



BUREAU OF ANIMAL INDUSTRY

5 Visayas Avenue, Barangay Vasra, Quezon City 1128







MEMORANDUM ORDER

No: 05 Series of 2024

SUBJECT:

UPDATED LIST OF ANIMAL HEALTH AND WELFARE DIVISION (AHWD)

RETENTION PERIOD FOR ACTIVE/CURRENT PAPER RECORDS UNDER

ANNEX B OF BAI MEMORANDUM ORDER NO. 29 S. 2023

Annex B of BAI Memorandum Order No. 29 S. 2023 entitled "Addendum to Memorandum Order No. 28 s. 2023 Guidelines in the Management of Paper Records of the Bureau of Animal Industry (BAI)" is hereby updated to include other records as follows:

ANNEX B:

RETENTION PERIOD OF ACTIVE/CURRENT RECORDS AT ANIMAL HEALTH AND WELFARE DIVISION REPOSITORY

Records Series Title & Document Validity Active/ Current Records Total Retention Period Animal Disease Monitoring Compliance Hatchery 1 year 2 years	A	В	С	D	Е	F
Monitoring Compliance Hatchery Free Status- Avian Influenza 1 year & 6 months. From Red/Pink/Yellow Zones: 3 months From Green Zone: 6 months 1 year & 6 months. 1 year & 6 months From Red/Pink/Yello Warders. 1 year & 6 months 1 year & 3 months 1 year & 6 months 1 year & 3 months 1 year & 6 months		Series Title &	Retention	Record Title	Vision recognition and account to	Records Total Retention Period at
Free Status- Avian Influenza 1 year & 6 months. Certificate of Free Status - African Swine Fever (CFS-ASF) 1 year after expired 1 year after expired Recognition of Recognition of Free Status- African Swine From Green Zone: 6 months 1 year & 6 months 1 year & 6 months 1 year & 3 months 1 year & 6 months 1 year & 6 months 1 year & 6 months 1 year & 8 months				Monitoring	6 months.	1 year & 6 months.
Avian Influenza Avian Influenza 6 months. From Red/Pink/Yellow Zones: 3 months From Green Zone: 6 months. 1 year & 6 months. 1 year & 3 months 1 year & 6 months. 1 year & 3 months From Green Zone: 6 months 1 year & 3 months 1 year & 6 months.				Hatchery	1 year	2 years
Certifications 1 year after expired 1 year after expired Red/Pink/Yellow Zones: 3 months From Green Zone: 6 months Recognition of Recognition of Red/Pink/Yellow Zones: 3 months From Green Zone: 6 months 1 year & 3 months 1 year & 3 months	5			The contract of the contract o		1 year & 6 months.
Recognition of Recognition of Recognition of Recognition of Recognition of W Zones: 1 year & 3 months				Free Status – African Swine	Red/Pink/ Yellow Zones: 3 months From Green	
				Recognition of	6 months From Red/ Pink/Yello	1 year & 3 months

¹ Based on DA Memorandum Circular No. 43 s.2022



Our organization is certified

Page 1 of 4





BUREAU OF ANIMAL INDUSTRY

5 Visayas Avenue, Barangay Vasra, Quezon City 1128

(+632)8528-2240 (director@bai.gov.ph (www.bai.gov.ph (f) @bai.gov.ph



			Certification of Loan Release	1 year	2 years
			Public-Private Audit Application for the Movement of Swine-Related Commodities to Other Higher- Colored ASF Zones	1 year	2 years
			Swine Breeder Farm	2 years	3 years
			Beef cattle Breeder Farm	New: 2 years	3 years
				Renewal: 1 year	2 years
19			Game fowl Breeder Farm	3 years	4 years
			Small Ruminants Breeder Farm	3 years	4 years
			Good Animal Husbandry Practices	New: 1 year	2 years
				Renewal: 2 years	3 years
	Permits	1 year after renewed or expired	BAI License to Operate	New: 1 year	2 years
				Renewal: 3 years	4 years
			Livestock & Poultry Handlers	1 year	2 years
			Livestock & Poultry Transport Carrier	1 year	2 years
			Animal Event	Per day	1 year
			Animal Event Organizer	New: 1 year	2 years
				Renewal: 3 years	4 years
			Animal Event Veterinarian	1 year	2 years
			Animal Research	2 years	3 years

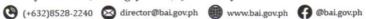






BUREAU OF ANIMAL INDUSTRY

5 Visayas Avenue, Barangay Vasra, Quezon City 1128





15	Logbook	2 years after date of last entry	Logbook for Rabies Vaccine	2 years after date of last entry
		2 years after date of last entry	Logbook for Hog Cholera	2 years after date of last entry
		2 years after date of last entry	Logbook for PRRS	2 years after date of last entry
		2 years after date of last entry	Logbook for Blackleg	2 years after date of last entry
			Rabies Vaccine File (Requisition and Issue Slip)	2 years
			Hog Cholera File (Requisition and Issue Slip)	2 years
			PRRS File (Requisition and Issue Slip)	2 years
			Newcastle Disease File (Requisition and Issue Slip)	2 years
			Blackleg File (Requisition and Issue Slip)	2 years
			Antibiotics and Disinfectants File (Requisition and Issue Slip)	2 years
			Dewormer (Ivermectin/ Albendazole) File (Requisition and Issue Slip)	2 years
			Requisition and Issue Slip File	2 years
			VES Transmittal Letters to DA RFO	2 Years
			Lab Reports of other Diseases	5 years







BUREAU OF ANIMAL INDUSTRY

5 Visayas Avenue, Barangay Vasra, Quezon City 1128

(+632)8528-2240 (director@bai.gov.ph (www.bai.gov.ph (Pai.gov.ph

			Lab Reports Foot and Mouth Disease	5 years
			Lab Reports NSPRDC	5 years
			Avian Influenza Lab Reports	5 years
			Transmittal Letter Files	2 Years
			Avian Influenza Free Province Applicant Files	5 years
	_		VES Files - Letters	2 Years
			VES Files - Attendance Sheets, Notice of Meeting, Memorandum and other files	2 Years
			VES Files - Avian Influenza Bi- Annual Surveillance Documents	5 years
			VES Files - Disease Investigation / Surveillance / Lab Reports	5 years
			AHS Lab Report	5 years
15	Logbook	2 years after date of last entry	AHWD Admin Outgoing Documents	2 years after date of last entry
		2 years after date of last entry	AHWD Admin Outgoing Documents - Internal	2 years after date of last entry

This Order shall take effect immediately until revoked in writing.

ENRICO MIGUEL L. CAPULONG, DVM, MSA

Officer-in-Charge, Director

