

Schedule No.

C-753

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#### RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Planning and Code Enforcement DIV  tem No. Description	Retention  in in office five s, then destroy.
Item No. Description	in in office five
·	
i construction of the property	s, then destroy.
The state of the s	in in office years, then oy.
208000000000000000000000000000000000000	in in office years, then oy.
Schedule Approved by Records Management Officer  A Schedule Approved by Chief Administrative Officer  A Signature  Schedule Approved by  Schedule Approved by  Schedule Approved by	RH
Agency, or Division Representative  2-7-96 Date  State Archvist  MAR 1 5 1996  Date  Signature	lC. Japanfun f

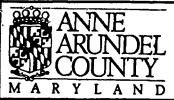


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M A	RYLAND	
Item No.	Description	Retention
4	ANIMAL DATA SHEET All information regarding any animal turned over to the facility. It includes the date, time, and location of impound, a complete description of the animal, owner or adopter information as well as final disposition of the animal.	Retain in office for five years, then destroy.
5	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.	Retain in office for five years, then destroy.
6	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.	Retain in office for three years, then destroy.
7	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.	Retain in office for two years, then destroy.



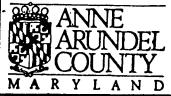
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Item No.	Description	Retention
8	KENNEL LICENSES Files on dog fancier, cat fancier, commercial kennels, pet shops, grooming parlors, petting zoos, exotic animals. Include yearly renewal applications, cash receipts proving payment of fees, copy of actual license issued, notes from inspector.	Retain active files indefinitely. Retain inactive files three years, then destroy.
9	SHELTER REPORT Inhouse report form to record activity of shelter.	Retain in office for three years, then destroy.
10	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.	Retain in office for five years, then destroy.
11	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.	Retain in office for three years, then destroy.
12	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.	Retain in office for three years, then destroy.



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Item No.	Description	Retention
13	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.	Retain in office three years, then destroy.
14	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.	Retain in office three years, then destroy.
15	WARNINGS Notice issued to citizen giving them a documented, official warning that they are in violation of an animal law.	Retain in office three years, then destroy.
16	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.	Retain in office three years, then destroy.
		·

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	1 17
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
PACE	Licensing & Enforcement	Animal Control
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference	as well as retantion and disposition purposes.
4. RECORD SERIES TITLE	(a	5. EARLIEST YEAR / LATETEST YEAR
Rabies Certificates	(Spay/Neuter Clinic)	7/93_10_Present
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	f information/documents/forms found in the Senes. Inclu	de the purpose or function of the Senes)
the name, address and pho A description of the animal well as serial number of well as a serial number of the date vaccinated, expiration	as proof of vaccination againe number of adopter or owner al including breed, sex, colovaccine is on the certificate on date and veterinarian's siferenced with owners name to er.	redeeming their pet. or, size and name as e. Certificate contains ignature.
7. RECORD SERIES FORMAT(S)	RECORD SERIES SEQUENCE	9. VOLUME X File Drawer(s)
O Letter Size O Microfilm	O Alphabelical	☐ Microfilm Reel (s)
D Legal Size D Computer Tape	Numerical	Computer Tape (s)  Other (Specify)
to Bound Book to Floppy Disk	D Chronological	Number
CI Audio Tape CI Video Tape	Geographical	10. ANNUAL ACCUMULATION
Xi Other (Specify) 3" X 5" paper	D Other (Specify)	X) File Drawer (s)  □ Microfilm Reel (s)
		C Computer Tape(s)  C Other (Specify)
		Number
11. FILE IS USED	12 FILE BECOMES INACTIVE AFTER	<u></u>
C Daily D Weekly D Monthly	5 a 1	Monih(s) 🛱 Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd Glen Burnie, MD 21061	O Yes	Xo No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	18. AUDIT REQUIREMENTS	
C) Yes JI No	X <sup>O</sup> None O State O F	ederal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) # coordinated to	18. RECOMMENDED RETENTION	
N Yes <u>name of owner to □ No</u> allow cross reference by name or tag	State law requires  destroy.	5 year retention then
	20. TELEPHONE NUMBER	21. DATE
Stephanie Smith, Shelter Supervisor	410-222-6690	

