

## 508 – Livestock Board File Plan

This file plan was developed to be a guide for Livestock Board employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the Livestock Board. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

### 508-001 LIVESTOCK DATABASE:

**Division/unit:** Livestock

**Maintenance system:** Numerical by primary key

**Record series content:** Database maintains information documenting livestock brands, livestock inspections, facility inspections, quarantine notices, etc. Data may include brand information (e.g., brand requestors name, address, telephone number, image of brand, brand number, expiration date, recorded date, county name, district, etc.), inspection data, quarantine notice and release data, fees paid, etc.

#### **Classification:**

- (A) **Brand data:**
  - (1) **Approved:** 1.21.2.651 NMAC, Brands
  - (2) **Withdrawn:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records
- (B) **Estray data:** 1.21.2.474 NMAC, General - Inspection
- (C) **Holding brand data:** 1.21.2.506 NMAC, Short-Term Permits
- (D) **State brand book data:** 1.21.2.114 NMAC, Publications
- (E) **Lost, missing or stolen livestock data:** 1.21.2.926 NMAC, Accidents and Incidents
- (F) **Inspector report data:** 1.21.2.474 NMAC, General - Inspection
- (G) **Sales barn transaction and livestock inspection report data:** 1.21.2.707 NMAC, Inspections
- (H) **Sales barn facility data:** 1.21.2.661 NMAC, Facilities, Establishments and Products
- (I) **Quarantine data:** 1.21.2.706 NMAC, Disease Management - Animal and Livestock
- (J) **Transportation of dead animals permit data:** 1.21.2.506 NMAC, Short-Term Permits
- (K) **Hide inspection report data:** 1.21.2.474 NMAC, General - Inspection
- (L) **Livestock health protection inspection data:** 1.21.2.706 NMAC, Disease Management - Animal and Livestock
- (M) **Livestock laboratory test results data:** 1.21.2.706 NMAC, Disease Management - Animal and Livestock
- (N) **Veterinary drug approval request data:**
  - (1) **Approved:** 1.21.2.828 NMAC, Drugs and Controlled Substances
  - (2) **Denied:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Record
- (O) **Commuter herd permit data:** 1.21.2.652 NMAC, Business Licenses
- (P) **Equine retirement facilities data:**
  - (1) **Approved:** 1.21.2.661 NMAC, Facilities, Establishments and Products
  - (2) **Denied:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records
- (Q) **Equine semen and embryo import and export permit data:**
  - (1) **Approved:** 1.21.2.506 NMAC, Short-Term Permits
  - (2) **Denied:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

[New - 03/31/2021]

## 508-002 to 508-010

### 508-011 BRAND FILES:

**Division/unit:** Brands

**Maintenance system:** Numerical by master number

**Record series content:** Records documenting the application and issuance history of a brand or mark by any person, association or corporation. Files may include application (e.g., brand owner's name, address, county, district, positions for brand and mark, master number, type of animal, owner's signature, processor's signature, approval signature, etc.), re-record notice, *alternative to branding for cattle in confined feeding operations application*, copy of *brand bill of sale*, *brand exemption application*, *brand re-record form*, *cattle and horse brand application*, *sheep and goat brand application*, correspondence, etc.

**Classification:**

(A) **Approved brand:** 1.21.2.651 NMAC, Brands

(B) **Withdrawn brand:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:**

(A) **Approved brand:** Date of brand ownership expiration or termination

(B) **Withdrawn brand:** Date brand application withdrawn

[New - 03/31/2021]

### 508-012 ESTRAY FILES:

**Division/unit:** Brands

**Maintenance system:** Chronological by date

**Record series content:** Records documenting inspections of the sale of livestock whose ownership is in question. Files may include estray inspector's report, copy of payment to livestock owner, correspondence, etc.

**Classification:** 1.21.2.474 NMAC, General - Inspection

**File closure:** Date of final resolution

[New - 03/31/2021]

### 508-013 STATE BRAND BOOK:

**Division/unit:** Brands

**Maintenance system:** Chronological by re-record year

**Record series content:** The state brand book is published by the New Mexico livestock board as the annual record of all registered brands, marks and electronic identification used for the identification of livestock. The publication shows brand owner's name; address; subsequent transfers of brand ownership; brand; position of brand; ear marks; master number; county; etc.

