

Agency City of Salisbury		Division/Unit Police Department - Animal Control
ITEM NO.	DESCRIPTION	RETENTION
1.	Animal Bite Reports.	Retain 3 years, then destroy.
2.	Animal Control Officer(s) Daily Reports.	Retain 2 years, then destroy.
3.	Animal Release Certificate	Retain 2 years, then destroy.
4.	Citations	Retain 6 years, then destroy.
5.	Complaints	Retain 3 years, then destroy.
6.	Investigation Reports - Citations. -Reports resulting in citations.	Retain 6 years, then destroy.
7.	Investigation Reports - No Citations. -Reports not resulting in citations.	Retain 3 years, then destroy.
APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>8/02/06</u> SIGNATURE <u><i>Allan J. Webster</i></u> TYPE NAME <u>Allan J. Webster</u> TITLE <u>Chief</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>11/20/06</u> SIGNATURE <u><i>Edward C. Papenfuss Jr</i></u>