REVISED RECORD SERIES. FORWARD WITH RECO SCHEDULE (DGS 550-1)	RDS RETENTION .	RECORDS MANAGEMENT DIVISI 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 2		Page 2 or17
1. DEPARTMENT/AGENCY PACE		2 DIVISION Licensing & Enforceme	nt	3. UNIT Animal Control
DEFINITION - Records Series - A group	of related recor	ds normally filed and used as a unit for r	eference a	s well as retention and disposition purposes.
4. RECORD SERIES TITLE				5. EARLIEST YEAR / LATETEST YEAR
Adoption	Contract	s		89 to Present
6. RECORD SERIES DESCRIPTION ( Briefly desc	ribe the types of i	nformation/documents/forms found in the Ser	nes Includ	ie the purpose or function of the Senes)
Contract signed by anim the Agency and County 1		r agreeing to comply	to ce	rtain requirements of
Adoption contracts are The contract also inclu- adoption contract lists	des socia	l security number and o	driver	phone number of adopter. s license number. The f surgery to spay or neuter.
7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE		9. VOLUME X File Orawer(s)
X Letter Size D Microfilm		M Alphabetical		☐ Microfilm Reel (s) ☐ Computer Tape (s)
Legal Size Computer Tay	æ	O Numerical		Other (Specify)  2
Bound Book O Floppy Disk		□ Chronological		Number
O Audio Tape O Video Tape		☐ Geographical		10. ANNUAL ACCUMULATION  X. File Drawer (s)
O Other (Specify)		Other (Specify)		D Microfitm Reel (s) D Computer Tape(s) D Other (Specify)
11. FILE IS USED		12. FILE BECOMES INACTIVE AFTER		Trained.
·	Monthly	Number	o M	lonih(s) 🖟 Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	. 1	14. IS RECORD SERIES DUPLICATED ELS Animal Contro	EWHERE	(If yes, specify agency or office)
7409A Baltimore & Annapolis Glen Burnie, MD 21061		X Yes Computer		D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & re	egulation(s)	16. AUDIT REQUIREMENTS		
O Yes Xi	No	X None D State	D Fe	deral 🛘 Independent
describe any hardware/software) computer program to allow s  to by name, address or adoption contract #	search	2 years paper copy. destroy.	3 yea	ars computer copy then
ME AND TITLE OF PREPARER	2	O. TELEPHONE NUMBER		21. DATE
Stephanie Smith, Shelter St	pervisor	410-222-6690		

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 860-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, WARYLAND 20794	Page3 or17
1. DEPARTMENT/AGENCY	2. DIVISION	1. UNIT
PACE	Licensing & Enforcement	Animal Control
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference	as well as retendon and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Euthanasia Log/Drug	g Record	1984 to Present
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Inclu	de the purpose or function of the Senes)
Log book containing records of contains date of pickup slip or many cc's of sodium pentobarbit day and recorded on a monthly Agriculture.	r ADS number, approximate we tol used. Figures are total	ight of animal and how led at the end of the
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
O Letter Size O Microfilm	☐ Alphabetical	M File Drawer(s)  Microfilm Reel (s)  Computer Tape (s)
D Legal Size D Computer Tape	O Numerical	Other (Specify)
K Bound Book O Floppy Disk	☼ Chronological	Number
D Video Tape	D Geographical	10. ANNUAL ACCUMULATION  D File Drawer (s)
C) Other (Specify)	a Other (Specify)	D Microfilm Reel (s) D Computer Tape(s)  A Other (Specify) 1 book
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
CK Daily O Weekly O Monthly	Number 0	Monih(s) 🥻 Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd Glen Burnie, MD 21061	Yes Dept of Agricultur	e o No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
0 Yes XO No	U None by State U Federal U Independent  Dept of Agriculture	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)  U Yes X No	State law requires three	year retention then destroy.
AME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Stephanie Smith, Shelter Supervisor	410-222-6690	

