



**NORTH CAROLINA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
MEAT AND POULTRY INSPECTION DIVISION
Raleigh, North Carolina**

Steve Troxler, Commissioner

MPID NOTICE	1-16	5-17-16
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NEW FILING SYSTEM FOR TA AND STATE INSPECTED ESTABLISHMENTS

- I. PURPOSE:** This notice is being issued to provide instructions for up dating the filing format used by inspection personnel. The goal is to establish a statewide uniform filing system.
- II. CANCELLATION:** This notice cancels **MPIS NOTICE 17-08** dated 10-22-08.
- III. REFERENCES:** None
- IV. PROCEDURE:**
 - A. Organize files using subject headings as outlined in (attachment 1).
 - B. Subject headings are arranged in alphabetical order.
 - C. Noncompliance Records and PHIS Procedure Schedules should be maintained in locked files or notation in files as to where they are secured. This would also include all accountable items.
 - D. All files are maintained for a period of two years plus the current year except as otherwise noted.

Attachment: File example sheet.

**Dr. Karen Beck
State Director**

DISTRIBUTION:
MPID Field Personnel

SUBJECT CATEGORY:
Administration

Maintain files in numerical and alphabetical order. Additional files based on supervisor approval would be inserted in alphabetical order.

1. **File Index**
2. **Accountable Items** (Where required) (permanent)
3. **Ante mortem** (pen cards, suspect cards)
4. **EO/CR** (Equal Opportunity/Civil Rights/Workplace Violence)
5. **Export** TA plants only (Export records)
6. **Grant of Inspection**
7. **Hours of Operation**
8. **Humane Handling** (General, Letters, Memos)
9. **Laboratory Reports** (Microbiological, Sampling Frame Update for State Plants)
10. **Laboratory Reports** (Pathology/Residue/Economic)
11. **Movement Permits** (Quarantines to slaughter, Transfer of livestock)
12. **Noncompliance Record** (Open/Closed/Notebook)
13. **Overtime Reports**
14. **PHIS** (General, Letters, Memos)
15. **Permits to Collect Specimens** (For education or research)
16. **Personnel** (General, Letters, Memos)
17. **Processing Reports** (MPIS 4j)
18. **Reviews** (Federal, State, Supervisor)
19. **Safety File** (Safety Tasks, Lockout-Tag out Agreement, Potential Accident Hazards)
20. **Slaughter** (General, Letters, Memos)
21. **Weekly Meetings** (Weekly meeting minutes, plant correspondence)
22. **Workload/Staffing** (MPIS 1b)