



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-753

Page No.

1 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Planning and Code Enforcement

DIVISION Animal Control

Item No.	Description	Retention
1	<p>RABIES CERTIFICATES (SPAY/NEUTER CLINIC) Rabies certificates serve as proof of rabies vaccination and contain the name, address and phone number of the owner as well as a description of the animal. The vaccine type, serial number and rabies tag number is recorded. The certificate is signed by the veterinarian giving the vaccine.</p>	<p>Retain in office five years, then destroy.</p>
2	<p>ADOPTION CONTRACTS Contract signed by animal adopter agreeing to comply to certain requirements of the Agency and County law. Adoption contracts are filled out containing name, address, phone number of adopter. The contract also includes social security number and drivers license number. The adoption contract lists all dates of vaccinations and date of surgery to spay or neuter.</p>	<p>Retain in office three years, then destroy.</p>
3	<p>EUTHANASIA LOG/DRUG RECORD Logbook containing records of each animal euthanized by Animal Control. The record contains date, the pickup slip or ADS number, approximate weight of animal and number of CC's of sodium pentobarbital used.</p>	<p>Retain in office three years, then destroy.</p>

Schedule Approved by
 Records Management Officer

2/8/96 Jacqueline M. Ryan
 Date Signature

Schedule Approved by
 Chief Administrative Officer

2/14/96 [Signature]
 Date Signature

Schedule Approved by
 Agency, or Division Representative

2-7-96 [Signature]
 Date Signature

Schedule Approved by
 State Archivist

MAR 15 1996 Edward C. [Signature]
 Date Signature

Item No.	Description	Retention
4	<p>ANIMAL DATA SHEET All information regarding any animal turned over to the facility. It includes the date, time, and location of impound, a complete description of the animal, owner or adopter information as well as final disposition of the animal.</p>	<p>Retain in office for five years, then destroy.</p>
5	<p>ANIMAL BITE REPORTS An official record of each animal bite including all pertinent information on the animal, animal owner and the victim. It includes instructions to the animal owner reference quarantine dates and conditions. It requires the owner and officer's signature as proof of service.</p>	<p>Retain in office for five years, then destroy.</p>
6	<p>RABIES EXAMINATION FORM This form accompanies each animal specimen submitted to Baltimore City Health Department for rabies testing. The form contains all pertinent information on the submitting agency, the animal, the victim, if any, and results of the test.</p>	<p>Retain in office for three years, then destroy.</p>
7	<p>COMPLAINT CARDS This card acts as a record of incoming complaints and contains information including name, address, phone number of complainant and suspect animal owner; type of complaint; type of animal involved; officer responding to call; date and times and outcome of call.</p>	<p>Retain in office for two years, then destroy.</p>

Item No.	Description	Retention
8	<p>KENNEL LICENSES Files on dog fancier, cat fancier, commercial kennels, pet shops, grooming parlors, petting zoos, exotic animals. Include yearly renewal applications, cash receipts proving payment of fees, copy of actual license issued, notes from inspector.</p>	<p>Retain active files indefinitely. Retain inactive files three years, then destroy.</p>
9	<p>SHELTER REPORT Inhouse report form to record activity of shelter .</p>	<p>Retain in office for three years, then destroy.</p>
10	<p>ANIMAL COMMISSION Audio recording and written transcript (minutes) of all hearings and meetings conducted by Animal Commission and correspondence pertaining to findings on hearings and Director's decisions.</p>	<p>Retain in office for five years, then destroy.</p>
11	<p>AFFIDAVITS A sworn and notarized statement of violation of the County animal ordinance made by one citizen against another. Criminal civil citation issued on basis of this document. Related evidence attached.</p>	<p>Retain in office for three years, then destroy.</p>
12	<p>SUMMONS Criminal civil citation issued to a citizen for noncompliance with Animal Control laws by Animal Control Officer or authorized representative of an Animal Control Officer.</p>	<p>Retain in office for three years, then destroy.</p>

