

CHARLES COUNTY GOVERNMENT  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C-835

Page 1 of 4

Agency  
 CHARLES COUNTY GOVERNMENT

Division/Unit  
 ANIMAL CONTROL/ANIMAL SHELTER

Item No.	Description	Retention
1	<p>GENERAL CORRESPONDENCE</p> <p>Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all correspondence of Animal Control or the Shelter.</p>	<p>Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department or it's divisions. Transfer periodically to the MD State Archives.</p>
2	<p>TIME AND ATTENDANCE</p> <p>Files may contain some or all of the following: weekly time sheets or time cards, leave requests, comp time requests.</p>	<p>Retain for 3 years, then destroy.</p>
3	<p>EMPLOYEE PERSONNEL RECORDS</p> <p>Files may contain some or all of the following: evaluations, awards, training, written correspondence, certificates, incident reports, etc.</p>	<p>Retain for 3 years after termination, then destroy.</p>
4	<p>FISCAL YEAR BUDGETS</p> <p>Budget expenditure files for departments, tracking of expenses, invoices, purchase orders, check request, etc.</p>	<p>Retain for 3 years, then destroy.</p>

Schedule Approved by Department,  
 Agency, or Division Representative  
 Date 6/15/98  
 Signature Eugene T. Lauer  
 Typed Name Eugene T. Lauer  
 Title County Administrator

Schedule Authorized by State Archivist  
 Date Edward C. Papenfuss  
 Signature JUN 22 1998

CHARLES COUNTY GOVERNMENT  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

(Continuation Sheet)

Schedule No. C-835

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Agency  
 CHARLES COUNTY GOVERNMENT

Division/Unit  
 ANIMAL CONTROL/ANIMAL SHELTER

Item No.	Description	Retention
<b>ANIMAL SHELTER</b>		
1	<p>PROFILE TICKETS - WHITE/YELLOW COPIES</p> <p>Contain animal ID #, description, status, cage # treatment given, color, age, test results, intake person and pick up location.</p>	Retain 3 years, then destroy
2	<p>CAGE CARDS</p> <p>Cards contain animal description, cage number, shots given, diet requirements, reclaim, rescue, adoption information and charges.</p>	Retain 3 years, then destroy.
3	<p>COMPLAINT TICKETS - YELLOW COPIES</p> <p>Contain complaint information, date, time, address, directions, contact name and dispatch time.</p>	Retain 3 years, then destroy.
4	<p>DAILY DEPOSIT RECORD/RECEIPT BOOKS</p> <p>Daily Deposit Report showing receipt of all monies collected at the Shelter.</p>	Retain 3 years and until all audit requirements met, then destroy
5	<p>YEARLY STAT AND EUTHANASIA BOOKS</p> <p>Books contain: monthly reports on stats and euthanasia. Stat Book will contain animal intake counts for each ACO and each County</p>	Retain 3 years, then destroy.
6	<p>DAILY COUNT RECORDS</p> <p>Contains physical and computer counts of all animals at the Shelter on a daily basis.</p>	Retain 1 year, then destroy
7	<p>ADOPTION CONTRACTS/APPLICATIONS</p> <p>Original adoption contracts/applications completed at time customer adopts animal.</p>	Retain 3 years, then destroy.
8	<p>RADIO LOG/LOST FOUND FAX/LOST-FOUND REP.</p> <p>Log of all radio calls taken each day. Lost and Found fax report faxed out 3 times a week. Lost and Found Reports taken over phone.</p>	Retain 3 years, then destroy

