

DIVISION OF LABORATORY ANIMAL HEALTH
MEDICAL RECORDKEEPING GUIDELINES

All entries in the record should be dated and indicate the originator of the entry (initials) and be legible to someone other than the writer.

The medical record should contain sufficient detail to determine the research use of the animal.

Group health records may be used for animals that are members of a larger cohort (colony/school/flock/herd/room)

When group health records are used identification of the animal (identification number, box number) within that group should be documented when an entry is made.

Records of sedation and anesthesia (with or without surgery) and peri-surgical/peri-procedural care must be maintained to document adequate veterinary care and alleviation of pain and distress during procedures whether survival or terminal.

Surgical procedures may be documented in the medical record or may be documented in the research record and linked and available to the medical record. See X for templates.

Animals receiving daily treatment or monitoring should be documented each time they are treated or observed. Resolution of the problem should be documented when treatment or monitoring is discontinued.

Euthanasia or removal of animals for terminal procedures should be documented.

Research records and breeding records maintained by the investigator must be linked (referenced) to the medical record and readily available for review.

Separation of rodents for breeding, weaning or behavioral reasons should be documented in the medical record.

A copy of the medical record or a pertinent summary of that animal's medical history should follow the animal when permanently transferred to another facility.

Medical records should be maintained for 3 years beyond the expiration date of the protocol to which the animal was assigned at the time of permanent disposition (adoption, sale, death).

Corrections made to medical records should be struck out with a single line, initialed and dated.

Deviations from IACUC approved housing (ie single housing when group or pair housing was approved) should be documented and justified in the medical record.

References:

Guide for the Care and Use of Laboratory Animals, ILAR, 2011

Field K, et.al. Medical records for Animals Used in Research, Teaching, and Testing: Public Statement from the American College of Laboratory Animal Medicine