Item No.	Description	Retention
13	<p>NOTICE OF VIOLATION Citation issued to citizens in violation of the animal ordinance law when they agree to pay fine at Shelter and no court is involved.</p>	<p>Retain in office three years, then destroy.</p>
14	<p>NOTICE OF COMPLIANCE Notice issued to citizen that they are in violation of an animal law which states a specific date by which they are to comply.</p>	<p>Retain in office three years, then destroy.</p>
15	<p>WARNINGS Notice issued to citizen giving them a documented, official warning that they are in violation of an animal law.</p>	<p>Retain in office three years, then destroy.</p>
16	<p>DISTRICT COURT Daily transmittal of uniform criminal/civil citations of . . . District Court - Lists civil citations in which Recipient has failed to file notice of intention to stand trial for the offense. Also, record of fines paid at District Court - copy of receipt from District Court for fines/costs collected for Animal Control Citations.</p>	<p>Retain in office three years, then destroy.</p>

1. DEPARTMENT/AGENCY

PACE

2. DIVISION

Licensing & Enforcement

3. UNIT

Animal Control

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Rabies Certificates (Spay/Neuter Clinic)

5. EARLIEST YEAR / LATEST YEAR

7/93 to Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Rabies certificates serve as proof of vaccination against rabies and contain the name, address and phone number of adopter or owner redeeming their pet. A description of the animal including breed, sex, color, size and name as well as serial number of vaccine is on the certificate. Certificate contains date vaccinated, expiration date and veterinarian's signature.

Certificates are cross referenced with owners name to enable location of owner by name or tag number.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 3" X 5" paper
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

1
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

5 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

7409A Baltimore & Annapolis Blvd
Glen Burnie, MD 21061

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

Yes # coordinated to name of owner to allow cross reference by name or tag #

18. RECOMMENDED RETENTION

State law requires 5 year retention then destroy.

NAME AND TITLE OF PREPARER

Stephanie Smith, Shelter Supervisor

20. TELEPHONE NUMBER

410-222-6690

21. DATE

1. DEPARTMENT/AGENCY <p style="text-align: center;">PACE</p>	2. DIVISION <p style="text-align: center;">Licensing & Enforcement</p>	3. UNIT <p style="text-align: center;">Animal Control</p>
-----------------------------------------------------------------	-------------------------------------------------------------------------------	--------------------------------------------------------------

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE <p style="text-align: center;">Adoption Contracts</p>	5. EARLIEST YEAR / LATEST YEAR <p style="text-align: center;">89 to Present</p>
---------------------------------------------------------------------------------	------------------------------------------------------------------------------------

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Contract signed by animal adopter agreeing to comply to certain requirements of the Agency and County law.

Adoption contracts are filled out containing name, address, phone number of adopter. The contract also includes social security number and drivers license number. The adoption contract lists all dates of vaccinations and date of surgery to spay or neuter.

<p>7. RECORD SERIES FORMAT(S)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (Specify) _____</p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify) _____</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p style="text-align: center;"><u>2</u> Number</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input checked="" type="checkbox"/> File Drawer (s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tapes(s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p style="text-align: center;"><u>2</u> Number</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>11. FILE IS USED</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. FILE BECOMES INACTIVE AFTER</p> <p style="text-align: center;"><u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p style="text-align: center;">Number</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>13. CURRENT LOCATION(S) (Bldg., Floor, Room)</p> <p>7409A Baltimore & Annapolis Blvd Glen Burnie, MD 21061</p>	<p>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</p> <p style="text-align: center;">Animal Control</p> <p><input checked="" type="checkbox"/> Yes <u>Computer</u> <input type="checkbox"/> No</p>
---------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))</p> <p><input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No</p>	<p>16. AUDIT REQUIREMENTS</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</p> <p>computer program to allow search <input checked="" type="checkbox"/> Yes <u>by name, address</u> <input type="checkbox"/> No or adoption contract #</p>	<p>18. RECOMMENDED RETENTION</p> <p>2 years paper copy. 3 years computer copy then destroy.</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------

<p>19. NAME AND TITLE OF PREPARER</p> <p>Stephanie Smith, Shelter Supervisor</p>	<p>20. TELEPHONE NUMBER</p> <p>410-222-6690</p>	<p>21. DATE</p>
----------------------------------------------------------------------------------	-------------------------------------------------	-----------------

1. DEPARTMENT/AGENCY <p style="text-align: center;">PACE</p>	2. DIVISION <p style="text-align: center;">Licensing & Enforcement</p>	3. UNIT <p style="text-align: center;">Animal Control</p>
-----------------------------------------------------------------	-------------------------------------------------------------------------------	--------------------------------------------------------------

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE <p style="text-align: center;">Euthanasia Log/Drug Record</p>	5. EARLIEST YEAR / LATEST YEAR <p style="text-align: center;"><u>1984</u> to <u>Present</u></p>
-----------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Log book containing records of each animal euthanized by Animal Control. Record contains date of pickup slip or ADS number, approximate weight of animal and how many cc's of sodium pentobarbital used. Figures are totalled at the end of the day and recorded on a monthly report which is sent to the Maryland Department of Agriculture.