CHARLES COUNTY GOVERNMENT  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

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 CHARLES COUNTY GOVERNMENT

Division/Unit  
 ANIMAL CONTROL/ANIMAL SHELTER

Item No.	Description	Retention
<b><u>ANIMAL SHELTER CON'T.</u></b>		
8	<b>BILLING RECORDS/OFFICE FILES</b>  Assorted billing records of all invoices, bills, expense vouchers, monthly reports for drugs, gasoline useage, work requests, purchase orders, check requests, traffic reports, license reports, test kit reports/useage, van mileage, vendor files, Veterinarian files, work schedules, etc.	Retain for 3 years and until all audit requirements met, then destroy.
9	<b>CANCELLED CHECKS - IMPREST ACCOUNT</b>  All cancelled checks used to pay vets medical expenses for adopted animals, rabies reimbursements, rabies clinic expenses, refunds on adoptions, etc.	Retain for 5 years and until all audit requirements met, then destroy.
10	<b>PAID VET BILLS/PINK CONTRACT COPIES</b>  Files contain check requests and pink copies of adoption contracts billed by Vets.	Retain for 5 years and until all audit requirements met, then destroy.
11	<b>VICS WORKERS SIGN IN SHEET</b>  Sign in sheet for Volunteers in Community Service showing printed and written names.	Retain 1 year, then destroy.
12	<b>VICS WORKERS FILES</b>  Vics workers Court referral forms from three (3) counties; liability Release and medical forms.	Retain until service completed and then return VICs Office.
13	<b>POLICY BOOKS/MEMORANDA BOOKS</b>  Policies of Tri-County Animal Shelter. Memos concerning procedures at the Shelter.	Retain until updated or superceded, then destroy.
<b><u>ANIMAL CONTROL</u></b>		
1	<b>DOG LICENSES</b>  Individual Licenses issued to dogs in Charles County as per State Law.	Retain for 5 years, then destroy.
2	<b>CRUELTY INCIDENT REPORTS</b> Reports filed by officers - results of investigations.	Retain for 5 years, then destroy.

CHARLES COUNTY GOVERNMENT  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

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Division/Unit  
 ANIMAL CONTROL/ANIMAL SHELTER

Item No.	Description	Retention
<b>ANIMAL CONTROL CONT.</b>		
3	<b>ANIMAL CRUELTY NOTICES</b>  Investigation/Seizures notices. Copies of notices given to citizens in violation of cruelty laws.	Retain for 5 years, then destroy.
4	<b>CITATIONS</b>  Citations written for violation of animal regulations.	Retain 3 years, then destroy
5	<b>ANIMAL CONTROL BOARD FILES</b>  Copies of subpoenae and complaints filed with the Animal Control Board.	Retain 3 years, then destroy
6	<b>EMPLOYEE VACCINATION RECORDS</b>  Files tracking rabies vaccination status of all Animal Control personnel and Charles County Humane Society employees.	Retain for 2 years after termination, then destroy.
7	<b>TRAINING RECORDS</b>  Record of all training given to employees.	Retain for 3 years after termination, then destroy
9	<b>ANIMAL BITE REPORTS</b>  Maryland State Bite Reports	Retain 1 year, then destroy.
9	<b>PHOTO/VIDEO/AUDIO FILES</b>  Recorded investigation files.	Retain 5 yrs, then destroy.

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE \_\_\_ OF \_\_\_

1. Department/Agency  
Animal Control Services

2. Division  
Animal Control  
Animal Shelter

3. Unit

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

5. Earliest Year/Latest Year

Time And Attendance

1994 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.)

Time cards  
Time records

7. Record Series Format(s)

8. Record Series Sequence

9. Volume

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (specify)

- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify)

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

Number

1

10. Annual Accumulation

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

Number

1/2

11. File is Used

- Daily
- Weekly
- Monthly

12. File Becomes Inactive After

- Number
- Month(s)
- Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Animal Control  
Animal Shelter Locked

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)
- Yes
- No

15. Access Restrictions

- Yes
- No

(If Yes, cite Law(s) & Regulation(s))

Confidential FIA<sup>3</sup>

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 3 yrs  
then destroy

19. Name and Title of Preparer

20. Telephone Number

21. Date

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Animal Control Services

2. Division

Animal Control  
Animal Shelter

3. Unit

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

EMPLOYEE PERSONNEL RECORDS

5. Earliest Year/Latest Year

\_\_\_\_\_ to \_\_\_\_\_

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 may contain some or all of the following:  
evaluations, awards, training, written correspondence  
certificates, etc.

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

- Number \_\_\_\_\_  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

10. Annual Accumulation

- Number \_\_\_\_\_  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

11. File is Used

- Daily       Weekly       Monthly

12. File Becomes Inactive After

- Number \_\_\_\_\_  
 Month(s)       Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Animal Control  
Animal Shelter Locked

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)  
 Yes       No

15. Access Restrictions

- Yes       No  
(If Yes, cite Law(s) & Regulation(s))

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 3 yrs after  
termination, then  
destroy

19. Name and Title of Preparer

20. Telephone Number

21. Date

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. Department/Agency  
Animal Control Services

2. Division  
Animal Control  
Animal Shelter

3. Unit

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

FISCAL YEAR BUDGETS

5. Earliest Year/Latest Year

\_\_\_\_\_ to \_\_\_\_\_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Budget expenditure files for divisions, tracking of expenses invoices, purchase orders, check requests, budget binder.

