**Section 25.90 Records**

a) Records of sales of all animals, excluding fish, shall be maintained by the licensee for a minimum period of 12 months after date of sale or transfer of animal, and shall include the source of animal, date of sale, description and sex of animal sold, and the name and address of purchaser. Records of sales of small mammals (i.e., hamsters, mice, gerbils or rats that were born in the United States), birds and fish are not required. These records must be available for inspection during normal business hours by Department employees or persons designated by the Department. Each licensee must report to the Department the number of dogs, puppies, cats, kittens and exotic or non-domesticated animals sold for the previous calendar year at the time of license renewal. Shelters and animal control facilities must report to the Department the total number of dogs, cats and other animals received, adopted, euthanized or reclaimed by the owner for the previous calendar year at the time of license renewal.

b) If record of prophylactic medication is used in advertisement or is furnished the purchaser or person acquiring an animal, specific information regarding type, amount, and date of prophylactic medication shall be kept by the licensee and shall become a part of the retail sales record.

c) The licensee or his representative shall furnish the purchaser of a dog, cat or non-human primate a written statement at the time of sale.

1) The statement shall show:

A) Date of sale and date of birth, if known.

B) Name, address, and telephone number of licensee.

C) Name, address, and telephone number of purchaser.

D) Breed and description of dog, cat or non-human primate, including age, sex and weight of the animal.

E) Prophylactic immunizations and dates administered.

F) Internal parasite medications and dates administered.

G) A record of sterilization or lack of sterilization.

H) Guarantee, if offered; if none, so state.

I) If the dog or cat is being sold as being capable of registration, the name and registration numbers of the sire and dam and registry information.

J) Records shall also include any other significant identification, if known, for each animal, including any official tag number, tattoo or microchip.

2) This information may be recorded on Department Form PS-5 (Animal Welfare Release Statement), or on a similar form prepared by the licensee and approved in advance by the Department.

d) The licensee shall have any dog used as a sire tested annually for canine brucellosis. The test must be performed by a licensed veterinarian and the licensee must keep a copy of the test results for two years.

(Source: Amended at 31 Ill. Reg. 6904, effective May 1, 2007)