**Classification:** 1.21.2.114 NMAC, Publications

**File closure:** Date superseded by new publication

[New - 03/31/2021]

### 508-014 HOLDING BRAND FILES:

**Division/unit:** Brands

**Maintenance system:** Chronological by date, then numerical by master number

**Record series content:** Records documenting the application and issuance of a holding brand permit allowing out-of-state cattle to enter New Mexico for grazing. Files may include application (e.g., holding brand owner's name, address, telephone number, positions for holding brand, master number, amount received, applicant's signature, etc.), correspondence, etc.

**Classification:** 1.21.2.506 NMAC, Short-Term Permits

**File closure:** Date of expiration of permit

[New - 03/31/2021]

**508-015 LOST, MISSING OR STOLEN LIVESTOCK FILES:**

**Division/unit:** Brands

**Maintenance system:** Numerical by master number

**Record series content:** Records documenting lost, missing or stolen livestock reported to the board. Files may include inspector's report, photographs, correspondence, etc.

**Classification:** 1.21.2.926 NMAC, Accidents and Incidents

**File closure:** Date of final board action

[New - 03/31/2021]

**508-016 - 508-030**

**508-031 INSPECTOR REPORT FILES:**

**Division/unit:** Inspection

**Maintenance system:** Chronological by date, then numerical by district

**Record series content:** Records documenting the inspection of livestock for disease during sale, slaughter or transport across state or district lines. Files may include official *certificate of livestock inspection*, copy of *certificate of hide and slaughter inspection*, truck clearance, statement of inspection charges, transportation report, impoundment form, correspondence, etc.

**Classification:** 1.21.2.474 NMAC, General - Inspection

**File closure:** Date of report

[New - 03/31/2021]

**508-032 SALES BARN TRANSACTION AND LIVESTOCK INSPECTION REPORT FILES:**

**Division/unit:** Inspection

**Maintenance system:** Chronological by date, then alphabetical by facility name

**Record series content:** Records documenting the inspection and sale of livestock at sales rings. Files may include *inspection report*, *sales ring check in sheets*, *sales ring purchase sheets*, correspondence, etc.

**Classification:** 1.21.2.707 NMAC, Inspections

**File closure:** Date facility is closed

[New - 03/31/2021]

**508-033 SALES BARN FACILITY FILES:**

**Division/unit:** Inspection

**Maintenance system:** Chronological by date, then alphabetical by facility name

**Record series content:** Records documenting the application and licensure history of any place, establishment or facility operating as a public market for livestock. Files may include copy of auction market license; copy of the department of agriculture grain inspection; packers and stockyards administration *application for registration*; *bond required of livestock market agencies*; *dealers and packers*; correspondence; etc.

**Classification:** 1.21.2.661 NMAC, Facilities, Establishments and Products

**File closure:** Date facility is closed

[New - 03/31/2021]

**508-034 QUARANTINE FILES:**

**Division/unit:** Inspection

**Maintenance system:** Chronological by date, then alphabetical by district, then by disease

**Record series content:** Records documenting the notice and release of a quarantine status for a ranch or facility confirmed disease outbreak. Files may include copy of quarantine notice, copy of quarantine release, correspondence, etc.

**Classification:** 1.21.2.706 NMAC, Disease Management - Animal and Livestock

**File closure:** Date of quarantine release

[New - 03/31/2021]

**508-035 TRANSPORTATION OF DEAD ANIMAL PERMIT BOOKS:**

**Division/unit:** Inspection

**Maintenance system:** Chronological by date

**Record series content:** Records documenting the transportation of dead livestock. Permits may show date of movement, location and animal identification, etc.

**Classification:** 1.21.2.506 NMAC, Short-Term Permits

**File closure:** Date permit book complete and received

[New - 03/31/2021]

**508-036 HIDE INSPECTION REPORT FILES:**

**Division/unit:** Inspection

**Maintenance system:** Chronological by date

**Record series content:** Records documenting the inspection of hides for purposes of identification and verification of ownership. Files may include inspector's report, correspondence, etc.

**Classification:** 1.21.2.474 NMAC, General - Inspection

**File closure:** Date of report

[New - 03/31/2021]

**508-037 CATTLE AND SHEEP REST STATION LICENSURE FILES:**

**Division/unit:** Inspection

**Maintenance system:** Chronological by date, then alphabetical by station name

**Record series content:** Records documenting the licensure history of cattle and sheep rest stations in the state. Files may include application, copy of license issued, inspector's report, correspondence, etc.