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550.1)		NOCHOT NECONOS INVENTION
Solema jus mij	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 4 01 17
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
PACE	Licensing & Enforcement	Animal Control
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference	as well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Animal Data Sheet		1989 <sub>To Prese</sub> nt
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Include	de the purpose or function of the Senes)
ADS sheets contain all information includes the date and time out out from. It contains a complete of adopted - the adopters information is recorded. The ADS form also given.	of impoundment at well as whe te description of the animal rmation is recorded, if redee	ere the animal was picked as well as its disposition. emed the owners information
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size   Microfilm	Alphabetical	質 File Drawer(s)  □ Microfilm Reel (s)
D Legal Size D Computer Tape	O Numerical	Computer Tape (s)     Other (Specify)
D Bound Book D Floppy Disk	X Chronological	Number
O Audio Tape D Video Tape	D Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	Other (Specify)	X File Drawer (s)  Microfilm Reel (s)
o one (specif)	o one (openy)	Computer Tape(s) Cither (Specify)
		_1
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
CX Daily D Weekly D Monthly	5 a Number	Honth(s) 🔏 Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd	Animal Control  X Yms <u>Computer</u>	D No
Glen Burnie, MD 21061		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes X <sup>0</sup> No	None D State D Fe	ederal O Independent
	18. RECOMMENDED RETENTION	
Computer system to  Q Yes	Retain 5 years then destro	y.
	20. TELEPHONE NUMBER	21. DATE
Stephanie Smith, Shelter Supervisor	410-222-6690	

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENT SCHEDULE POSS 550 17	THE CONTRACT OF THE CONTRACT O	
screenie (ivo 301)	P.O. BOX 275 - ÆSSUP, MARYLAND 20794	Page5 or17
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
PACE	Licensing & Enforcement	Animal Control
DEFINITION - Records Series - A group of related	records normally filed and used as a unit for reference	ce as well as retention and disposition purposes.
4. RECORD SERIES TITLE		S. EARLIEST YEAR / LATETEST YEAR
Animal Bite Repo	r <b>ts</b>	1989 to Present
6. RECORD SERIES DESCRIPTION ( Briefly describe the types	s of information/documents/forms found in the Series Inc	clude the purpose or function of the Senes)
An Animal Bite Report is an of information on the animal, the to the animal owner reference and officer's signature as present the second of t	ne animal owner and the viction quarantine dates and condition	n It includes instructions
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. YOLUME
O Letter Size D Microfilm	Alphabetical	M File Drawer(s)  D Microfilm Reel (s)
Legal Size C Computer Tape		O Computer Tape (s)  Other (Specify)
a Bound Book a Floppy Disk	<ul> <li>Chronological</li> </ul>	Number
D Audio Tape D Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	Other (Specify)	)A File Drawer (s)  O Microlium Reel (s)
		Computer Tape(s)  Computer Tape(s)
•••	j	Number
II. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
CK Daily D Weekly D Monthly	5	Month(s) 🔏 Year(s)
3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd Glen Burnie, MD 21061	X Y⇔ <u>Police Dept/Mill</u> er Health Dept/Harry	sville o No (copies) S. Truman Pkwy, Annapolis
5. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes	gg None □ State □ 8	rederal O Independent
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	Retain 5 years, then micro	film. Destroy paper files.
case # only		
MANE AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Dan Strickland, Field Supervisor	410-222-6690	

RESIDUEINAS - THE OR PAINT & SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (RGS: 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	Page _6 _ 0 _ 17
	P.O. BOX 275 - JESSUP, MARYLAND 20794	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
PACE	Licensing & Enforcement	Animal Control
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference	ze well ze retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Rabies Exam Form		1990 To Present
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Senes. Include	de the purpose or function of the Senes)
This form accompanies each animal Department for rabies testing the submitting agency, the animal submitting agency, the animal submitting agency.	The form contains all perti	inent information on
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. YOLUME
O Letter Size O Microfilm	O Alphabetical	File Drawer(s)  O Microfilm Reel (s)
D Legal Size D Computer Tape	▼ Numerical	Other (Specify) Computer
D Bound Book D Floppy Disk	□ Chronological	Number
O Audio Tape D Video Tape	Geographical	10. ANNUAL ACCUMULATION
OXOther (Specify) 5" X 9" form	D Other (Specify)	<ul><li>File Drawer (s)</li><li>Microfilm Reel (s)</li></ul>
. , , , , , , , , , , , , , , , , , , ,	., , , , , , , , , , , , , , , , , , ,	Computer Tape(s)  Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Xo Daily O Weekly O Monthly	3 to N	Honih(s) 🖟 Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd Glen Burnie, MD 21061	X Yes <u>Health Dept/Balti</u> mo	re City o No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
D Yes M No	ÇX None ☐ State ☐ Fe	ederal D Independent
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
X Yes <u>numerical</u> 0 No	Retain 3 years - then des	troy all files.
NAME AND TITLE OF PREPARER  Don Strickland Field Supervisor		21. DATE

