

QUEST FOR RECORDS RETENTION SCHEDULE To be Submitted to the Records Management Division Hall of Records Commission

SCHEDULE NO. C-213

PAGE NO. 1

1. Requesting Agency - MONTGOMERY COUNTY DEPARTMENT OF INSPECTION AND LICENSES

2. Division or Bureau of Requesting Agency ANIMAL SHELTER

3. Authorization Requested (Check only one of the squares below).

A [] Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B [X] Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C [] Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. ANIMAL RELINQUISHMENT FORM

Dates: 1950 -- Size: 3" x 5" Quantity: 25 linear feet Annual Accumulation: 6 linear feet File Arrangement: Chronological

This form must be signed by any citizen depositing a dog or cat with the Animal Shelter. It authorizes the Shelter to make disposition of the animal according to its discretion and requirements. Thus, it serves as a protection against subsequent claims by an owner.

RECOMMENDATION: RETAIN THREE YEARS AND THEN DESTROY.

2. DOG DISPOSITION RECORD

Dates: 1954 -- Size: 5" x 8" Quantity: 10 cubic feet Annual Accumulation: 2 1/2 cubic feet File Arrangement: Chronological

This record is prepared for each dog brought into the Animal Shelter. It gives a description of the dog, the date and place of pickup and the reason therefor, and whether the animal was redeemed, adopted, or destroyed. It also notes the fee collected in the case of a redemption or adoption.

RECOMMENDATION: RETAIN THREE YEARS AND THEN DESTROY.

APPROVED HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature: Lew Becklin

Title: Dir. Dept. Insp. & Lic.

Date: 8-22-61

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date: 9/13/1961

Archivist: Marvin S. Radloff

Date: SEP 19 1961

Secretary: Andrew H. Hulse

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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5. Description of Records
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6. Recommendation of Hall of Records and Board of Public Works.

3.

FINANCIAL RECORDS

Dates: 1944 --
Quantity: 1 file drawer
Annual Accumulation: Negligible
File Arrangement: Chronological
Audit: Periodic internal audit

This file contains various financial records created in the operation of the Animal Shelter. Included are cash receipt books, bank deposit slips, and monthly reports of fees received. Fees are deposited with the Department of Inspection and Licenses.

RECOMMENDATION: RETAIN FIVE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
SEP 19 1961
Andrew H. Heckel, Jr.
SECRETARY