

ACQUISITION & DISPOSITION RECORDS	Each exhibitor must make, keep, and maintain records and forms which disclose required information on acquisitions, dispositions, births, and deaths. [2.75]
Criteria	<p>Records must be kept on animals which are: [2.75(a)(1) & (b)(1)]</p> <ul style="list-style-type: none">• purchased or otherwise acquired such as donations or exchanges• owned• held• in licensee’s possession or control• transported• euthanized• sold or otherwise disposed of• offspring born of any animal in licensee’s possession or control <p>NOTE: The records must also include animals on the premises for breeding purposes and personal pets housed in the animal facility.</p> <p>Records of all animals must contain the following information:</p> <ul style="list-style-type: none">• name and complete address of the seller, donor, buyer or person to whom the animal is given [2.75(a)(1)(i), (a)(1)(iv), (b)(1)(i), (b)(1)(iv)]• USDA license or registration number if seller/donor is USDA licensed or registered [2.75(a)(1)(ii), (b)(1)(ii)]• vehicle license number, and driver’s license number or photographic identification card for nondrivers issued by a State and State of issuance of each if seller/donor is not USDA licensed or registered [2.75(a)(1)(iii), (b)(1)(iii)] (For alternative information, see page 14.2.2)• date animal was acquired through: [2.75(a)(1)(v), (b)(1)(v)]<ul style="list-style-type: none">➤ birth➤ purchase➤ donation➤ transfer➤ breeding loan➤ exchange

- date animal was disposed of through:
[2.75(a)(1)(v), (b)(1)(v)]
 - death, including euthanasia
 - sale
 - donation
 - transfer
 - breeding loan
 - exchange
- species [2.75(a)(1)(vii)(A), (b)(1)(vi)]

If the vehicle license number and driver's license/photographic ID card number cannot be obtained, the record must contain:

- an acceptable reason for not obtaining this information, and
- at least two of the following:
 - social security number
 - phone number
 - directions to the premises of the seller/donor
 - official identification card number

Records must be held for 1 year after an animal is disposed of or euthanized. [2.80(a)]

Records must be kept and maintained for more than 1 year if:
[2.80(b)]

- necessary to comply with any applicable Federal, State, or local law
- the APHIS Administrator notifies the exhibitor in writing that specified records must be retained pending completion of an investigation

Records must be available for inspection by an APHIS official.
[2.126(a)(2)]

Species Specific

Dogs & Cats

Records for dogs and cats must contain the following additional information: [2.75(a)(1)]

- USDA license or registration number if buyer or person to whom the dog/cat is given is USDA licensed or

- registered [2.75(a)(1)(iv)]
- official USDA tag or tattoo number, or microchip number [2.75(a)(1)(vi)]
- a description of each animal [2.75(a)(1)(vii)]
- the species and breed or type [2.75(a)(1)(vii)(A)]
- the sex [2.75(a)(1)(vii)(B)]
- date of birth or approximate age [2.75(a)(1)(vii)(C)]
- the color and any distinctive markings [2.75(a)(1)(vii)(D)]
- the method of transportation, if applicable, including: [2.75(a)(1)(viii)]
 - name of the initial carrier or intermediate handler, or
 - name of the owner of the privately owned vehicle

Records must be made, kept and maintained on: [2.75(a)(2)]

- APHIS Form 7005-Record of Acquisition and Dogs and Cats on Hand (see page 14.1.6), and
- APHIS Form 7006 - Record of Disposition of Dogs and Cats (see pages 14.1.8 & 14.1.10)

A copy of the record containing all the information listed above must be: [2.75(a)(4)]

- kept by the exhibitor
 - given to the purchaser of each animal
- NOTE:** Record given to the purchaser does not have to contain the source and date of acquisition of the dog/cat.

Exception: Computerized Records

An exhibitor who uses a computerized record keeping system may request a variance from the requirement to use APHIS Forms 7005 and 7006. [2.75(a)(2)]

An exhibitor cannot distribute his/her approved form for use by any other exhibitor. Each exhibitor with a computerized record keeping system must request his/her own variance.

The variance request must: [2.75(a)(2)(i)]

- be in writing
- explain why the APHIS Form 7005/7006 is unsuitable to use
- contain a description and sample of the computerized record keeping system to be used
- be sent to the appropriate Animal Care Regional Office

If the variance is denied, the dealer may request a hearing for the purpose of showing why the variance should not be denied.

[2.75(a)(2)(ii)]

The denial remains in effect until a final legal decision is rendered.

[2.75(a)(2)(ii)]

The format of the computerized record keeping form must:

- be user friendly
- contain all the required USDA information in a format similar to the APHIS 7005 or 7006
- have limited types of other information which may not interfere with the USDA requirements
- not use buyer and/or seller codes to meet the USDA requirements

The inspector may:

- review records on the computer screen or request a hard copy
NOTE: Presentation of the records by only a computer disc is unacceptable.
- observe the retrieval and printing of the records

If the inspector is unable to receive the records for proper inspection, this should be cited on the inspection report under Section 2.126(a)(2).

All Animals Other than Dogs/Cats

Records for animals **other than dogs and cats** must contain the number of animals in the shipment, if applicable.

[2.75(b)(1)(vii)]

Records for animals **other than dogs and cats** may be kept and

	<p>maintained on: [2.75(b)(2)]</p> <ul style="list-style-type: none"> • APHIS Form 7019 - Record of Animals on Hand (other than dogs and cats) (see page 14.1.11) <i>[not required]</i>, OR • APHIS Form 7020 - Record of Acquisition, Disposition, or Transport of Animals (other than dogs and cats) (see pages 14.1.12 & 14.1.13) <i>[not required]</i>, OR • any other format that is legible and contains the required information
<p>Citation of Lack of Records</p>	<p>If the exhibitor does not have the acquisition or disposition records available, the noncompliance should be cited under the appropriate section:</p> <ul style="list-style-type: none"> • if the exhibitor did not make, keep or maintain the records, cite under 2.75(a)(1) or 2.75(b)(1) • if the exhibitor has the records but they are not available at the time on the inspection, cite under 2.126(a)(2)
<p>Traveling Exhibitors</p>	<p>A traveling exhibitor must have the acquisition and disposition records for the animals with him/her on the road. NOTE: If the records are at another site or location, it is acceptable for the records to be e-mailed or faxed to the site of the inspection during the inspection. It is NOT recommended that the inspector allow the records to be faxed to him/her at a later date.</p> <p>If the records are not available, cite as instructed above.</p> <p>A traveling exhibitor must have all records relating to transactions involving animals for up to one year after the disposal or euthanasia of the animal either with him/her on the road or at the home site. [2.80(b)]</p>