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		
Socioce loss in h	P.O BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY PACE	2 DIVISION Licensing & Enforcement	3. UNIT Animal Control
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference	as well as retention and disposition purposes.
4. RECORD SERVES TITLE  Complaint Cards		5. EARUEST YEAR / LATETEST YEAR  1990 to Present
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Incl	ude the purpose or function of the Senes)
Card acts as record of incoming complaining party and owner of complaint; type of animals involude and outcome of call.	animal's name, address, and	phone number; type of
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
O Letter Size O Microfilm	D Alphabetical	File Orawer(s)  Microfilm Reel (s)
O Legal Size O Computer Tape	Numerical	D Computer Tape (s) DOTHER (Specify) Computer Doxes
Bound Book D Floppy Disk	O Chronological	Number
□ Audio Tape □ Video Tape	© Geographical	10. ANNUAL ACCUMULATION  ☐ File Drawer (s)
o Other (Specify) 3" X 7 1/2" card	Other (Specify)	Microfitm Reel (s)     Computer Tape(s)
·		12 boxes Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
및 Daily 다 Weekly 다 Monthly	a	Month(s) & Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd Glen Burnie, MD 21061	0 Yes	ox No
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
D Yes & No	Xo None a State a F	ederal D Independent
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
& yes <u>Case numbers</u> o No (ie 94-0315)	Retain 2 years - then dest	roy records.
ME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Dan Strickland, Field Supervisor	410-222-6690	Į

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD	Page 8
	P.O BOX 273 - JESSUP, MARYLAND 20794	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
PACE	Licensing & Enforcement	Animal Control
DEFINITION - Records Series - A group of related rec	ords normally filed and used as a unit for reference	as well as retantion and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR Initial
Kennel Licenses		Application Present
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	of information/documents/forms found in the Senes Incli	ude the purpose or function of the Senes)
grooming parlors, pettir	at fancier, commercial kennel ng zoos, exotic animals. Inc ash receipts proving payment notes from inspector.	lude yearly
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
& Letter Size D Microfilm	Alphabelical	
Legal Size   Computer Tape	D Numerical	Computer Tape (s)     Other (Specify)
B Bound Book D Floppy Disk	D Chronological	2 Number
O Audio Tape D Video Tape	O Geographical	10. ANNUAL ACCUMULATION
D Other (Specify)	aX Other (Specify) <u>by type</u>	Ø( File Drawer (s)  U Microfilm Reel (s)  C Computer Tape(s)  Other (Specify)  Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
to Daily ) Neekly to Monthly	on going a	Month(s) O Year(s)
12. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	27 (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd	O Yes	M No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes	gg None D State D F	ederal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION  As long as currently acti	ve. If closed, three
0 Yes 97 No	years then destroy.	,
9. HAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Vickie B. Hamilton	410-222-6690	1

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page 9 or 17
1. DEPARTMENT/AGENCY PACE	2 DIMSION Licensing & Enforcement	Animal Control
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference	as well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Shelter Report		1 <u>991 <sub>10</sub> Prese</u> nt
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Senes. Inclu	ode the purpose or function of the Senes)
Inhouse report form to	record activity of shelter	daily.
•		
		1
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  X File Drawer(s)
<b>ू</b> Letter Size □ Microfilm	<ul> <li>Alphabetical</li> </ul>	Microfilm Reel (s)
CY Legal Size Computer Tape	D Numerical	Computer Tape (s)  Other (Specify)
D Bound Book D Floppy Disk	oX Chronological	Number
t) Audio Tape D Video Tape	D Geographical	10. ANNUAL ACCUMULATION
D Other (Specify)	D Other (Specify)	Ç( File Drawer (s) ☐ Microfitm Reel (s)
Recently changed from legal to	•	Computer Tape(s)     Other (Specify)
letter.		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	<u> </u>
to Daily to Weekly cX Monthly	•	Monin(s) D Year(s)
U Dairy D reedy of mounty	Number	100.107
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd	0 Yes	X No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
D Yes X No	M None D State D F	ederal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
D Yes N No	Retain in office three year	s and destroy.
NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Vickie B. Hamilton	410-222-6690	