<p>7. RECORD SERIES FORMAT(S)</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (Specify) _____</p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify) _____</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p style="text-align: center;"><u>1</u> Number</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input type="checkbox"/> File Drawer (s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (Specify) <u>1 book</u></p> <p style="text-align: center;">_____ Number</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd Glen Burnie, MD 21061	<input checked="" type="checkbox"/> Yes <u>Dept of Agriculture</u> <input type="checkbox"/> No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))	16. AUDIT REQUIREMENTS
<input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	<input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent Dept of Agriculture

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION
<input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	State law requires three year retention then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Stephanie Smith, Shelter Supervisor	410-222-6690	

1. DEPARTMENT/AGENCY <p style="text-align: center;">PACE</p>	2. DIVISION <p style="text-align: center;">Licensing & Enforcement</p>	3. UNIT <p style="text-align: center;">Animal Control</p>
-----------------------------------------------------------------	-------------------------------------------------------------------------------	--------------------------------------------------------------

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE <p style="text-align: center;">Animal Data Sheet</p>	5. EARLIEST YEAR / LATEST YEAR <p style="text-align: center;">1989 to Present</p>
--------------------------------------------------------------------------------	--------------------------------------------------------------------------------------

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

ADS sheets contain all information regarding an animal turned over to the facility. It includes the date and time of impoundment at well as where the animal was picked up from. It contains a complete description of the animal as well as its disposition. If adopted - the adopters information is recorded, if redeemed the owners information is recorded. The ADS form also contains space for any medical problems or vaccinations given.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <p style="text-align: center;"><u>1</u> Number</p> <hr/> 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <p style="text-align: center;"><u>1</u> Number</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <p style="text-align: center;"><u>5</u> Number</p> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
--------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------

13. CURRENT LOCATION(S) (Bldg., Floor, Room) 7409A Baltimore & Annapolis Blvd Glen Burnie, MD 21061	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <p style="text-align: center;">Animal Control</p> <input checked="" type="checkbox"/> Yes <u>Computer</u> <input type="checkbox"/> No
-----------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
--------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Computer system to <input checked="" type="checkbox"/> Yes _____ <input type="checkbox"/> No allow search by ADS #	18. RECOMMENDED RETENTION Retain 5 years then destroy.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------

NAME AND TITLE OF PREPARER Stephanie Smith, Shelter Supervisor	20. TELEPHONE NUMBER 410-222-6690	21. DATE
-------------------------------------------------------------------	--------------------------------------	----------

1. DEPARTMENT/AGENCY

PACE

2. DIVISION

Licensing & Enforcement

3. UNIT

Animal Control

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Animal Bite Reports

5. EARLIEST YEAR / LATEST YEAR

1989 to Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

An Animal Bite Report is an official record of an animal bite including all pertinent information on the animal, the animal owner and the victim. It includes instructions to the animal owner reference quarantine dates and conditions. It requires the owner and officer's signature as proof of service.

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

2
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

5 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

7409A Baltimore & Annapolis Blvd
Glen Burnie, MD 21061

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes Police Dept/Millersville No (copies)
Health Dept/Harry S. Truman Pkwy, Annapolis

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____ No
_____ case # only

18. RECOMMENDED RETENTION

Retain 5 years, then microfilm. Destroy paper files.

19. NAME AND TITLE OF PREPARER

Dan Strickland, Field Supervisor

20. TELEPHONE NUMBER

410-222-6690

21. DATE

1. DEPARTMENT/AGENCY <p style="text-align: center;">PACE</p>	2. DIVISION <p style="text-align: center;">Licensing & Enforcement</p>	3. UNIT <p style="text-align: center;">Animal Control</p>
-----------------------------------------------------------------	-------------------------------------------------------------------------------	--------------------------------------------------------------

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE <p style="text-align: center;">Rabies Exam Form</p>	5. EARLIEST YEAR / LATEST YEAR <p style="text-align: center;">1990 to Present</p>
-------------------------------------------------------------------------------	--------------------------------------------------------------------------------------

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

This form accompanies each animal specimen submitted to Baltimore City Health Department for rabies testing. The form contains all pertinent information on the submitting agency, the animal, the victim if any, and results of the test.

