

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		**Schedule No. M300 Page 1 of 2
Agency City of Gaithersburg		Division/Unit Animal Control
Item No.	Description	Retention
1	Vaccination Certificates – Active	Retain 5 years from date of vaccination, then destroy
2	Animal Control Board Hearings	Destroy after scanning. Retain scanned images 12 years from date of order then destroy
3	Correspondence - General	Screen every 3 years, destroy material no longer needed for business with this exception: Transfer to State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value
4	Dog Exercise Area (DEA) Forms	Retain 3 years from original issuance, then destroy
5	Municipal Infraction Citations	Destroy after scanning. Retain scanned images 12 years from date of judgment then destroy
Schedule Approved by Department, Agency or Division Representative. Date <u>8-23-11</u> Signature <u></u> Typed Name <u>Greg Ossont</u> Title <u>Director of Planning and Code Administration</u>		Schedule Authorized by State Archivist Date <u>10-17-11</u> Signature <u></u>

DGS 550-1

****This schedule supersedes M-202**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

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Agency
City of Gaithersburg

Division/Unit
Animal Control

Item No.	Description	Retention
6	Pet Shop/Commercial Kennel Licenses	Retain 1 year after expiration, then destroy
7	Monthly Reports	Retain until superseded, then destroy
8	Trap Forms	Retain 3 years from original date of issuance, then destroy