

## VIVARIUM STUDIES

### 165.01 Achievement Reports and Planning Statements File (Duplicates)

Dates: 1979 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

The original records are transferred to Research and Development Administrative Office.

This item supersedes State Records Application 87-63, item 56, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for five (5) years, then dispose of.

### 165.02 Agency Regulatory File

Dates: 1970 -  
Volume: 1 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of U.S.D.A. inspection reports, annual report of research facility, National Institute for Health (NIH) policy and procedure guidelines, letters of assurance from NIH (a letter of assurance that they are meeting standards), American Association for the Accreditation of Laboratory Animal Care inspection reports done every three (3) years, and DEA & DASA drug use certification and drug inventory records with related purchase orders, order forms, etc.

This item supersedes State Records Application 87-63, item 57, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for ten (10) years or until all administrative/legal value has expired - whichever is longer - then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**165.03 Health Records and Death Notices (Originals)**

Dates: 1975 -  
Volume: 4 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Numerical

This record series consists of laboratory animal health records (assigned by number) and death notices. The records can be audited by the U.S.D.A. for up to two (2) years after death of the respective animal(s).

This item supersedes State Records Application 87-63, item 58, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for two (2) years after death of the respective animal(s).

**165.04 Vivarium Animal Inventory Record (Originals)**

Dates: 1972 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This is an original inventory ledger maintained primarily to document compliance with guidelines promulgated by the American

Association for the Accreditation of Laboratory Animal Care and as support for required United States Department of Agriculture reports. (Incidentally, this record also serves as a Vivarium billing and operating cost calculation source).

This item supersedes State Records Application 87-63, item 59, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office and/or the University Archives on a permanent basis.

**165.05 Internal Annual Operational Cost Studies and Copies of Study Results Sent to Using Researchers (Originals and Record Copies)**

Dates: 1977 -

Volume: 1 1/2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

These internally produced annual Operational Cost Studies and copies of results of such studies as transmitted to using researchers show the bases of calculations for the establishment of the Vivarium's per diem billing rates.

This item supersedes State Records Application 87-63, item 60, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain ten (10) years in office, then offer to the University Archives for accessioning. If offer is refused by University Archives, dispose of upon discretion of the Vivarium providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.