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>5" X 9" form</u>	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) <u>Computer</u> <p style="text-align: center;"><u>1</u> Number</p>
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <p style="text-align: center;"><u>1</u> Number</p>

11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <p style="text-align: center;"><u>3</u> Number</p> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

13. CURRENT LOCATION(S) (Bldg., Floor, Room) 7409A Baltimore & Annapolis Blvd Glen Burnie, MD 21061	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Health Dept/Baltimore City</u> <input type="checkbox"/> No
-----------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <u>numerical</u> <input type="checkbox"/> No	18. RECOMMENDED RETENTION <p style="text-align: center;">Retain 3 years - then destroy all files.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------

19. NAME AND TITLE OF PREPARER Dan Strickland, Field Supervisor	20. TELEPHONE NUMBER 410-222-6690	21. DATE
--------------------------------------------------------------------	--------------------------------------	----------

1. DEPARTMENT/AGENCY PACE	2. DIVISION Licensing & Enforcement	3. UNIT Animal Control
------------------------------	----------------------------------------	---------------------------

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE Complaint Cards	5. EARLIEST YEAR / LATEST YEAR <u>1990</u> to <u>Present</u>
-------------------------------------------	-----------------------------------------------------------------

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Card acts as record of incoming complaints and contains information that may include complaining party and owner of animal's name, address, and phone number; type of complaint; type of animals involved, officer responding to call; dates and times; and outcome of call.

<p>7. RECORD SERIES FORMAT(S)</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (Specify) <u>3" X 7 1/2" card</u></p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify) _____</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) <u>Computer</u></p> <p><u>boxes</u> Number</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input type="checkbox"/> File Drawer (s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>12 boxes</u> Number</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>11. FILE IS USED</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. FILE BECOMES INACTIVE AFTER</p> <p><u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>13. CURRENT LOCATION(S) (Bldg., Floor, Room)</p> <p>7409A Baltimore & Annapolis Blvd Glen Burnie, MD 21061</p>	<p>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
---------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. AUDIT REQUIREMENTS</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</p> <p><input checked="" type="checkbox"/> Yes <u>Case numbers</u> <input type="checkbox"/> No (ie 94-0315)</p>	<p>18. RECOMMENDED RETENTION</p> <p>Retain 2 years - then destroy records.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------

<p>19. NAME AND TITLE OF PREPARER</p> <p>Dan Strickland, Field Supervisor</p>	<p>20. TELEPHONE NUMBER</p> <p>410-222-6690</p>	<p>21. DATE</p>
-------------------------------------------------------------------------------	-------------------------------------------------	-----------------

1. DEPARTMENT/AGENCY <p>PACE</p>	2. DIVISION <p>Licensing & Enforcement</p>	3. UNIT <p>Animal Control</p>
-------------------------------------	---------------------------------------------------	----------------------------------

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE <p>Kennel Licenses</p>	5. EARLIEST YEAR / LATEST YEAR Initial Application Present
--------------------------------------------------	------------------------------------------------------------------

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Files on dog fancier, cat fancier, commercial kennels, pet shops, grooming parlors, petting zoos, exotic animals. Include yearly renewal applications, cash receipts proving payment of fees, copy of actual license issued, notes from inspector.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (Specify) <u>by type</u>	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <p style="text-align: center;"><u>2</u> Number</p> 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <p style="text-align: center;"><u>0</u> Number</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>on going</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number
--------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------

13. CURRENT LOCATION(S) (Bldg., Floor, Room) <p>7409A Baltimore & Annapolis Blvd</p>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
--------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION <p>As long as currently active. If closed, three years then destroy.</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------

19. NAME AND TITLE OF PREPARER <p>Vickie B. Hamilton</p>	20. TELEPHONE NUMBER <p>410-222-6690</p>	21. DATE
-------------------------------------------------------------	---------------------------------------------	----------

1. DEPARTMENT/AGENCY <p style="text-align: center;">PACE</p>	2. DIVISION <p style="text-align: center;">Licensing & Enforcement</p>	3. UNIT <p style="text-align: center;">Animal Control</p>
-----------------------------------------------------------------	-------------------------------------------------------------------------------	--------------------------------------------------------------

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE <p style="text-align: center;">Shelter Report</p>	5. EARLIEST YEAR / LATEST YEAR <p style="text-align: center;">1991 to Present</p>
-----------------------------------------------------------------------------	--------------------------------------------------------------------------------------

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Inhouse report form to record activity of shelter daily.

