

COUNTY OF AMADOR - RECORDS MANAGEMENT
RECORDS RETENTION SCHEDULE (RM3)

Department	GENERAL SERVICES ADMINISTRATION	Schedule Number (1)	1	Date	06/17/04	
Division	ANIMAL CONTROL	Page	1	of	4	Pages
Address	12340 Airport Road Martell, CA 95654	Records Management Approval Number (2)	2790-2004-01 BOS Approved: 07/27/04			

ITEM NUMBER	TITLE AND DESCRIPTION OF RECORDS	Media	Video	Archive	RETENTION			REMARKS
					OFFICE	RC	TOTAL	
(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	Destruction of duplicate copies is authorized pursuant to Government Code Section 26201.							"CY" = Current Year
	Pursuant to Government Code Section 26202, some records more than two years old may be destroyed.							"CFY" = Current Fiscal Year
	Retention periods shall be extended when necessary to comply with audits, civil and criminal action, and any other matter requiring the continued retention of the records.							"Division" refers to a unit of an Agency
	This retention schedule is applicable to all media types.							
	County Archives shall provide access to archived County records in accordance with applicable federal and State statutes and regulations and County ordinances and policies.							
	County records, both originals and copies, are COUNTY PROPERTY and are required to be kept in the appropriate offices and files. They may not be removed therefrom except for inter-office work or otherwise as necessary in the ordinary course of conducting County business. Employees may not take County records home or to some location other than their offices except as required in the ordinary course of conducting County business.							
	Based on current recycling policies, records not deemed confidential by the Agency possessing the records will be recycled unless otherwise noted.							

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ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (4)	M e d i a (5)	V i t a l (6)	A r c h i v e (7)	RETENTION			REMARKS (11)
					OFFICE (8)	RC (9)	TOTAL (10)	
CW002	ACCOUNTS RECEIVABLE & CASH RECEIPTS***** Includes: deposit authorizations, Official County Receipts, bank statements and reconciliations, interoffice & outside billings for services provided by County offices.	P			CFY + 1 year	3 years	5 years	Incorporated Countywide Administrative Records Retention Schedule (CARRS) item due to records being stored at Records Center.
CW003	ACCOUNTS PAYABLE:***** Records related to the procurement of and payment for goods and services. Includes: purchasing records, purchase orders, claims, invoices, petty cash records, travel expense,	P			CFY + 1 year	3 years	5 years	Incorporated Countywide Administrative Records Retention Schedule (CARRS) item due to records being stored at Records Center.
01	BITE REPORTS*****	P M			CY + 1 year	8 years	10 years	Pursuant to Code of Civil Procedure Section 340, the statute of limitations on actions for personal injury due to the neglect of another is one (1) year after the occurrence. Division preference.
02	CASE FILES***** May include: citations, criminal complaints, notices of violation, pre & post seizure proceedings, notes, photos, evidence, Animal Control officer logs.	p		X	CY + 2 years	2 years	5 years	No retention authority discovered. Division preference. Forward to Archives at end of retention period.
03	CONTROLLED SUBSTANCES***** May include: controlled substances log book, and daily euthanasia record.	P			CY + 3 years		4 years	Code of Federal Regulations 1304.04(a) permits destruction of inventory and other records after 2 years. Division preference.
04	DRUG ENFORCEMENT AGENCY REGISTRATION:**** May include: registration certificate, copy of renewal application.	P			Valid + 1 year		4 years	The U.S. Drug Enforcement Administration permits the destruction of records when superseded. Registrations are good for 3 years.

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					OFFICE (8)	RC (9)	TOTAL (10)	
05	DAILY REFERENCE***** May include: Daily Logs: log in/out sheets Trap forms: (agreements with individuals whom are using traps provided by Animal Control). Phone messages Statistics: Compiled from Daily Logs	P		X	CY + 2 years	2 years	5 years	No retention authority discovered. Department preference. Forward to Archives at end of retention period.
06	DISPOSITION RECORDS***** May include: impounds, redeemed, euthanized, rescued, medical, copy of log in/out form. Filed by Dog, Cat or Other.	P			CY + 1 year	8 years	10 years	Food & Agricultural Code Section 32003 requires 3 years. Department preference.
07	DOG LICENSE/RABIES CERTIFICATES***** May include: subject forms originated by Animal Control and submitted by Veterinarians.	P M			CY	4 years	5 years	Pursuant to Health & Safety Section 121690(h) information obtained is confidential. Department preference. Destroy by shredding.
08	INVESTIGATION FILES***** May include: police reports, correspondence, complaints, photos, copies of impounds, bite reports. Filed by name or address.	P		X	CY + 3	6 years	10 years	No retention authority discovered. Department preference. Forward to Archives at end of retention period.

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09	LOST AND FOUND LOGS:***** Includes livestock reported lost or found depicting date, species, description, address, name, telephone number, remarks.	P		X	CY + 1 year	3 years	5 years	No retention authority discovered. Department preference. Forward to Archives at end of retention period.
10	MEDICAL CASE FILES:***** May include: medical records, surgery/anesthesia log.	P			Active	3 years	Active + 3 years	The California State Veterinary Board of Examiners recommends destruction of medical case files 3 years after the close of the case in accordance with California Code of Regulations, Title 16, 2031(b)(1)(2).
11	NEWS RELEASES***** May include: news releases for various animal regulation issues.	P			CY + 1 year		2 years	No retention authority discovered. Department preference.
12	OFFICER REPORT FORMS***** Filed by City/Township.	P			CY + 1	3 years	5 years	No retention authority discovered. Department preference.
13	RABIES CONTROL REPORTS (STATE)*****	P			CY + 4 years		5 years	No retention authority discovered. Department preference.
14	WORK RULES:***** May include: original list of work rules signed by inmates, probationers, and volunteers working at the shelter.	P			Active + 4 years		Active + 4	No retention authority discovered. Department preference.