



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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APR 16 2021

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Delaware County

Dog and Kennel

(Local Government Entity)

(Unit)

Dawn Huston

Deputy Administrator

4/8/21

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Delaware County

(740) 833-2140

(Telephone Number)

2079 US Rte. 23 North

Delaware

43015

Delaware

(Address)

(City)

(Zip Code)

(County)

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

cshaw@co.delaware.oh.us

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.

JM Benton

4/14/2021

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Local Government Records Archivist

5/4/2021

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

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

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
21-01	Animal Disposition Monthly Tracker: Information on the dogs that enter and leave the kennel. Dog given a number upon entrance to facility. Posted at the facility on a monthly basis.	Permanent	Paper is permanent copy Electronic is convenience copy		<input type="checkbox"/>
21-02	Annual Budget: Budget Preparation Paperwork	3 years	Paper/ Electronic		<input type="checkbox"/>
21-03	Call Log: Running log of calls	5 years for paper logs Indefinite for calls (logs) that pertain to a case and are logged electronically in Shelter Manager	Paper/ Electronic		<input type="checkbox"/>
21-04	Case Files: Documents any evidence collected regarding violation of Ohio Dog laws. May contain warning ticket(s), charge(s), description of the dog, history of the dog, hand written notes, witness statements, pictures, documentation of a claim due to a dog bite, vicious and dangerous dog information, damages to animals/livestock, investigation reports and other records related to losses from dog attack(s). File may contain surrender forms, adoption records, reclaim records, vaccination records, veterinary records, payment/fiscal records, lost dog records, cruelty/neglect records and quarantine records	One copy of file for reference in office for 5 years	Paper/ Electronic Electronic copy is scheduled to purge 5 years from the date dog comes in contact with the department. After purge only info maintained in Shelter Manager is name of owner, address, phone number, warning(s) and charge(s) No RC3 needed for electronic copy		<input type="checkbox"/>
21-05	Contracts	See County's General Schedule	Paper/ Electronic		<input type="checkbox"/>

21-06	Dog License Application: Original and/or copy on record held at the County Auditor's Office. Registration of canines within County.	Until transferred to County Auditor	Paper/ Electronic		<input type="checkbox"/>
21-07	Drug Enforcement Agency (DEA): Controlled substance permit. Document required to order euthanasia solution.	Renewal is every 3 years	Paper/ Electronic		<input type="checkbox"/>
21-08	Drug Records: Also called Drug Inventory and Usage Logs. Logs, forms and documents used to identify and track all controlled substance dispensed as a euthanasia solution.	5 years, per OAC 4729-9-14	Paper/ Electronic		<input type="checkbox"/>
21-09	Financial Records: Receipt books, pay-in forms, credit card payments, EFT, copies of purchase orders, requisitions, invoices, billing records, receipt documents, travel expense records and pager records	5 years and audited by the Auditor of State and audit report released	Paper/ Electronic		<input type="checkbox"/>
21-10	Pen Card: Documentation of animal based on information obtained during intake	Until no longer of administrative value	Paper		<input type="checkbox"/>

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection and the Ohio Electronic Records Committee recommend that digital imaged records of permanent or greater than 10 year retention periods be maintained in an eye readable format in addition to digital formats.

All audits and audit discrepancies regarding the record titles listed below must be settled before the records may be disposed of.

Records not listed on this Dog and Kennel retention schedule are to be retained in accordance with the Delaware County General Schedule.

The retention periods specified are either required by statute or have been determined by acceptable and best practice. Where a lawsuit or agency proceeding is pending, a legal hold on the records is required. Records that may have a bearing on the proceeding should be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using an electronic mailing system. E-mail is not a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this or the Delaware County General Schedule.