<p>7. RECORD SERIES FORMAT(S)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p>Recently changed from legal to letter.</p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify) _____</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p style="text-align: center;">4</p> <p>Number</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input checked="" type="checkbox"/> File Drawer (s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p style="text-align: center;">1</p> <p>Number</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	<u>1</u> <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
	Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))	16. AUDIT REQUIREMENTS
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Retain in office three years and destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Vickie B. Hamilton	410-222-6690	

1. DEPARTMENT/AGENCY PACE	2. DIVISION Licensing & Enforcement	3. UNIT Animal Control
------------------------------	----------------------------------------	---------------------------

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE Animal Commission	5. EARLIEST YEAR / LATEST YEAR <u>86</u> to <u>Present</u>
---------------------------------------------	---------------------------------------------------------------

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Animal Commission

A. Audio recording and written transcript (minutes) of all hearings and meetings conducted by Animal Commission.

B. Correspondence pertaining to findings on hearings and Director's decisions.

<p>7. RECORD SERIES FORMAT(S)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (Specify) _____</p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological (Tapes)</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify) _____</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>3</u> Number</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input checked="" type="checkbox"/> File Drawer (s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>1/2</u> Number</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room) 7409A Baltimore & Annapolis Blvd	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
----------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No AA Co Code Article 12 Sect 3-111	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain in office five years and destroy.
------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------

19. NAME AND TITLE OF PREPARER Vickie B. Hamilton	20. TELEPHONE NUMBER 410-222-6690	21. DATE
------------------------------------------------------	--------------------------------------	----------

1. DEPARTMENT/AGENCY
PACE

2. DIVISION
Licensing & Enforcement

3. UNIT
Animal Control

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
Affidavits

5. EARLIEST YEAR / LATEST YEAR
89 to Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Affidavits

A sworn and notarized statement of violation of the County animal ordinance made by one citizen against another. Criminal civil citation issued on basis of this document Related evidence attached

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE

Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME
 File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____
1
Number

10. ANNUAL ACCUMULATION
 File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____
1/4
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
7409A Baltimore & Annapolis Blvd

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes _____ No
AA Co Code Article 12 Sect 3-111

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

Yes _____ No

18. RECOMMENDED RETENTION

Retain in office three years and destroy.

19. NAME AND TITLE OF PREPARER
Vickie B. Hamilton

20. TELEPHONE NUMBER
410-222-6690

21. DATE

1. DEPARTMENT/AGENCY
PACE

2. DIVISION
Licensing & Enforcement

3. UNIT
Animal Control

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
Summons

5. EARLIEST YEAR / LATEST YEAR
89 to Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Summons

Criminal civil citation issued to a citizen for noncompliance with Animal Control laws by Animal Control Officer or authorized representative of an Animal Control Officer.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 5 1/2" X 9 1/2"
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

1/4
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

7409A Baltimore & Annapolis Blvd

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes _____ No
AA Co Code Article 12 Sect 3-111

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain in office three years and destroy.

19. NAME AND TITLE OF PREPARER

Vickie B. Hamilton

20. TELEPHONE NUMBER

410-222-6690

21. DATE

1. DEPARTMENT/AGENCY
PACE

2. DIVISION
Licensing & Enforcement

3. UNIT
Animal Control

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
Notice of Violation

5. EARLIEST YEAR / LATEST YEAR
89 to Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Notice of Violation

Citation issued to citizen in violation of the animal ordinance law when they agree to pay fine at Shelter and no Court is involved.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) 4 1/2" X 8 1/2"

8. RECORD SERIES SEQUENCE

Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

1
Number

10. ANNUAL ACCUMULATION

File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/4
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
7409A Baltimore & Annapolis Blvd

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes _____ No
AA Co Code Article 12 Sect 3-111

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

Yes _____ No

18. RECOMMENDED RETENTION

Retain in office three years and destroy.