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)

Number

4" BINDER

10. Annual Accumulation

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

Number

1  
4" BINDER

11. File is Used

- Daily       Weekly       Monthly

12. File Becomes Inactive After

- Number       Month(s)       Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Animal Control Office  
Animal Shelter

14. Is Record Series Duplicated Elsewhere?

(If yes, specify agency or office)

- Yes       No

Accounting

15. Access Restrictions

- Yes       No

(If Yes, cite Law(s) & Regulation(s))

FIA Confidential

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 for 3 years and until all audit requirements have been fulfilled, then destroy

19. Name and Title of Preparer

20. Telephone Number

21. Date

1. Department/Agency <i>Animal Control Services</i>	2. Division <i>Animal Shelter</i>	3. Unit
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**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 <i>Profile tickets - WHITE AND YELLOW COPIES</i>	5. Earliest Year/Latest Year <i>93 to Present</i>
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

*Profile tickets which contain: ID # of Animal, description of Animal, ACO name or intake person, Animal status, health exam results, test results, cage # and disposition of Animal.*

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) <i>4 x 6 paper</i>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <i>2nd } on whites</i> <input type="checkbox"/> Chronological <i>1st }</i> <input type="checkbox"/> Geographical <i>numerical on yellows</i> <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)  <i>22</i> Number <i>6 1/2 x 17" drawers</i> <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)  <i>1 1/2</i> Number
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11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
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13. Current Location(s) (Bldg., Floor, Room) <i>Animal Shelter</i>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))  <i>8</i>	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Recommended Retention  <i>Retain for 3 years then destroy</i>
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19. Name and Title of Preparer	20. Telephone Number	21. Date
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Instructions - Type or Print a separate form for each # or revised record series, forward with Record Attention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. Department/Agency  
Animal Control Services

2. Division  
Tri-County Animal Shelter

3. Unit

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  
Cage Cards

5. Earliest Year/Latest Year  
93 to 97 current

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.  
BASIC Animal Description, cage number animal is located in, back of card shows Adoption, rescue, reclaim information.

7. Record Series Format(s)  
 Letter Size     Microfilm  
 Legal Size     Computer Tape  
 Bound Book     Floppy Disk  
 Audio Tape     Video Tape  
 Other (specify)  
4x6

8. Record Series Sequence  
 Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify)

9. Volume  
3  
Number  
5" x 8 1/2"  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)  
10. Annual Accumulation  
3  
Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

11. File is Used  
 Daily     Weekly     Monthly

12. File Becomes Inactive After  
3  
Number     Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)  
TCAS, main office - current 97 + 1996; Yearly drawer in Supervisors OFC

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or office)  
 Yes     No

15. Access Restrictions     Yes     No  
(If Yes, cite Law(s) & Regulation(s))

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 FOR 3 YEARS, THEN DESTROY**

19. Name and Title of Preparer

20. Telephone Number  
(301)  
932-1713

21. Date

MAY 7 1997

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Animal Control Services

2. Division  
TCAS

3. Unit

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  
COMPLAINT TICKETS - YELLOW

5. Earliest Year/Latest Year  
\_\_\_\_\_ to \_\_\_\_\_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  
Complaint ticket - filled out for each complaint call received, white is given to Animal Control OFFICER, yellow is FILED FOR OUR RECORDS

7. Record Series Format(s)  
 Letter Size     Microfilm  
 Legal Size     Computer Tape  
 Bound Book     Floppy Disk  
 Audio Tape     Video Tape

8. Record Series Sequence  
 Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify) By County, then  
By Animal Control Officer,  
then Chronologically

9. Volume  
4  
Number  
5 1/2 x 11" drawers  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

Other (specify)  
3 1/2 x 7 1/2 yellow

10. Annual Accumulation  
1/2  
Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

11. File is Used  
 Daily     Weekly     Monthly

12. File Becomes Inactive After  
?  
Number     Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)  
TCAS  
SUPERVISOR'S OFC

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or office)  
 Yes     No

15. Access Restrictions  Yes     No  
(If Yes, cite Law(s) & Regulation(s))  
F.I.A. confidential

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 FOR  
3 YRS, THEN DESTROY.

19. Name and Title of Preparer  
R. [Signature]

20. Telephone Number  
(301)  
932-1713

21. Date  
5-7-97

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Animal Control Services

2. Division

TCAS

3. Unit

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

Daily  
Deposit Record - RECEIPT BOOKS

5. Earliest Year/Latest Year

\_\_\_\_ to \_\_\_\_

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 Deposit Record showing receipt of all monies collected at TCAS.

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

1  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

10. Annual Accumulation

1/2  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

11. File is Used

- Daily       Weekly       Monthly

12. File Becomes Inactive After

- 7  
Number       Month(s)       Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Current- kept in Supervisors ofc.  
PAST YEARS-TCAS, LAUNDRY ROOM

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)  
 Yes       No  
ACCOUNTING OR TREASURERS OFC.

