





## DEPARTMENT OF NATURAL RESOURCES

# GAME BREEDER'S ACTIVITY RECORD ANNUAL REPORT INSTRUCTIONS

All Licensees shall keep complete and up-to-date business records.

Such records shall include the following:

1. For each animal or bird acquired other than by birth or hatching on the Licensee's premises, the sex and species, the name and address of the source from which acquired, the date of acquisition and the number of any band or tag attached to the animal before or after acquisition.
2. For each animal or bird born on the Licensee's premises; the sex, species, date of birth and number of any band or tag subsequently attached to the animal.
3. For each animal or bird sold or disposed of other than by death, the name and complete address of recipient.
4. For each animal which dies or is destroyed on the Licensee's premises, the sex, species, date of death.
5. Licensee's signature and date of submission or report (left margin or report)

All records required hereby shall be open for inspection by the commission, director, or their agents at all reasonable hours. They shall be kept intact for a period of three (3) years after the expiration of any license issued.

Every person, who is required to keep the records provided, shall furnish the Department the following reports on forms supplied by the Department. Current forms are in electronic format and located at <http://www.iowadnr.gov/Hunting/Hunting-Licenses-Laws/License-Applications>:

- (1) An original annual report of operations during the preceding calendar year to be submitted on or before January 31, of each year and must be attached to the application form for the following year; and
- (2) Such other reports as the Department may require for statistical purpose.
- (3) All records shall be retained for a period of 3 years.