

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

A	B	C	D	E	F
Item No	Records Series Title & Description	Authorized Retention Period	Record Title	Document Validity	Active/ Current Records Total Retention Period at AHWD repository
5	Certifications	1 year after expired	Animal Disease Monitoring Compliance	6 months.	1 year & 6 months.
			Hatchery	1 year	2 years
			Free Status-Avian Influenza	Maximum 6 months. ¹	1 year & 6 months.
			Certificate of Free Status – African Swine Fever (CFS-ASF)	From Red/Pink/ Yellow Zones: 3 months	1 year & 3 months
				From Green Zone: 6 months	1 year & 6 months
			Recognition of Active Surveillance – African Swine Fever (RAS-ASF)	From Red/ Pink/Yello w Zones: 3 months	1 year & 3 months
				From Green Zone: 6 months	1 year & 6 months

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

			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
			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				
19	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			

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

			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