

STAND SCOPE: All Animal Program Personnel  
RESPONSIBILITY: Directors, Facility Managers, Veterinarian Personnel  
PURPOSE: To Outline the Proper Practices Which Govern Handling, Storage, and Retrieval

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I. PURPOSE

1. The following procedures are followed to ensure the identity, integrity, and expedient retrieval of all materials that document program activities.
2. These materials may include, but are not limited to, animal medical records for regulated species, IACUC semi-annual inspection reports, USDA inspection reports, USDA annual

2. Facility Managers are responsible for retaining records for their facility's in-house equipment certifications until the next date of recertification.
3. The Office Manager is responsible for maintaining staff training records in the Comparative Medicine administrative office.
  - a. CM employees forward AALAS Learning Library C

SOP #010.21  
Handling, Storage, and Retrieval of Records and Data