

## County Animal Control Records Retention Schedule (Draft)

This schedule lists records commonly created by the County Animal Control. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Record Series	Description	Retention Period
Adoption Records	Records of all animals adopted including veterinary checks. Includes Transfer of Ownership Forms per ORC 955.11(B)	3 years
Animal Cruelty/Neglect	Includes all investigative records and reports pertaining to the cruelty and neglect of animals	3 years
Citations	Citation forms that document and identify individuals issued citations for ORC 955 violations. May include dismissal agreements. Includes warning tickets and documentation of verbal warnings.	3 years
Claims	Includes filed claims regarding dog bites, vicious and dangerous dogs, livestock claims, claims of damages to animals, investigation reports, and other records related to losses from dog attacks.	3 years
Complaints	Records documenting citizen complaints about operations, policy, animals, and other issues.	1 year
Controlled Substance Log	Record of use of controlled substances for anesthesia and euthanasia purposes	3 years
Destruction Records	Records of animals euthanized by the county. May be included in Weekly Reports.	3 years
Employee Activity Logs	Daily work assignments of enforcement personnel. May include radio logs.	3 years
Foster Agreements	Documents approval or denial of individuals and rescue organizations that request to foster shelter animals. Includes foster agreement, animal's description, and foster provider's information.	3 years
Intake Records	Identifies all animals impounded. Includes surrender forms, law enforcement pickup forms and other relevant documents. May include cage cards, impound sheets, behavior evaluations, three-day notice records, medical records including rabies shot TAG records. Per ORC 955.12	3 years
Lost Dog Notifications	Record of individuals notifying the Dog Warden of a lost dog.	1 year
Permission to Search Forms	Records authorizing enforcing officers to search premises, vehicles, property, etc.	3 years
Quarantine Records	Records of dogs quarantined after bite incident	1 year

Record Series	Description	Retention Period
Rescue Agreements & Transfer Records	Forms and documents tracking dogs who have been sent to a rescue organization.	3 years
Sealed Records	Orders from courts to seal citation records.	Until specified citation has reached 3 year retention
Spay/Neuter Program	Vouchers given for use at local veterinarians.	1 year
Trap Agreements	Identifies and documents animal traps set and individuals accepting responsibility for traps.	3 years
Treasurer Reports	Includes the costs assessed against all impounded dogs which are used to create quarterly reports pursuant to ORC 955.16(E).	3 years
Volunteer Program Records	Files including volunteer applications, agreements, waivers, observation notes and related documents.	3 years
Weekly Reports	Weekly statistics of all dogs seized, impounded, redeemed, and destroyed submitted to County Board of Commissioners as required by ORC 955.12.	3 years

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