Education Files. Records documenting the feasibility of distance education. Because the veterinary technology program is the only one of its kind in Alabama, the program has been trying to establish some sort of distance education program. This attempt has been unsuccessful as of 2003 because of lack of funding, as well as training in proper equipment needed to implement a distance education program. Files are kept on the potential of distance education and on students who inquire about the possibility of such a program. These records only need to be kept for useful life.

Temporary Record.
Retain for useful life.

Student Rabies Immunization Files. Records documenting rabies immunization shots given to students. In the past, the program has initiated a student rabies immunization program for all students. The rabies vaccine was administered through the practitioner for the college. These records need to be maintained in accordance with guidelines for other immunization records - ten years. Because of price changes and problems with monetary collection, the program will probably not initiate these shots in the future but recommend that students get the vaccine from their doctors.

Temporary Record.
Retain 10 years after the end of the year in which the immunization was given.

Lab Animal Disposition Logs. Records documenting the admission and eventual disposition of all lab animals. These records should be maintained for six years after disposition of animal in case of possible liability.

Temporary Record.
Retain 6 years after disposition of animal.

Consent Forms. Records documenting consent provided by an owner before the veterinary technology program can care for an animal. These forms need to be maintained six years after return of animal in case of possible liability.

Temporary Record.
Retain 6 years after return of animal.

Lab Animal Health Certificates. Records documenting the health of guinea pigs and hamsters used in the program. These health certificates are shipped along with the animals and are completed upon delivery to indicate the condition of the animals. These records should be kept five years to ensure compliance with federal law that requires documentation of transportation date and sale of such animals.

Temporary Record.
Retain 5 years.

Records documenting care of animals in the Veterinary Technology Program

- a. **Animal Medical Care Files.** Records documenting medical care of animals in the veterinary technology program, including the anesthetized animal log, radiology log, and radiographs. These records need to be maintained seven years for administrative use. Temporary Record. Retain 7 years.
- b. **Rabies Certificates for Animals.** Records documenting all rabies immunizations provided to animals in the veterinary technology program. Alabama law requires that animals be immunized for rabies every year. These certificates should be maintained three years to provide a sufficient history of immunization. Temporary Record. Retain 3 years.
- c. **Subsidiary Documentation of Animal Care.** Records documenting subsidiary information of animal care which may include, but is not limited to, clinical pathology lab submission sheets, surgery flow sheets, and clinical medicine flow sheets. This information is temporary in nature and only needs to be maintained for short term reference. Temporary Record. Retain 1 year.

Records documenting compliance with the Drug Enforcement Administration (DEA)

- a. **Drug Enforcement Administration Certificates.** Records documenting registration by the veterinary technology program with the Drug Enforcement Administration of the U. S. Department of Justice to use controlled substances. This registration is valid for three years. (21 CFR 1301.13). Temporary Record. Retain 3 years after issuance of registration.
- b. **Drug Enforcement Administration Controlled Drug Logs and Order Forms.** Records documenting all controlled drug forms, including inventory and dispensing records. “Every inventory and other records. . .shall be kept by the registrant and be available, for at least two years from the date of such inventory.” (21 CFR 1304.04) Temporary Record. Retain 2 years from creation.

Records documenting compliance with the Occupational Safety and Health Administration (OSHA)

- a. Records documenting hazardous materials.** Temporary Record. Retain 30 years.
Records documenting employee exposure information, defined to include material safety data sheets, hazardous materials inventory, and hazard communication plan. The U.S. Department of Labor, Occupational Safety and Health Administration standard in 29 CFR 1910.1020 requires that employee exposure records be maintained for thirty years.
- b. OSHA Student Training Files.** Temporary Record. Retain 3 years.
Records documenting training of students to become familiar with Occupational Safety and Health Administration protocol. Records only need to be maintained long enough to ensure everyone in the program has been trained; thus, the retention is three years.

Records documenting compliance with the United States Department of Agriculture (USDA)

- a. INSTITUTE FOR ANIMAL CARE AND USE COMMITTEE (IACUC) MEETING MINUTES.** P E R M A N E N T RECORD.
Records documenting meetings of the IACUC. The USDA requires the veterinary technology program to establish and maintain its own IACUC committee to review protocol for the treatment of animals and to implement those policies. The committee consists of an individual from the community, a veterinarian, and other representatives from the institution. These meeting minutes provide key documentation of decisions within the program on the care of animals and should be maintained permanently.

- b. **UNITED STATES DEPARTMENT OF AGRICULTURE REPORTS.** Records documenting the periodic inspection of the veterinary technology program by the United States Department of Agriculture (USDA) to ensure that the program is following proper protocol for animal housing, utilization of equipment, and safety. The reports which cite violations prove to be a valuable resource for the program to determine past and periodic problems. P E R M A N E N T RECORD.

Injury/Accident Reports. Records documenting any accident or injury on the program's facilities. These records need to be maintained three years for administrative use. Temporary Record. Retain 3 years after creation of report.

Radiation Exposure Records. Records documenting exposure of the veterinary technology program's personnel and students to radiation. The state Department of Public Health requires the program to keep up with this information. It should be maintained six years after the person is deceased to serve as evidence for potential lawsuits. Temporary Record. Retain 6 years after individual is deceased.

Requirement and Recommendations for Implementing the Records Disposition Authority

Under the Code of Alabama 1975, Section 41-13-21, “no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without first obtaining approval of the State Records Commission.” This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the Alabama College System (hereafter referred to as the agency) as stipulated in this document.

One condition of this authorization is that the agency submit an annual Records Disposition Authority (RDA) Implementation Report on agency records management activities, including documentation of records destruction, to the State Records Commission in October of each year. In addition, the agency should make every effort to establish and maintain a quality record-keeping program through the following activities:

- The agency should designate a records liaison, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency’s approved RDA.
- Permanent records in the agency’s custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency--wide on a regular basis—for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA’s provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.
- The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records’ permanent preservation and accessibility.

The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of the permanent records maintained in the custody of the agency and inspect records destruction documentation. Government Records Division archivists are available to instruct the agency staff in RDA implementation and otherwise assist the agency in implementing its records management program.

The State Records Commission adopted this records disposition authority on October 24, 2003.

Edwin C. Bridges, Chairman, by Tracey Berezansky
State Records Commission

Date

Receipt acknowledged:

Dr. Roy Johnson, Chancellor
Department of Postsecondary Education

Date