



State of California  
Department of Food and Agriculture  
Safe Animal Feed Education Program

## **Production Records**

*Records are maintained and kept by the facility to meet the requirements set by the Food Safety Modernization Act Regulation.\**

## **Record Maintenance and Retention Policy**

### Objective:

Identifying and documenting the length of time that records must be kept, ensures that compliance with all state and federal regulations is met.

### Responsible Person:

Plant Manager

### Policy:

A minimum of a 2 year retention policy should be in place to ensure that firms are compliance with U. S. Food and Drug Administration laws and regulations described in the Food Safety Modernization Act.

Record retention is also critical in the event of a recall or any time there is a complaint logged by the firm.

### Frequency:

Annually

### Corrective Actions:

Corrective actions should be documented and the employee designated to destroying records will be notified of the error.

### Related Documents:

*\*AAFCO Feed Industry HACCP Auditor Manual*