

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 - (2) **Withdrawn:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records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 (annual) 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) **Livestock inspection report data:** 1.21.2.707 NMAC, Inspections
- (G) **Sales barn (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) **Veterinary livestock health data:** 1.21.2.706 NMAC, Disease Management - Animal and Livestock
- (L) **Veterinary biological approval data:** 1.21.2.706 NMAC, Disease Management - Animal and Livestock
- (M) **Commuter herd permit data:** 1.21.2.706 NMAC, Disease Management - Animal and Livestock
- (N) **Equine rescue 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
- (O) **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
- (P) **Transportation report data:** 1.21.2.929 NMAC, Case Files – Law Enforcement
- (Q) **Law enforcement citation data:** 1.21.2.930 NMAC, Citation Management
- (R) **Law enforcement case data:** 1.21.2.929 NMAC, Case Files – Law Enforcement

[New - 03/31/2021, A - 03/07/2023]

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: Numerical by estray number, then 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 or claim payout

[New - 03/31/2021, A - 03/07/2023]

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; 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, A - 03/07/2023]

508-014 HOLDING BRAND FILES (ANNUAL):

Division/unit: Brands

Maintenance system: Numerical by master number

Record series content: Records documenting the application and issuance of a holding brand permit allowing cattle with a non-New Mexico registered brand 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, area ranging in New Mexico, etc.), correspondence, etc.

Classification: 1.21.2.506 NMAC, Short-Term Permits

File closure: Date of expiration of permit

[New - 03/31/2021, A - 03/07/2023]

508-015 LOST, MISSING OR STOLEN LIVESTOCK FILES:

Division/unit: Brands

Maintenance system: Numerical by [master number] report ID, then chronological by date

Record series content: Records documenting lost, missing, or stolen livestock reported to the board. Reports may show inspector's report, photographs, brands, etc.

Classification: 1.21.2.926 NMAC, Accidents and Incidents

File closure: Date of final board action

[New - 03/31/2021, A - 03/07/2023]

508-016 - 508-030

508-031 [INSPECTOR REPORT] LIVESTOCK INSPECTION FILES:

Division/unit: Inspection

Maintenance system: Chronological by date, then numerical by form number

Record series content: Records documenting the inspection of livestock for disease and ownership 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, *impoundment form*, entry permit, correspondence, etc.

Classification: 1.21.2.707 NMAC, Inspections

File closure: Date of report finalized

[New - 03/31/2021, A - 03/07/2023]

508-032 SALES BARN [TRANSACTION AND LIVESTOCK] (LIVESTOCK) INSPECTION REPORT FILES:

Division/unit: Inspection

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

Record series content: Records documenting the inspection of disease and ownership 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 of report finalized

[New - 03/31/2021, A - 03/07/2023]

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 [RESERVED]

[New - 03/31/2021, Repealed - 03/07/2023]

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 [RESERVED]

[New - 03/31/2021, Repealed - 03/07/2023]

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 VETERINARY LIVESTOCK HEALTH [PROTECTION INSPECTION] FILES:

Division/unit: State veterinarian

Maintenance system: Chronological by date, then alphabetical by species, then numerical by CVI number

Record series content: Records documenting examination 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, veterinary exams, type of test performed (e.g., equine piroplasmosis 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 examination

[New - 03/31/2021, A - 03/07/2023]

508-052 [RESERVED]

[New - 03/31/2021, Repealed - 03/07/2023]

508-053 VETERINARY [DRUG] BIOLOGICAL APPROVAL FILES:

Division/unit: State veterinarian

Maintenance system: Alphabetical by manufacture, then by species, then chronological by date

Record series content: Records documenting USDA approval of biologics (vaccines, etc.) for animal use in New Mexico. Files may include application (e.g., name of applicant, address, product name, product description, protocol and labeling information, USDA code, list of livestock species for which product is intended, amount received, approval signature, etc.), letter requesting approval, USDA letter of denial, correspondence, etc.

Classification: 1.21.2.706 NMAC, Disease Management – Animal and Livestock

File closure: Date of expiration of permit

[New - 03/31/2021, A - 03/07/2023]

508-054 COMMUTER HERD PERMIT FILES:

Division/unit: State veterinarian

Maintenance system: Chronological by date, then numerical commuter herd number

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, premise ID, test records etc.), correspondence, etc.

Classification: 1.21.2.706 NMAC, Disease Management – Animal and Livestock

File closure: Date of expiration of permit

[New - 03/31/2021, A - 03/07/2023]

508-055 EQUINE RESCUE 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, zoning records, premise identification, 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 denied application

[New - 03/31/2021, A - 03/07/2023]

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*, 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, A - 03/07/2023]

508-057 QUARANTINE FILES:

Division/unit: State veterinarian

Maintenance system: Alphabetical by disease, then chronological by date

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, livestock inspection report, veterinarian test records, disease management plans, correspondence, etc.

Classification: 1.21.2.706 NMAC, Disease Management - Animal and Livestock

File closure: Date of quarantine release

[New - 03/07/2023]

508-058 - 508-070

508-071 TRANSPORTATION REPORT:

Division/unit: Law enforcement

Maintenance system: Chronological by date, then numerical by road stop number

Record series content: Records documenting a road stop of a livestock carrier. Report may show date, location, officer name, drivers name, drivers address, OLN (driver's license), DOB, SSN, species, quantity, vehicle license, inspection number, CVI number, etc.

Classification: 1.21.2.929 NMAC, Case Files – Law Enforcement

File closure: Date of report created

Confidentiality: Portions of this file may contain confidential information pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information and 5 USC Section 552a (i.e., social security number).

[New - 03/07/2023]

508-072 LAW ENFORCEMENT CITATION:

Division/unit: Law enforcement

Maintenance system: Chronological by date, then numerical by citation number

Record series content: Records documenting alleged livestock violation. Citation may show date, location, officer name, drivers name, drivers address, OLN (driver's license), DOB, SSN, species, quantity, vehicle license, violation citation, court information, etc. File may include citation, copy of transportation report, etc.

Classification: 1.21.2.930 NMAC, Citation Management

File closure: Date of final disposition

Confidentiality: Portions of this file may contain confidential information pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information and 5 USC Section 552a (i.e., social security number).

[New - 03/07/2023]

508-073 LAW ENFORCEMENT CASE FILES:

Division/unit: Law enforcement

Maintenance system: Chronological by date, then numerical by case file number

Record series content: Records documenting law enforcement activities and day to day livestock operations. File may include report (i.e., date, location, officer name, subjects involved, synopsis of incident, initial narrative, etc.), supplementals, photographs, video footage, audio recordings, correspondence, etc.

Classification: 1.21.2.929 NMAC, Case Files - Law Enforcement

File closure: Date of final disposition

Confidentiality: Portions of this file may contain confidential information pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information and 5 USC Section 552a (i.e., social security number).

[New - 03/07/2023]