

STATE AGENCY RECORDS RETENTION SCHEDULE

State University Model
X. Plant Disease Diagnostic Laboratory

Record Group
Number
7050

| Series | Records Title and Description | Function and Use |
|--------|----------------------------------|--|
| U2400 | Diagnostic Files (V) | This series documents diagnostic testing performed by laboratory staff at the Plant Disease Diagnostic Laboratory (PDDL). Cases are generally referred to the PDDL from county extension agents. Agents submit the specimen along with the Plant Disease Identification Form. Testing results are reviewed by diagnosticians who make a determination and issue a final report. Upon release, the original copy of the report is sent to the grower and a copy is maintained by the laboratory and the agent. When certain diseases are detected, the report must also be sent to the State Plant Health Director and the State Plant Health Regulatory Official. They may report this information to the United States Department of Agriculture Animal and Plant Health Inspection Service. Information from the Plant Disease Identification Form and the test results are entered into the laboratory database. These data can be extracted in summary formats for reporting and research purposes. Periodically, data are uploaded to the National Plant Diagnostic Network database. |
| | Access Restrictions | None |
| | Contents | Plant Disease Identification Form; other information submitted by County Extension Agent or outside laboratory; correspondence |
| | Retention and Disposition | Retain for five (5) years, then destroy. |