15. Access Restrictions

- Yes       No  
(If Yes, cite Law(s) & Regulation(s))

F.I.A. CONFIDENTIAL

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 3 years, then destroy AND  
UNTIL ALL Audit Requirements  
HAVE BEEN FULLY FILED, THEN  
DESTROY.

19. Name and Title of Preparer

R. Anderson

20. Telephone Number

301-932-1713

21. Date

May 7 1997

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Attention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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Animal Control Services

2. Division  
Tri-County Animal Shelter

3. Unit

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  
YEARLY STATS BOOKS - ANIMALS INTAKE/DISPOSITION  
EUTHANASIA STATS

5. Earliest Year/Latest Year  
92 to 97 current

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  
each book contains: monthly report of stats, rescue papers on each animal rescued; list of profiles received from Charles Co. Humane Society.  
YEAR END CHART; YEAR END REPORT.  
Euthanasia STAT BOOK contains monthly report and daily records on all animals euthanized at Shelter including profile #, date of Euthanasia, who performed, how much drug was used + wt. of animal.

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  
7  
Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

10. Annual Accumulation  
2  
Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

4" BINDER

11. File is Used  
 Daily     Weekly     Monthly

12. File Becomes Inactive After  
5  
Number     Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)  
TCAS  
SUPERVISORS OFFICE

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or office)  
 Yes     No

15. Access Restrictions     Yes     No  
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements  
 None     State     Federal     Independent

F.I.A. confidential

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

18. Recommended Retention **RETAIN FOR**  
**5YRS THEN DESTROY ALL**  
**~~BUT YEAR END COMPUTER~~**  
**~~GENERATED REPORT.~~**  
How long? 5YRS

Yes     No

19. Name and Title of Preparer

20. Telephone Number

21. Date

R. [Signature]

(301) 932-1713

MAY 7 1997

1. Department/Agency: **Animal Control Services**

2. Division: **TRI-COUNTY ANIMAL SHELTER**

3. Unit: \_\_\_\_\_

**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: **DAILY COUNT RECORDS**

5. Earliest Year/Latest Year: **96 to 97 Current**

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

**physical count A.M. and P.M. daily  
computer print out of every animal in shelter in A.M. daily  
computer print out of all new animals entering system daily  
computer print out of all animals leaving system daily  
monthly report with all figures shown on each date.**

Approximate 500 pages per month

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

1  
Number

File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

10. Annual Accumulation

3/4  
Number

File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

11. File is Used

Daily     Weekly     Monthly

12. File Becomes Inactive After

3 Number     Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)

**FILE CABINET  
TCAS, LAUNDRY ROOM**

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)

Yes     No

15. Access Restrictions  Yes     No  
(If Yes, cite Law(s) & Regulation(s))

**FIA. confidential**

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

**DAILY RECORDS RETAIN FOR 1YR, THEN DESTROY  
RETAIN 1 PAGE MONTHLY REPORT FOR 3YRS, THEN DESTROY**

19. Name and Title of Preparer: **R. Anderson**

20. Telephone Number: **301-932-1713**

21. Date: **MAY - 7, 1997**

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE \_\_\_ OF \_\_\_

1. Department/Agency  
*ANIMAL CONTROL SERVICES*

2. Division  
*TRI-COUNTY ANIMAL SHELTER*

3. Unit

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  
*ADOPTION CONTRACTS, ADOPTION APPLICATIONS*

5. Earliest Year/Latest Year  
*93 to current 97*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.  
*Adoption contract + adoption application, attached together on each animal adopted. Adopter signs contract which shows what is expected from adoption.*

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  
2  
Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

10. Annual Accumulation  
1/2  
Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

11. File is Used  
 Daily     Weekly     Monthly

12. File Becomes Inactive After  
3  
Number     Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)  
*FILE DRAWER LOCATED IN MAIN OFFICE OF TCAS*

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or office)  
 Yes     No

15. Access Restrictions  Yes     No  
(If Yes, cite Law(s) & Regulation(s)  
*F.I.A. confidential*

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 FOR 3YRS, THEN DESTROY*

19. Name and Title of Preparer  
*R. [Signature]*

20. Telephone Number  
*(301) 932-1713*

21. Date  
*MAY 7 1997*

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. Department/Agency

Animal Control Services

2. Division

TCAS

3. Unit

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

RADIO LOG, LOST & FOUND FAX, LOST & FOUND REPORTS

5. Earliest Year/Latest Year

94 to 97

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 of all radio calls by day  
Lost & Found fax sent 3x week to various radio stations, newspapers, etc.  
Reports of Lost & Found Animals