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 250-1)	RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD P.O. BOX 275 - JESSUP, WARYLAND 20794	Page10 or17
1. DEPARTMENT/AGENCY PACE	2 DIVISION Licensing & Enforcement	3. UNIT Animal Control
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference	as well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Animal Commission	· · · · · · · · · · · · · · · · · · ·	86 <sub>10</sub> Present
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Inclu	de the purpose or function of the Senes)
Animal Commission		
A. Audio recording and writte meetings conducted by Anir		ll hearings and
B. Correspondence pertaining	to findings on hearings and	Director's decisions.
·		
•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
<b>(</b> K Letter Size □ Microfilm		K File Drawer(s)     Microfilm Reel (s)
O Legal Size O Computer Tape	O Numerical	□ Computer Tape (s) □ Other (Specify)
a Bound Book a Floppy Disk	ox Chronological (Tapes)	Number
CI Audio Tape DI Video Tape	O Geographical	10. ANNUAL ACCUMULATION  ST. File Drawer (s)
a Other (Specify)	Other (Specify)	O Microfilm Reel (s) Computer Tape(s)
		1/2 Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
ロ Daily 久 Weekly ロ Monthly	o Number	Month(s) & Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd	O Yes	X No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
AA Co Code Article 12 Sect 3-111	K None C State C F	ederal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
O Yes	Retain in office five yea	rs and destroy.
RAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Vickie B. Hamilton	410-222-6690	

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		Page11 Or17
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
PACE	Licensing & Enforcement	Animal Control
DEFINITION - Records Series - A group of related rec	ords normally filed and used as a unit for reference	as well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Affidavits		<u>89</u> 10 <u>Prese</u> nt
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	f information/documents/forms found in the Senes. Incl	ude the purpose or function of the Senes)
<u>Affidavits</u>		
ordinance made by	zed statement of violation o one citizen against another. basis of this document Re	Criminal civil
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. YOLUME
X Lefter Size 13 Microfilm	X Alphabetical	File Drawer(s)  Microfilm Reel (s)
D Legal Size D Computer Tape	O Numerical	Computer Tape (s)     Other (Specify)
a Bound Book a Floppy Disk	D Chronological	Number
CI Audio Tape Di Video Tape	D Geographical	10. ANNUAL ACCUMULATION  X File Drawer (s)
© Other (Specify)	Other (Specify)	Microfilm Reel (s)     Computer Tape(s)
·		1/4 Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
CI Daily XD Weekly CI Monthly	a	Month(s) Xo Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (II yes, specify agency or office)
7409A Baltimore & Annapolis Blvd	0 Yes	₹ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
AA Co Code Article 12 Sect 3-111	Mi None CI State D F	Federal O Independent
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
C) Yes )X No	Retain in office three yea	rs and destroy.
NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Vickie B. Hamilton	410-222-6690	

