



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 animal services (control and care). 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 November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield



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> .

SUPERSEDED

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 CONTROL

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN50-10B-01 Rev. 0	BITE REPORTS	Retain for 3 years after matter resolved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-02 Rev. 0	BOOKING CARDS	Retain for 1 year after release, placement or disposal <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-18 Rev. 0	CONTROLLED SUBSTANCE INVENTORY Inventory of all controlled substances in the possession of the registrant. <i>Reference 21CFR1304.04(a) and WAC 246-887-200.</i>	Retain for 2 years after anniversary of issuance <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-20 Rev. 0	CONTROLLED SUBSTANCE ORDER FORMS An order form supplied by the Federal Drug Enforcement Administration, required for the ordering and distribution of certain controlled substances. <i>Reference 21CFR1305.01 and 21CFR 1305.13.</i>	Retain for 2 years after receipt of order <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-04 Rev. 0	DISPOSAL NOTICE	Retain for 2 years after date of disposal <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-11 Rev. 0	KENNEL LICENSES	Retain for 6 years after expiration of license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN50-10B-22 Rev. 0	LEGEND DRUG INVENTORY Physical inventory of approved legend drugs performed and reconciled with the Legend Drug Log Book not less than every six months. <i>Reference WAC 246-886-080.</i>	Retain for 2 years after inventory/reconciliation completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-19 Rev. 0	LEGEND DRUG LOG BOOK A log book used to record the receipt, use, and disposition, and invoices, record books, disposition records, and other records regarding approved legend drugs, and Supporting Documents <i>Reference WAC 246-886-080.</i>	Retain for 6 years after last log entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
AN50-10B-12 Rev. 0	LICENSE APPLICATIONS	Retain for 3 years after expiration of license/permit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-03 Rev. 0	OFFICER DAILY REPORT	Retain for 2 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-13 Rev. 0	PATROL AND PICKUP REQUESTS OR CALL BOOKS	Retain for 2 years after date of request or last entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AN50-10B-14 Rev. 0	PET LICENSES	Retain for 6 years after expiration of license/permit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
AN50-10B-15 Rev. 0	PET OWNER INDEX	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-05 Rev. 0	PLACEMENT NOTICE	Retain for 2 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AN50-10B-23 Rev. 0	PREVENTATIVE HEALTH RECORD Form used to document preventative measures (i.e. wormer medication, vaccinations, spay/neuter) applied to animals in shelter prior to adoption. Also used to document controlled substances given to animal while at a clinic for liability release for health issues. Includes vaccinations given, date of treatment, controlled substances used, amount, etc.	Retain for 6 years after completion of procedure <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
AN50-10B-06 Rev. 0	RELEASE CERTIFICATE	Retain for 2 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



INDEX: ARCHIVAL

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

INDEX: ESSENTIAL RECORDS

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

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