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

1  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

10. Annual Accumulation

2  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

11. File is Used

- Daily       Weekly       Monthly

12. File Becomes Inactive After

- Number       Month(s)       Year(s)

13. Current Location(s) (Bldg., Floor, Room)

TCAS  
main office

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)  
 Yes       No

15. Access Restrictions

- Yes       No  
(If Yes, cite Law(s) & Regulation(s))

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 FOR  
3 years and then destroy

19. Name and Title of Preparer

R. [Signature]

20. Telephone Number

301-932-1713

21. Date

MAY 7 1997

Instructions - Type or Print a separate form for each new or revised record series. Forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. Department/Agency  
*Animal Control Services*

2. Division  
*TCAS*

3. Unit

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  
*BILLING RECORDS, NORMAL OFC FILES*

5. Earliest Year/Latest Year  
*93 to 97*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  
*Assorted billing records of AU invoices + bills for supplies for Shelter. EXPENSE VOUCHERS MONTHLY REPORTS FOR EUTHANSIA, DRUGS, VAN MILEAGE & GASOLINE, PURCHASE ORDERS, MAINTENANCE, WORK REQUESTS, CHECK REQUESTS, MEMOS, CORRESPONDENCE, WORK SCHEDULES, TRAFFIC REPORTS, COUNTY LICENSE REPORTS, TEST KIT REPORTS*

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  
*6*  
Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

10. Annual Accumulation  
*2*  
Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

11. File is Used  
 Daily     Weekly     Monthly  
*1997 used daily past files used occasionally*

12. File Becomes Inactive After  
*7*  
Number     Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)  
*Tri-County Animal Shelter  
Laundry Room*

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or office)  
 Yes     No  
*Accounting*

15. Access Restrictions     Yes     No  
(If Yes, cite Law(s) & Regulation(s))

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 FOR 3 years then ~~destroy~~ AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY.*

19. Name and Title of Preparer  
*R. [Signature]*

20. Telephone Number  
*301-932-1713*

21. Date  
*MAY 7 1997*

Instructions - Type or Print a separate form for each new or revised record series. Forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. Department/Agency  
Animal Control Services

2. Division  
Tri-County Animal Shelter

3. Unit

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  
Cancelled checks - IMPREST ACCOUNT

5. Earliest Year/Latest Year  
94 to 97 current

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  
Cancelled checks used to pay Vets, medical expenses for adopted animals, rabies reimbursements, cancelled contract reimbursements, rabies clinics expenses.

7. Record Series Format(s)  
 Letter Size     Microfilm  
 Legal Size     Computer Tape  
 Bound Book     Floppy Disk  
 Audio Tape     Video Tape  
 Other (specify)  
check

8. Record Series Sequence  
 Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify)  
\_\_\_\_\_

9. Volume  
1  
Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)  
FILE BOX

10. Annual Accumulation  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)  
Number  
94-97 in less than 1/3 of box

11. File is Used  
 Daily     Weekly     Monthly

12. File Becomes Inactive After  
7  
Number     Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)  
TCAS  
SUPERVISORS OFFICE

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or office)  
 Yes     No

15. Access Restrictions     Yes     No  
(If Yes, cite Law(s) & Regulation(s))

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 FOR  
5 YRS AND THEN DESTROY UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULLY FILLED, THEN DESTROY.

19. Name and Title of Preparer

20. Telephone Number

21. Date

R. [Signature]

(301) 932-1713

MAY 7 1997

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. Department/Agency

Animal Control Services

2. Division

TCAS

3. Unit

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

VET BILLS - PD

5. Earliest Year/Latest Year

93 to 97

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

file of each vet billing TCAS (18) - copies of all pink contracts returned for payment, check request

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

1/3  
Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) \_\_\_\_\_

10. Annual Accumulation

1/3  
Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) \_\_\_\_\_

11. File is Used

- Daily
- Weekly
- Monthly

12. File Becomes Inactive After

- 3  
Number
- Month(s)
- Year(s)

13. Current Location(s) (Bldg., Floor, Room)

current - TCAS, Supervisors ofc., file drawer  
PAST YEARS TCAS, LAUNDRY ROOM, file drawer

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)
- Yes
- No

15. Access Restrictions

- Yes
- No
- (If Yes, cite Law(s) & Regulation(s))

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 FOR  
3 years then destroy AND UNTIL  
All Audit Requirements Have  
been fulfilled, then Destroy.