**Classification:** 1.21.2.652 NMAC, Business Licenses

**File closure:** Date of licensure expiration or termination

[New - 03/31/2021]

**508-038 - 508-050**

**508-051 LIVESTOCK HEALTH PROTECTION INSPECTION FILES:**

**Division/unit:** State veterinarian

**Maintenance system:** Chronological by date, then alphabetical by county

**Record series content:** Records documenting inspection of livestock by the state veterinarian to prevent the introduction of animal diseases into the state. Files may include *certificate of veterinarian inspection*, test results, correspondence, etc.

**Classification:** 1.21.2.706 NMAC, Disease Management - Animal and Livestock

**File closure:** Date of inspection

[New - 03/31/2021]

**508-052 LIVESTOCK LABORATORY TEST RESULT FILES:**

**Division/unit:** State veterinarian

**Maintenance system:** Chronological by date

**Record series content:** Records documenting laboratory tests performed on specimens from livestock. Files may contain type of test performed (e.g., equine piroplasmiasis test, equine viral arteritis test, trichomoniasis test, brucellosis test, Coggins test, etc.), correspondence, etc.

**Classification:** 1.21.2.706 NMAC, Disease Management - Animal and Livestock

**File closure:** Date of test

[New - 03/31/2021]

**508-053 VETERINARY DRUG APPROVAL FILES:**

**Division/unit:** State veterinarian

**Maintenance system:** Chronological by date

**Record series content:** Records documenting the registration and approval of veterinary drugs to be imported, distributed, administered and manufactured in the state. Files may include application (e.g., name of applicant, address, product name, product description, protocol and labeling information, United States department of agriculture code, list of livestock species for which product is intended, amount received, approval signature, etc.), letter requesting approval, letter of denial, correspondence, etc.

**Classification:**

(A) **Approved applications:** 1.21.2.828 NMAC, Drugs and Controlled Substances

(B) **Denied applications:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:**

(A) **Approved applications:** Date of approval

(B) **Denied applications:** Date of denial

[New - 03/31/2021]

**508-054 COMMUTER HERD PERMIT FILES:**

**Division/unit:** State veterinarian

**Maintenance system:** Chronological by date

**Record series content:** Records documenting the application for a permit allowing the commute of cattle herds between state lines. Files may include application, copy of permit (e.g., owners name, ranch name, number of cattle, property owners name, date of movement into state, approval signature, etc.), correspondence, etc.

**Classification:** 1.21.2.652 NMAC, Business Licenses

**File closure:** Date of expiration of permit

[New - 03/31/2021]

**508-055 EQUINE RETIREMENT FACILITY FILES:**

**Division/unit:** State veterinarian

**Maintenance system:** Chronological by date, then alphabetical by facility name

**Record series content:** records documenting the inspection and licensure history of horse rescue or retirement facilities. Files may include application for registration, copy of articles of incorporation, copy of by-laws, copy of list of board of directors, copy of documentation of federal non-profit tax status, copy of mission statement, copy of animal health protocols, copy of individual animal records, adoption application forms, copy of drawings of facility layout, copy of emergency evacuation plans, copy of training required for volunteers, copy of barn rules, facility inspection report, complaints, renewal application, correspondence, etc.

**Classification:**

(A) **Approved applications:** 1.21.2.661 NMAC, Facilities, Establishments and Products

(B) **Denied applications:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:**

(A) **Approved applications:** Date of closure of facility

(B) **Denied applications:** Date of application

[New - 03/31/2021]

**508-056 EQUINE SEMEN AND EMBRYO IMPORT AND EXPORT PERMIT FILES:**

**Division/unit:** State veterinarian

**Maintenance system:** Chronological by date, then alphabetical by stud owner's name

**Record series content:** Records documenting the application and issuance of a permit for equine semen and embryos to be imported or exported into or from the state. . Files may include application, copy of stallion's equine viral arteritis vaccination certificate, copy of equine infection anemia status, correspondence, etc.

**Classification:**

(A) **Approved applications:** 1.21.2.506 NMAC, Short-Term Permits

(B) **Denied applications:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:**

(A) **Approved applications:** Date of expiration of permit

(B) **Denied applications:** Date of denied application

[New - 03/31/2021]