ARCHIVE REGISTER

Record title	Retention period	Location/ box no.	Signed
Property risk assessment	Indefinitely		
Soil test results (if applicable)	Indefinitely		
Fat test results (if applicable)	Indefinitely		
Livestock identification records	6 years		
Staff statements of duties	5 years		
Staff training records	5 years		
Livestock purchase records	5 years		
Vendor declarations for introduced livestock	5 years		
Livestock sales records	4 years		
Abattoir feedback sheets	3 years		
Yearly management calendar	2 years		
Chemical user training	2 years		
Farm chemical inventory	5 years		
Extra-label use instructions	2 years		
Advice on livestock residues status	2 years		
Stock treatment records	5 years		
Paddock treatment records	10 years		
Stock food acceptability / Commodity vendor declarations	5 years		
Purchased feed inventory	5 years		
Internal audit/inspection reports	5 years		
Corrective action reports	5 years		
Archive register	Indefinitely		
Document control register	Indefinitely		