19. Name and Title of Preparer

*R. Malin*

20. Telephone Number

301 - 932 - 1713

21. Date

MAY - 7, 1997

Instructions - Type or Print a separate form for each  
# of revised record series, forward with Record  
Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE \_\_\_ OF \_\_\_

1. Department/Agency

Animal

2. Division

3. Unit

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

VICS WORKERS SIGN-IN SHEET

5. Earliest Year/Latest Year

\_\_\_\_\_ to \_\_\_\_\_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Sign in Sheet of VICS WORKERS

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

1  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

10. Annual Accumulation

1/4  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

11. File is Used

- Daily       Weekly       Monthly

As needed

12. File Becomes Inactive After

- ?       Month(s)       Year(s)  
Number

13. Current Location(s) (Bldg., Floor, Room)

TCAS, main office  
FILE CABINET, TOP DRAWER

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)  
 Yes       No

15. Access Restrictions

- Yes       No  
(If Yes, cite Law(s) & Regulation(s))

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 FOR  
3 years and then destroy

19. Name and Title of Preparer

*R. [Signature]*

20. Telephone Number

(301)  
932-1713

21. Date

5-7-97

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 7275 WATERLOO ROAD  
 P.O. BOX 275  
 JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Instructions - Type or Print a separate form for each  
 new or revised record series, forward with Record  
 Retention Schedule (DGS 550-1)

1. Department/Agency  
 Animal Control Services

2. Division  
 TCAS

3. Unit

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  
 VICS WORKERS FILES

5. Earliest Year/Latest Year  
 \_\_\_\_\_ to \_\_\_\_\_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

VICS WORKERS COURT REFERRAL FORMS (3 COUNTIES)  
 LIABILITY RELEASE / MEDICAL FORM (CHARLES COUNTY ONLY)

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

Number 1

File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

10. Annual Accumulation

Number 0

File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

11. File is Used

Daily       Weekly       Monthly

12. File Becomes Inactive After

Number \_\_\_\_\_  Month(s)       Year(s)

13. Current Location(s) (Bldg., Floor, Room)  
 Main OFC, FILE DRAWER (LOCKED)  
 TCAS

14. Is Record Series Duplicated Elsewhere?  
 (If yes, specify agency or office)  
 Yes       No  
 VICS OFFICE

15. Access Restrictions  Yes       No  
 (If Yes, cite Law(s) & Regulation(s))  
 KEPT UNDER LOCK

16. Audit Requirements

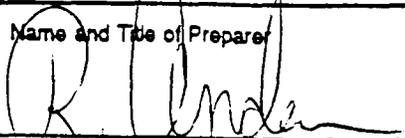
None       State       Federal       Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

Yes       No

18. Recommended Retention

no copies kept of these forms  
 returned to court once person  
 has completed service  
 over

19. Name and Title of Preparer  


20. Telephone Number  
 (301)  
 932-1713

21. Date  
 5-7-97

Instructions - Type or Print a separate form for each new or revised record series. Forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE \_\_\_\_ OF \_\_\_\_

1. Department/Agency

Animal Control Services

2. Division

TCAS

3. Unit

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

POLICY BOOKS (3) MEMORANDA BOOKS

5. Earliest Year/Latest Year

96 to 97

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

POLICY BOOK - INCLUDES ALL POLICIES OF TCAS  
MEMORANDA BOOK - INCLUDES COPIES OF ALL MEMORANDA CONCERNING PROCEDURES AT TCAS

7. Record Series Format(s)

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

4" BINDERS

8. Record Series Sequence

- Alphabetical - POLICY BOOKS
- Numerical
- Chronological - Memoranda
- Geographical
- Other (specify)

9. Volume

34

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

4" BINDERS

10. Annual Accumulation

1/2

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

4" BINDERS

11. File is Used

- Daily
- Weekly
- Monthly

12. File Becomes Inactive After

- 3
- Number
- Month(s)
- Year(s)

13. Current Location(s) (Bldg., Floor, Room)

POLICY BOOKS 1 - MAIN OFFICE, SHELF  
1 - SAFE  
MEMO: MAIN OFFICE - SHELF  
1 - SECRETARY'S DESK, SUPER. OFC

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)
- Yes
- No

15. Access Restrictions

- Yes
- No
- (If Yes, cite Law(s) & Regulation(s))

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

Policy - indefinitely  
Memos - clear as needed  
OVER

19. Name and Title of Preparer

20. Telephone Number

(301)  
932-1713

21. Date

5-7-97

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Attention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE \_\_\_ OF \_\_\_

