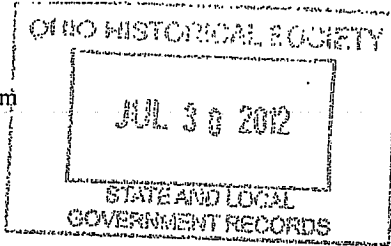




Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497



INSTRUCTIONS—RC-2

RECORDS RETENTION SCHEDULE (RC-2) 8-17-12

See instructions before completing this form.

Section A: Local Government Unit  
 Delaware County

(To complete this form online, use "tab" key to jump from box to box.)

Dog and Kennel

(local government entity)

(unit)

Dawn Houston  
 (signature of responsible official)

Director of Administrative Services 6/27/12  
 (name) (title) (date)

Section B: Records Commission  
 Delaware County

(740) 833-2140

Tommy Thompson  
 Records Commission

(telephone number)

2079 US Rte 23 N/PO Box 8006

Delaware

43015

Delaware

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address:

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Please see above for Records Commission Chair signature

7/25/2012

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

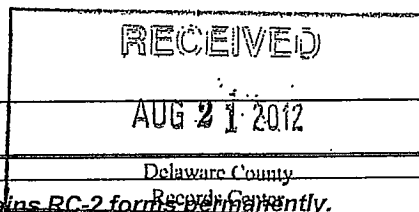
Fred Rentsch  
 Signature

State Archivist  
 Title

8-2-2012  
 Date

Section D: Auditor of State

Martin E. Mah  
 Signature



8-14-12  
 Date

Please Note: The State Archives retains RC-2 forms permanently.  
 It is strongly recommended that the Records Commission retain a permanent copy of this form



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

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**For State Archives - LGRP Use Only**

Date Reviewed: \_\_\_\_\_

Form Scanned: \_\_\_\_\_

**Section E: Records Retention Schedule**

**Delaware County**

**Dog and Kennel**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-01	Animal Disposition Chart: Information posted at facility on a weekly basis or until disposition of all animals has been completed	2 yrs	Paper		<input type="checkbox"/>
12-02	Animal Receipt Book: Financial tracking document of all impound costs and related charges	3 yrs provided audited by the Auditor of State	Paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
12-03	Annual Reports: Document provides overview of financial information and animal disposition records. Each annual report covers a one year period.	1 copy permanent	Paper until scanned and microfilmed		<input checked="" type="checkbox"/>
04	Cruelty Investigations (Original retained at the Municipal Prosecutor's office as a permanent record) Documents any evidence collected regarding violation of Ohio Dog laws. All cases and hand written notes are referred to the Municipal Prosecutor	Paper - Dog Warden retains 1 copy on file for reference in office for a minimum of 2 yrs  Electronic - Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-05	Daily Cash Records: Pay-ins	Until audited by the Auditor of State	Paper		<input type="checkbox"/>
12-06	Drug Enforcement Agency Forms & Certificates: Documentation that gives permission to house and use controlled substances	3 yrs after expiration	Paper		<input type="checkbox"/>
12-07	Drug Usage Log: Documents the amount of drugs used for each individual canine	10 yrs from last recorded entry	Paper		<input type="checkbox"/>
12-08	Publications	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
12-09	Reference Material	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
0	Register of Animal Claims: Documentation of an individuals loss of livestock due to a dog &/or the individual wants reimbursed for the cost of the livestock	Until audited by the Auditor of State	Paper		<input type="checkbox"/>
12-11	Release Records: Documents dogs that have come in as strays as well as dogs that are dropped off by owner. May or may not be completed by the owner of the dog	2 yrs	Paper		<input type="checkbox"/>



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**Section E: Records Retention Schedule**

**Delaware County**

**Dog and Kennel**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
12-12	State Board of Pharmacy Certificates: Documentation that gives permission to house and use controlled substances	3 yrs after expiration	Paper		<input type="checkbox"/>
12-13	Telephone Log: (Complaint Call Book & Employee Log Sheets): Documents incoming calls & traveling on roadway	3 yrs from last logged call	Paper		<input type="checkbox"/>
12-14	Warning Tickets: Documents the agency's response to a complaint or an on site violation	1 yr	Paper		<input type="checkbox"/>
12-15	Dog Warden Weekly Report: Weekly statistics of all dog's seized. Required report per Ohio Revised Code 955.12	Retain info until yearly summary report is completed. All weekly reports & summary report forwarded to the Commissioner's office in January of the following year	Paper		<input type="checkbox"/>
12-16	Monthly Report: Weekly statistics summarized into a monthly report	Original report forwarded to Supervisor. Copy of report maintained at the Shelter for 2 yrs	Paper		<input type="checkbox"/>
12-17	Yearly Report: Monthly statistics summarized into a yearly report. Report includes original Weekly Report sheets	Original report forwarded to Supervisor & County Commissioner's Copy of only summary report (not Weekly sheets) maintained at the Shelter for 2 yrs	Paper		<input type="checkbox"/>
					<input type="checkbox"/>