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		Page 12 or 17
1. DEPARTMENTIAGENCY PACE	2 DIVISION Licensing & Enforcement	3. UNIT Animal Control
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for referenc	e as well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Summons		_89_to_Present
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Inc	lude the purpose or function of the Senes)
Summons		
Criminal civil cita Animal Control laws of an Animal Contro	tion issued to a citizen for by Animal Control Officer of 1 Officer.	r noncompliance with or authorized representative
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
O Letter Size O Microfilm	<ul> <li>Alphabelical</li> </ul>	X File Drawer(s)  D Microfilm Reel (s)
O Legal Size O Computer Tape	ST Numerical	Computer Tape (s)  Other (Specify)
to Bound Book to Floppy Disk	Chronological	Number
O Audio Tape O Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
k(Other (Specify) 5 1/2" X 9 1/2"	D Other (Specify)	☐ File Orawer (s) ☐ Microfilm Reel (s)
		O Computer Tape(s) Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
72 Daily □ Weekly □ Monthly	Number D	Month(s) Ç Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd	0 Yes	Ji No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
OX Yes O No  AA Co Code Article 12 Sect 3-111	M None D State D	Federal 🗆 Independent
	18. RECOMMENDED RETENTION	
D Yes 頁 No	Retain in office three yea	ars and destroy.
NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Vickie B. Hamilton	410-222-6690	

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTIO		
SCHEDULE (DGS 350-1)	7775 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 13 or 17
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
PACE	Licensing & Enforcement	Animal Control
DEFINITION - Records Series - A group of related re-	cords normally filed and used as a unit for reference	as well as retantion and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Notice of Viol	Lation	89 <sub>10</sub> Present
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	of information/documents/forms found in the Senes. Inclu	ide the purpose or function of the Senes)
Notice of Vic	plation	
	ned to citizen in violation of agree to pay fine at Shelter	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
O Letter Size O Microfilm	C Alphabelical	X File Drawer(s) □ Microfilm Reel (s)
Legal Size C Computer Tape	X Numerical	Computer Tape (s)  Other (Specify)
Bound Book D Floopy Disk	D Chronological	Number
C) Audio Tape C) Video Tape	D Geographical	10. ANNUAL ACCUMULATION
M Other (Specify) 4 1/2" X 8 1/2"	D Other (Specify)	A File Drawer (s)  Microfilm Reel (s)
•		Computer Tape(s)  1/4  Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
K Daily D Weekly D Monthly	3	
3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
7409A Baltimore & Annapolis Blvd	CI Yes Xo No	
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
AA Co Code Article 12 Sect 3-111	XQ None D State D Federal D Independent	
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
O Yes XQ No	Retain in office threeyears and destroy.	
MANE AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Vickie B Hamilton	410-222-6690	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH HET	W   UEPARTMENT OF GENERAL SERVICES	AUENCT NECONDSTITUTE
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTIO	RECORDS MANAGEMENT DIVISION	
SCHERULE (DGS 350-1)	7275 WATERLOO ROAD P.O BOX 275 - JESSUP, MARYLAND 20794	Page 14 or 17
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
PACE	Licensing & Enforcement	Animal Control
DEFINITION - Records Series - A group of related re-	cords normally filed and used as a unit for reference a	is well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Notice to Comply		89 <sub>TO</sub> Present
6. RECORD SERIES DESCRIPTION ( Briefly describe the types	of information/documents/forms found in the Series. Includ	le the purpose or function of the Senes)
Notice to Comp	oly	·
Notice issued	to citizen that they are in v	iolation of an animal
	tes a specific date by which t	
		•
•		
•		
	<del></del>	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME )() File Drawer(s)
O Letter Size O Microfilm	D Alphabetical	Microfilm Reel (s)     Computer Tape (s)
D Legal Size D Computer Tape	X Numerical	1 Other (Specify)
© Bound Book © Floppy Disk	C Chronological	Number
C Audio Tape D Video Tape	Geographical	10. ANNUAL ACCUMULATION
·		X File Drawer (s)  O Microfilm Reel (s)
X Other (Specify) 4 1/2" X 8 1/2"	Other (Specify)	Computer Tape(s)
		1/4 Other (Specify)
		Number
II. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
& Daily D Weekly D Monthly	3 o M	ionth(s) 🌣 Year(s)
	Number	
3. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?	(If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd	o Yes	X No
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
o No AA Co Code Article 12 Sect 3-111	None D State D Fe	deral O independent
7. IS AN INDEX SYSTEM USED? (If yes, explain bnefly and describe any hardware/software)	18. RECOMMENDED RETENTION	,
O Yes	Retain in office three year	s and destroy.
NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Victic B Hamilton	/10-222-6600	EI. VAIS