1. Department/Agency  
*ANIMAL CONTROL SERVICES*

2. Division  
*Animal Control*

3. Unit

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  
*Dog Licenses*

5. Earliest Year/Latest Year  
*1993 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.)

*Individual licenses issued to dogs in Charles County as per STATE Law*

7. Record Series Format(s)  
 Letter Size     Microfilm  
 Legal Size     Computer Tape  
 Bound Book     Floppy Disk  
 Audio Tape     Video Tape  
 Other (specify) *25 each Book*

8. Record Series Sequence  
 Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify)

9. Volume  
*6,000+ each*  
Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) *File Boxes Storage*

10. Annual Accumulation  
*1 1/2 boxes/year*  
Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

11. File is Used  
 Daily     Weekly     Monthly

12. File Becomes Inactive After  
*12*  
Number     Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)  
*Animal Control Storage*

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or office)  
 Yes     No  
*Computer files when updated*

15. Access Restrictions     Yes     No  
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements  
 None     State     Federal     Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  
 Yes     No  
*filed according to Number/year*

18. Recommended Retention  
*RETAIN FOR 5 YEARS, THEN DESTROY.*

19. Name and Title of Preparer  
*[Signature]*

20. Telephone Number  
*301-645-0631*

21. Date  
*MAY 6, 1997*

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE \_\_\_ OF \_\_\_

1. Department/Agency

Animal Control Services

2. Division

Animal Control

3. Unit

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

Cruelty Inv. Reports

5. Earliest Year/Latest Year

1974 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.)

Reports filed by officers on Results of Cruelty Investigations

7. Record Series Format(s)

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

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify)

9. Volume

4  
Number

- File Drawer(s)
  - Microfilm Reel(s)
  - Computer Tape(s)
  - Other (specify)
- 3" Binders

10. Annual Accumulation

1  
Number

- File Drawer(s)
  - Microfilm Reel(s)
  - Computer Tape(s)
  - Other (specify)
- 3" Binders

11. File is Used

- Daily
- Weekly
- Monthly

12. File Becomes Inactive After

- 3 Number
- Month(s)
- Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Animal Control office storage

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)
  - Yes
  - No
- Investigating officer's file

15. Access Restrictions

- Yes
- No
- (If Yes, cite Law(s) & Regulation(s))
- CRIMINAL INV. FILES

16. Audit Requirements

- None
- State
- Federal
- Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes
- No
- by year by month

18. Recommended Retention

RETAIN FOR 5 YEARS, THEN DESTROY

19. Name and Title of Preparer

[Signature]

20. Telephone Number

301-645-0631

21. Date

5/6/97

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. Department/Agency

*Animal Control Services*

2. Division

*Animal Control*

3. Unit

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

*Animal Cruelty Notices*

5. Earliest Year/Latest Year

*1974 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.)

*Investigation/Seizure Notices. Copies of Notices given to citizens in violation of Cruelty Laws.*

7. Record Series Format(s)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (specify) \_\_\_\_\_
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify) \_\_\_\_\_

9. Volume

*4*  
Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) *3" binder*

10. Annual Accumulation

*1*  
Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) *3" binder*

11. File is Used

- Daily
- Weekly
- Monthly

12. File Becomes Inactive After

- 2* Number
- Month(s)
- Year(s)

13. Current Location(s) (Bldg., Floor, Room)

*Animal Control office*

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)
- Yes
- No
- Inv. officers' files*

15. Access Restrictions

- Yes
- No
- (If Yes, cite Law(s) & Regulation(s))
- CRIMINAL INV. files*

16. Audit Requirements

- None
- State
- Federal
- Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes
- No
- by year / numerical*

18. Recommended Retention

*RETAIN FOR 5 years, THEN DESTROY*

19. Name and Title of Preparer

*S. Lusk*

20. Telephone Number

*301-645-0631*

21. Date

*5/6/97*

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Animal Control Services

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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

Citations

5. Earliest Year/Latest Year

1977 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.)

Citations written for violation of animal Regs.

7. Record Series Format(s)

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

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify)

9. Volume

1  
Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) 5" 6. inch

10. Annual Accumulation

1/4  
Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) 5" 6. inch

11. File is Used

- Daily
- Weekly
- Monthly

12. File Becomes Inactive After

- 3 Number
- Month(s)
- Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Animal Control office

14. Is Record Series Duplicated Elsewhere?

- Yes
- No

County Attorney's office / Treasurer's office

15. Access Restrictions

- Yes
- No

(If Yes, cite Law(s) & Regulation(s))

All Co. Atty

16. Audit Requirements

- None
- State
- Federal
- Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes
- No

by month/year

18. Recommended Retention

RETAIN FOR 3 yrs, THEN DESTROY

19. Name and Title of Preparer

*[Signature]*

20. Telephone Number

301/645-0631

21. Date

5/6/97

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Animal Control

3. Unit

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

Animal Control Bureau files

5. Earliest Year/Latest Year

94 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.)

