

This schedule applies to: Animal Services Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of local government agencies relating to the licensing and permitting of domestic animals, custody and care of domestic animals, and management of animal service agencies' human resources records where not covered by the *Local Government Common Records Retention Schedule*. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* can be accessed online at:

<http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with [chapter 42.56 RCW](#). Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with [RCW 40.14.070](#) on October 31, 2013.

Signature on file

For the State Auditor: Cindy Evans

Signature on file

For the Attorney General: Sharon James

Signature on file

The State Archivist: Steve Excell

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "AN" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .
2.0	October 31, 2013	Complete revision; all series consolidated and updated. All changes detailed in Revision Guide.

For assistance and advice in applying this records retention schedule,
please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.

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1. ANIMAL LICENSING AND PERMITTING

The function relating to the granting of licenses and/or permits for certain types of animals within the local government’s jurisdiction.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN2013-018 Rev. 0	<p><i>Animal License and Permit Applications – Withdrawn/Abandoned</i> Applications and related materials received from the public to license animals where the application is considered withdrawn, abandoned, or for which a license is never issued.</p> <p>Excludes applications for which a license has been issued, covered by AN50-10B-14 or AN2013-011.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
AN50-10B-14 Rev. 1	<p><i>Animal Licenses and Permits – Expiring</i> Records documenting the licensing and/or permitting of animals within the agency’s jurisdiction <u>where the license has a specified expiration date.</u></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • License applications; • Vaccination or other health documentation required for licensing; • Correspondence; • Exotic pet licenses; • Permits for potentially dangerous animals. <p>Excludes lifetime animal licenses covered by AN2013-011.</p>	<p>Retain for 6 years after expiration of license <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN2013-011 Rev. 0	<p>Animal Licenses and Permits – Lifetime Records documenting the licensing and/or permitting of animals within the agency’s jurisdiction <u>where the license is valid for the lifetime of the animal.</u></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • License applications; • Vaccination or other health documentation required for licensing; • Correspondence; • Exotic pet licenses; • Permits for potentially dangerous animals. <p>Excludes animal licenses with expiration dates covered by AN50-10B-14.</p>	<p>Retain for 6 years after anticipated lifetime of animal being licensed <i>or</i> until verification that animal is deceased, <i>whichever is sooner then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
AN50-10B-11 Rev. 1	<p>Animal Facility Licenses and Inspections Records relating to licenses and inspections <u>granted by</u> the agency for the operation of animal-related businesses or facilities requiring licensure or inspection under state or local law such as grooming, breeding, boarding, training, pet shop, multiple animal, senior animal, kennel, or cattery facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • License applications; • Certificates of zoning compliance; • Documentation of inspections conducted subsequent to the issuance of the license; • Correspondence. <p>Excludes licenses <u>acquired by</u> the animal control agency for its own facilities or services, covered by GS50-01-42 in <i>CORE</i>.</p>	<p>Retain for 6 years after expiration of license <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

2. ANIMAL CUSTODY AND CARE

The function of managing the custody and care of animals in the agency's direct custody, or in the custody of contracted shelters or other facilities providing services on behalf of the local government agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN2013-012 Rev. 0	<p><i>Adoption/Foster Home Applications – Unsuccessful</i> Records relating to applications received from parties applying to adopt or foster an animal where the application <u>does not</u> result in adoption or fostering, is withdrawn, or is abandoned.</p> <p>Excludes granted/accepted adoption or fostering applications, which are covered by AN2013-013.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
AN2013-013 Rev. 0	<p><i>Animal Record</i> Records relating to the intake, care, management, fostering, adoption, and discharge of animals in the agency's custody.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Release forms; • Surrender forms and owner-completed questionnaires; • Impound and intake documentation; • Kennel cards; • Approved adoption or fostering applications and agreements; • Transfer documentation; • Documentation of medical care or treatments administered to the animal including vaccination, sterilization, euthanasia, x-rays, injured animal forms, or other veterinary documentation; • Correspondence. <p>Excludes unsuccessful or withdrawn adoption/foster home applications, which are covered by AN2013-012.</p>	<p>Retain for 6 years after animal's discharge from agency custody <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN50-10B-18 Rev. 1	<p>Drug Management Records documenting the acquisition/requisition, transfer, inventory and reconciliation, use, and/or disposition of legend drugs or Schedule I, II, III, IV or V controlled substances under the control or possession of the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Drug Enforcement Agency Form 222 and other requisition documentation (as required by 21 CFR 1305.17); • Drug inventories or transcriptions of inventories from oral recordings (as required by 21 CFR 1304.04(a) and WAC 246-886-080); • Documentation accounting for errors, discrepancies, or inventory reconciliations; • Drug Enforcement Agency Form 41; • Drug log books (in accordance with WAC 246-886-080(11)); • Records documenting disposal, transfer, or destruction of controlled substances (in accordance with 21 CFR 1304.04); • Correspondence. 	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
AN2013-014 Rev. 0	<p>Microchip Records Records documenting the implantation of microchips in animals in the agency's custody. Records <u>may</u> document microchip label number, pet license number, owner name, pet name, or breed.</p>	<p>Retain for anticipated lifetime of animal being microchipped <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
AN2013-015 Rev. 0	<p>Missing/Found Pets Records documenting the report of missing or found animals, used by the agency to potentially reunite lost animals with their owners.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

3. HUMAN RESOURCE MANAGEMENT

The function of managing the local government agency's workforce where not covered in the Human Resources section of the *Local Government Common Records Retention Schedule (CORE)*.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN2013-016 Rev. 0	<p>Controlled Substance Authorized Personnel Lists Lists of personnel who are authorized to possess and administer controlled substances such as sodium pentobarbital, created and maintained in accordance with WAC 246-886-080(9) or other state or federal regulation.</p> <p><i>Note: WAC 246-886-080(11) requires the retention of authorized personnel lists for a minimum of 2 years.</i></p>	<p>Retain for 2 years after superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
AN2013-017 Rev. 0	<p>Controlled Substance Employee Registration Records documenting compliance with state or federal requirements to register employees working with controlled substances.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Employee questionnaires; • Copies of completed/submitted registration forms and applications such as Drug Enforcement Agency Form 224 or 225, or Washington State Board of Pharmacy forms, copies of employee registration certificates, change documentation, modification, or validations; • Related correspondence. <p>Excludes records relating to financial transactions, which are covered by <i>CORE</i>.</p> <p><i>Note: WAC 246-886-080(11) requires the retention of employee registration for 2 years.</i></p>	<p>Retain for 2 years after termination of employee registration <i>or</i> 2 years after termination of employment of the registrant, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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There are no records designated as “Archival” in the *Animal Services Records Retention Schedule*.

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