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEV REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	V DEPARTMENT OF GENERAL SERVICES N RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 15 or 17
1. DEPARTMENT/AGENCY PACE	2 DIVISION Licensing & Enforcement	3. UNIT Animal Control
DEFINITION - Records Series - A group of related rec	ords normally filed and used as a unit for reference	as well as retantion and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Warnings		89 to Present
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	I information/documents/forms found in the Series. Incli	ude the purpose or function of the Senes)
Warnings	·	
	o citizen giving them a docum n violation of an animal law.	
		•
·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	<ul> <li>Alphabelical</li> </ul>	A File Drawer(s)  O Microfilm Reel (s)
Legal Size C Computer Tape	X Numerical	Computer Tape (s)  Other (Specify)
D Bound Book D Floppy Disk	□ Chronological	Number
O Audio Tape O Video Tape	<ul> <li>Geographical</li> </ul>	10. ANNUAL ACCUMULATION  X File Drawer (s)
& Other (Specify) 4 1/2" X 8 1/2"	Other (Specify)	U Microfith Reel (s) U Computer Tape(s)
		1/4 Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
<b>公 Daily                                     </b>	3 o	Monih(s) X Year(s)
3. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd	O Yes	Xi No
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
CX Yes D No	None D State D F	ederal D Independent
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	·
a Yes & No	Retain in office three yea	rs and destroy.
. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Vickie B Hamilton	410-222-6690	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW	DEPARTMENT OF GENERAL SERVICES	ANGIANGE MEGAMADAIN PARAMA
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	RECORDS MANAGEMENT DIVISION	
SCHEDULE (DG5 550-1)	7775 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 16 Of 17
	F.O BOX 213 - JESSUP, MART DONG 20154	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
PACE	Licensing & Enforcement	Animal Control
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference	as well as retantion and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
District Court (	A)	89 to Present
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Inclu	ide the purpose or function of the Senes)
District Court - Lists	niform criminal/civil citati civil citations in which re ntion to stand trial for the	cepient has failed
·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
OX Letter Size D Microfilm	Alphabetical	X File Drawer(s) O Microfilm Reel (s)
	O Numerical	Computer Tape (s) Other (Specify)
O Legal Size O Computer Tape		
to Bound Book to Floppy Disk	gy Chronological	Number
D Audio Tape D Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION  To File Drawer (s)
D Other (Specify)	D Other (Specify)	Microfilm Reel (s)     Computer Tape(s)
		1 Folder (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
D Daily D Weekly CX Monthly	3	Month(s) §( Year(s)
	Number	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd	0 Yes	战 No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
AA Co Code Article 12 Sect 3-111	Xo None	ederal O independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
O Yes Xo No	Retain in office three year	s and destroy.
. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Vickia B Hamilton	410-222-6690	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORW FOR EACH NEW	DEPARTMENT OF SCHERNE SERVICE	<del></del>
REVISEL RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS-550-1).	RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION	3, UNIT
PACE	Licensing & Enforcement	Animal Control
DEFINITION - Records Series - A group of related rec	ords normally filed and used as a unit for reference	as well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
District Court (B)		89_ <sub>To_Present</sub>
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	f information/documents/forms found in the Series. Inclu	ude the purpose or function of the Senes)
	at District Court - Copy of nes/costs collected for Anim	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
M Letter Size D Microfilm	□ Alphabetical .	M File Drawer(s)  Microfilm Reel (s)
D Legal Size   Computer Tape	Numerical	Computer Tape (s)  Other (Specify)
D Bound Book D Floppy Disk	sy Chronological	Number 1
C) Audio Tape C) Video Tape	D Geographical	10. ANNUAL ACCUMULATION
D Other (Specify)	D Other (Specify)	X File Drawer (s)  U Microfilm Reel (s)  C Computer Tape(s)  U Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily D Weekly CX Monthly	Number 0	Month(s) 🐰 Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
7409A Baltimore & Annapolis Blvd	0 Yes	)( No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
ok Yes o No AA Co Code Article 12 Sect 3-111	None D State D F	ederal O Independent
17. IS AN INDEX SYSTEM USED? (Il yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
D Yes TNo	Retain in office three yea	rs and destroy
. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Vickie B Hamilton	410-222-6690	