Copies of subpoenas & complaints filed with animal control bureau

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

1  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

10. Annual Accumulation

12  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

11. File is Used

- Daily     Weekly     Monthly

12. File Becomes Inactive After

- 3  
Number     Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Animal Control office

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or office)

- Yes     No  
County Attorney's office

15. Access Restrictions

Yes     No  
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- None     State     Federal     Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes     No  
Month/year

18. Recommended Retention

RETAIN FOR 3 yrs, THEN DESTROY

19. Name and Title of Preparer

E. J. [Signature]

20. Telephone Number

301/645-0631

21. Date

5/6/97

1  
Instructions - Type or Print a separate form for each  
# of revised record series, forward with Record  
Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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3. Unit

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

Employee Vaccination Records

5. Earliest Year/Latest Year

1993 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.)

files tracking Rabies Vaccination Status of all  
CCAC, TCAS & HSUS Employees.

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

Number 1  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)  
2" file

10. Annual Accumulation

Number \_\_\_\_\_  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

11. File is Used

- Daily       Weekly       Monthly  
VARIES

12. File Becomes Inactive After

- Number \_\_\_\_\_  Month(s)       Year(s)  
N/A

13. Current Location(s) (Bldg., Floor, Room)

Animal Control office

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)  
 Yes       No  
County Health Department

15. Access Restrictions       Yes       No  
(If Yes, cite Law(s) & Regulation(s))  
?

16. Audit Requirements

- None       State       Federal       Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes       No  
chronological under  
Rabies/ Shots, Boosters

18. Recommended Retention

OVER  
As long as individual is  
Employed by Chs. Co.

19. Name and Title of Preparer

S. [Signature], Chief

20. Telephone Number

301/645-0631

21. Date

5/6/93

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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3. Unit

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

TRAINING Records

5. Earliest Year/Latest Year

1971 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 ALL TRAINING given to Employees

7. Record Series Format(s)

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

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify)  
By Employee Names

9. Volume

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)  
Employee

10. Annual Accumulation

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

11. File is Used

- Daily
- Weekly
- Monthly

Variates

12. File Becomes Inactive After

- Number
- Month(s)
- Year(s)

NA

13. Current Location(s) (Bldg., Floor, Room)

Animal Control Office

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
- No

by Employee

18. Recommended Retention

RETAIL while  
As long as Employee is active  
plus 3 yrs, (months) then  
DESTROY.

19. Name and Title of Preparer

S. [Signature], Chief

20. Telephone Number

301/645-0631

21. Date

5/6/97

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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1. Department/Agency

Animal Control Services

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3. Unit

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

Animal Bite Reports

5. Earliest Year/Latest Year

85 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.)

Md State Animal Bite Reports Categorizing all bites including Domestic Animals / Humans in c/s Co.

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

1/2  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

10. Annual Accumulation

1/3  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

11. File is Used

- Daily       Weekly       Monthly

Varies

12. File Becomes Inactive After

- 1 Number       Month(s)       Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Animal Control office

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)  
 Yes       No

Environmental Health

15. Access Restrictions

- Yes       No  
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- None       State       Federal       Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes       No

Month/year

18. Recommended Retention

RETAIN FOR 1 year, then destroy.

19. Name and Title of Preparer

E. Miller, Chief

20. Telephone Number

301/645-0631

21. Date

5/6/97

Instructions - Type or Print a separate form for each record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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Animal Control Services

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Animal Control

3. Unit

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

Photo, Video, Audio files

5. Earliest Year/Latest Year

94 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.)

Recorded investigation files

7. Record Series Format(s)

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

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify) \_\_\_\_\_

9. Volume

1 1/2  
Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

10. Annual Accumulation

Varies  
Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

11. File is Used

- Daily
- Weekly
- Monthly

Varies

12. File Becomes Inactive After

5  
Number

Month(s)

Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Animal Control office

14. Is Record Series Duplicated Elsewhere?

(If yes, specify agency or office)  
 Yes  No

15. Access Restrictions

- Yes
- No

(If Yes, cite Law(s) & Regulation(s))

Co. Atty.

16. Audit Requirements

- None
- State
- Federal
- Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes
- No

corresponding to file # of investigation by year

18. Recommended Retention

RETAIN FOR 5 yrs, THEN DESTROY

19. Name and Title of Preparer

E. Sub. Chief

20. Telephone Number

301-645-0631

21. Date

5/7/97