

OCT 19 2016



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

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: Local Government Unit
ATHENS COUNTY COMMISSIONERS

DOG SHELTER

(local government entity)

LENNY ELIASON,

(unit)
PRESIDENT

9/20/12

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

ATHENS COUNTY

Records Commission

740-593-5342

(telephone number)

15 SOUTH COURT STREET

ATHENS

45701

ATHENS

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: tgoeglein@athensoh.org

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.

Lenny Eliason
Records Commission Chair Signature

10/13/16

Date

Section C: Ohio History Connection - State Archives

Fred Trevis
Signature

State Auditor
Title

10/26/2016
Date

Section D: Auditor of State

Martin E. Moore
Signature

Records Manager
Title

11-10-16
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

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule
Athens County Dog Shelter
 (local government entity) (unit)

-1 Schedule Number	-2 Record Title	Description	-3 Retention Period	-4 Media Type	-5 For use by Auditor of State or OHS- LGRP	-6 RC-3 Required by OHS-LGRP
DK001	ADOPTION RECORDS / PAY IN REPORTS	Records of all animals adopted or considered for adoption including veterinary checks	Three years provided audited	Paper / Electronic		<input type="checkbox"/>
DK002	ANIMAL BITES / QUARANTINE RECORDS	(Copy with Health Department) / Records of animals quarantined after biting someone	Two years	Paper / Electronic		<input type="checkbox"/>
DK003	ANIMAL CLAIM RECORDS	Documents including agreement to pay forms, all livestock claim forms, photos, investigation reports, vicious and dangerous dogs, dog bites and other records related to losses from dog attacks. ORC 955.28	Three years	Paper / Electronic		<input type="checkbox"/>
DK004	ANIMAL CRUELTY/NEGLECT	Includes all investigative records/reports pertaining to the cruelty/neglect of animals	Three years	Paper / Electronic		<input type="checkbox"/>
DK005	CITATIONS	Includes citation forms that document and identify individuals issued citations for Chapter 955 ORC violations.	Three years	Paper / Electronic		<input type="checkbox"/>
DK006	COMPLAINTS	Records documenting citizens complaints about operations, policy, animals, and other issues.	Two years	Paper / Electronic		<input type="checkbox"/>
DK007	DANGEROUS/AGGRESSIVE DOG RECORDS	Relating to nuisance, dangerous, and vicious dogs and their owners. Includes designation forms, liability insurance information, dog tag requirement forms, registration information, correspondence, transfer of ownership forms, photos, etc.	Three years provided no legal actions pending	Paper / Electronic		<input type="checkbox"/>
DK008	DESTRUCTION RECORDS	Records of animals euthanized by the county	Three years	Paper / Electronic		<input type="checkbox"/>
DK009	EMPLOYEE ACTIVITY LOGS	Daily logs	Three years	Paper / Electronic		<input type="checkbox"/>
DK010	INTAKE RECORDS	Identifies all animals impounded. Includes surrender forms, law enforcement pickup forms and other relevant documents. May include cage cards, impound sheets, three-day notice records, all medical records including rabies shot, tag records.	Three years	Paper / Electronic		<input type="checkbox"/>
DK011	LOST ANIMAL RECORDS	Documents animals reported as lost and/or found.	Until no longer of administrative value	Paper / Electronic		<input type="checkbox"/>
DK012	PERMISSION TO SEARCH FORMS	Forms completed by individuals granting enforcement officers permission to search premises, vehicles, property, etc.	Three years	Paper / Electronic		<input type="checkbox"/>
DK013	REDEMPTION FORMS	Includes copies of owner identification documents and other documents relating to the redemption of dogs by their owner.	Three years	Paper / Electronic		<input type="checkbox"/>
DK014	SPAY/NEUTER PROGRAM	Vouchers given for use at local veterinarians	One year	Paper / Electronic		<input type="checkbox"/>

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Section E: Records Retention Schedule
Athens County Dog Shelter
 (local government entity) (unit)

-1 Schedule Number	-2 Record Title	Description	-3 Retention Period	-4 Media Type	-5 For use by Auditor of State or OHS- LGRP	-6 RC-3 Required by OHS-LGRP
DK015	TRAP AGREEMENTS	Identifies and documents animal traps set and individuals accepting responsibility for traps	Three years	Paper / Electronic		<input type="checkbox"/>
DK016	VISITOR'S LOG OR SIGN-IN SHEET		One year	Paper / Electronic		<input type="checkbox"/>
DK017	VOLUNTEER PROGRAM RECORDS	Files including volunteer applications, agreements, waivers, observation notes and related documents	Three years	Paper / Electronic		<input type="checkbox"/>
DK018	WEEKLY REPORTS	Reports submitted to County Board of Commissioners as required by ORC 955.12	Three years	Paper / Electronic		<input type="checkbox"/>
****	Until no longer administratively necessary		RC-3 not required			
****	Destroy when no longer of administrative value		RC-3 not required			
****	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 ORC.					
*****	Schedule of Records Retention and Disposition: Records listed on the RC-2 forms may be disposed without submitting a Certificate of Records Disposal (RC-3) to the State Archives <u>unless</u> the record has an X after it, indicating that an RC-3 form should be submitted for that particular record series. If you wish to dispose of a record that is more than 50 years, contact the State Archives, even if the retention schedule does not require a Certificate of Records Disposal.					
*****	You still have to document internally the disposal of records, even for those series that are not required by the State Archives to be listed on Certificate of Records Disposal (RC-# form). Maintaining documentation on the destruction of records will assist in complying with public records request by showing that records have been legally disposed.					
** For records not listed Dog Shelter will follow the approved Athens County Commissioners RC-2						