

Animal Services

Record Title	Description	Retention	Classification	Comments	Schedule #
Animal Control Files	These records are created during the conduct of animal control and shelter programs. Records include biting incidents, licenses, euthanasia, adoptions, investigations, citations, complaints and related records.	5 years after last incident, expiration of license, or event and then destroy. (Keep as per federal requirements)	Primary: Public Secondary: Private	(21 CFR 1304.03 and 21 CFR 1301.13), Approved 12/14 by State Records Committee	AN-054
Controlled Substances Euthanasia Logs	This log documents the amount of controlled substance (e.g. sodium pentobarbital) used and the number of animals destroyed. It must include the date, number, animal type, case number, numbers total and ending inventory.	2 years (Keep as per federal requirements)	Public	21 CFR 1304.03 (1993) (Approved by GRAMPA 3/17/05)	AN-012
Data Base Printouts (Shelter Buddy)	Primarily for administrative purposes. Data can be requested as part of numerous report formats. They may include personal identifiers such as name, DOB, address, telephone numbers, person ID numbers; statistical information, data regarding the day to day operation of Animal Services; animal description, breed, sex, color, condition, size, intake photo, license tag number and expiration, animal ID number, rabies vaccination tag number and expiration, disposition information, adoption information; fiscal data, mailing lists, jurisdictional information, kennel information.	20 years	Primary: Public Secondary: Private	Private: Personal identifying data, i.e., ID numbers, names, birthdates, addresses, telephone numbers Approved by GRAMPA 5/19/2005.	AN-046
Medical Records	These records may include treatments, vaccination, medications, exam notes, test results, x-rays, and animal description including breed, sex color, condition, size and photo.	5 Years from the last date of treatment	Primary: Protected UCA 63G-2-305-52 Secondary: Public	Protected includes: (owner name, address, microchip number, etc.) and source information (who brought in the animal as a stray, or who brought in the animal for treatment.) Approved by GRAMPA Committee, Sept 24, 2015	AN-055