19. NAME AND TITLE OF PREPARER
Vickie B. Hamilton

20. TELEPHONE NUMBER
410-222-6690

21. DATE

1. DEPARTMENT/AGENCY <p style="text-align: center;">PACE</p>	2. DIVISION <p style="text-align: center;">Licensing & Enforcement</p>	3. UNIT <p style="text-align: center;">Animal Control</p>
-----------------------------------------------------------------	-------------------------------------------------------------------------------	--------------------------------------------------------------

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE <p style="text-align: center;">Notice to Comply</p>	5. EARLIEST YEAR / LATEST YEAR <p style="text-align: center;"><u>89</u> to <u>Present</u></p>
-------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Notice to Comply

Notice issued to citizen that they are in violation of an animal law which states a specific date by which they are to comply.

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>4 1/2" X 8 1/2"</u>	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <p style="text-align: center;"><u>1</u> Number</p>
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <p style="text-align: center;"><u>1/4</u> Number</p>

11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------

13. CURRENT LOCATION(S) (Bldg., Floor, Room) <p style="text-align: center;">7409A Baltimore & Annapolis Blvd</p>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
-------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>AA Co Code Article 12 Sect 3-111</u>	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION <p style="text-align: center;">Retain in office three years and destroy.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

19. NAME AND TITLE OF PREPARER <p style="text-align: center;">Vickie B. Hamilton</p>	20. TELEPHONE NUMBER <p style="text-align: center;">410-222-6690</p>	21. DATE
-----------------------------------------------------------------------------------------	-------------------------------------------------------------------------	----------

1. DEPARTMENT/AGENCY PACE	2. DIVISION Licensing & Enforcement	3. UNIT Animal Control
------------------------------	----------------------------------------	---------------------------

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE Warnings	5. EARLIEST YEAR / LATEST YEAR <u>89</u> to <u>Present</u>
------------------------------------	---------------------------------------------------------------

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Warnings

Notice issued to citizen giving them a documented, official warning that they are in violation of an animal law.

<p>7. RECORD SERIES FORMAT(S)</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (Specify) <u>4 1/2" X 8 1/2"</u></p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numeral</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify) _____</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>1</u> Number</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input checked="" type="checkbox"/> File Drawer (s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>1/4</u> Number</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room) 7409A Baltimore & Annapolis Blvd	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
----------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
--------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain in office three years and destroy.
------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------

19. NAME AND TITLE OF PREPARER Vickie B. Hamilton	20. TELEPHONE NUMBER 410-222-6690	21. DATE
------------------------------------------------------	--------------------------------------	----------

1. DEPARTMENT/AGENCY <p style="text-align: center;">PACE</p>	2. DIVISION <p style="text-align: center;">Licensing & Enforcement</p>	3. UNIT <p style="text-align: center;">Animal Control</p>
-----------------------------------------------------------------	-------------------------------------------------------------------------------	--------------------------------------------------------------

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE <p style="text-align: center;">District Court (A)</p>	5. EARLIEST YEAR / LATEST YEAR <p style="text-align: center;"><u>89</u> to <u>Present</u></p>
---------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Daily Transmittal of uniform criminal/civil citations of
District Court - Lists civil citations in which receipt has failed to file notice of intention to stand trial for the offense.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numeral <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1 Folder</u> Number
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------

13. CURRENT LOCATION(S) (Bldg., Floor, Room) <p style="text-align: center;">7409A Baltimore & Annapolis Blvd</p>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
-------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>AA Co Code Article 12 Sect 3-111</u>	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION <p style="text-align: center;">Retain in office three years and destroy.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

19. NAME AND TITLE OF PREPARER <p style="text-align: center;">Vickie B. Hamilton</p>	20. TELEPHONE NUMBER <p style="text-align: center;">410-222-6690</p>	21. DATE
-----------------------------------------------------------------------------------------	-------------------------------------------------------------------------	----------

1. DEPARTMENT/AGENCY

PACE

2. DIVISION

Licensing & Enforcement

3. UNIT

Animal Control

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

District Court (B)

5. EARLIEST YEAR / LATEST YEAR

89 to Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Record of fines paid at District Court - Copy of receipt from District Court for fines/costs collected for Animal Control Citations.

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
- Legal Size Computer Tape
- Bound Book Floppy Disk
- Audio Tape Video Tape
- Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

1 Folder
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

7409A Baltimore & Annapolis Blvd

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____ No

AA Co Code Article 12 Sect 3-111

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____ No

18. RECOMMENDED RETENTION

Retain in office three years and destroy.

19. NAME AND TITLE OF PREPARER

Vickie B Hamilton

20. TELEPHONE NUMBER

410-222-6690

21. DATE