

SUMMARY OF CHANGES

All records series have been updated, consolidated, and streamline. All series now have descriptions and many series have been completely revised for added clarity. Changes include:

- ✓ 12 DANs discontinued due to consolidation and/or because the records are covered in the *Local Government Common Records Retention Schedule (CORE)*;
- ✓ 8 new DANs added to provide disposition authority for animal control records previously unaccounted for in retention schedules;
- ✓ Animal license application and license records consolidated into three DANs which provide disposition authority for expiring and lifetime pet licenses, as well as withdrawn or abandoned license applications;
- ✓ 4 records series for records that document the custody and care of animals in agency-owned and contracted shelter facilities have been consolidated under one DAN, AN2013-013, with a single retention period;
- ✓ 5 records series for records relating to the management of drugs and controlled substances have been consolidated under one DAN, AN50-10B-18, with a single retention period.

NEW RECORDS SERIES					
Function	Title and Description	New DAN	Minimum Retention and Disposition	Designations	Rationale
Animal Licensing and Permitting	<i>Animal License and Permit Applications – Withdrawn/Abandoned</i>	AN2013-018 p. 4	Retain until no longer needed for agency business then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for withdrawn or abandoned animal license applications.
Animal Licensing and Permitting	<i>Animal Licenses and Permits – Lifetime</i>	AN2013-011 p. 5	Retain for 6 years after anticipated lifetime of animal being licensed or until verification that animal is deceased, whichever is sooner then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for animal licenses that do not expire and are valid for the lifetime of the animal. Essential records designation added.
Animal Custody and Care	<i>Adoption/Foster Home Applications – Unsuccessful</i>	AN2013-012 p. 6	Retain until no longer needed for agency business then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for adoption applications that are received by the agency but are never approved. Approved adoption applications should be retained as part of the Animal Record covered by AN2013-013 (Version 2.0 p.6).
Animal Custody and Care	<i>Animal Record</i>	AN2013-013 p. 6	Retain for 6 years after animal's discharge from agency custody then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for the primary record maintained by shelters for each animal taken into the shelter's custody. Essential designation added.
Animal Custody and Care	<i>Microchip Records</i>	AN2013-014 p. 7	Retain for anticipated lifetime of animal being microchipped then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for records documenting microchipping of animals by the agency.

NEW RECORDS SERIES					
Function	Title and Description	New DAN	Minimum Retention and Disposition	Designations	Rationale
Animal Custody and Care	<i>Missing/Found Pets</i>	AN2013-015 p. 7	Retain until no longer needed for agency business then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for logs and other records documents reports received by the agency of missing or lost animals.
Human Resource Management	<i>Controlled Substance Authorized Personnel Lists</i>	AN2013-016 p. 8	Retain for 2 years after superseded then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for lists of personnel authorized to handle legend drugs, as required under WAC 246-886-080. These records are required to be retained for 2 years under WAC 246-886-080(11).
Human Resource Management	<i>Controlled Substance Employee Registration</i>	AN2013-017 p. 8	Retain for 2 years after termination of employee registration or 2 years after termination of employment of the registrant, whichever is sooner then destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Provides disposition authority for records documenting registration with the DEA of agency employees who work with controlled substances, as required by 21 CFR Section 1301. These records are required to be retained for 2 years under WAC 246-886-080(11).

REVISED RECORDS SERIES					
The records series listed below have been revised; changes and rationale are provided.					
DAN	Version 1.0 Title	Version 1.0 Retention	Version 2.0 Title (if different)	Version 2.0 Retention (if different)	Version 2.0 Change and/or Rationale
AN50-10B-14 Ver. 1 p. 6 Ver. 2. P. 4	<i>Pet Licenses</i>	Retain for 6 years after expiration of license/permit then destroy.	<i>Animal Licenses and Permits – Expiring</i>	Retain for 6 years after expiration of license then destroy.	The reference group reported that there are two types of animal licenses – those that expire and those which are valid for the lifetime of the pet. This DAN was modified to provide disposition authority for expiring licenses and the retention period remained the same. New DANs have been added to the schedule to provide disposition authority for lifetime animal licenses and license applications which are withdrawn, abandoned, or for which a license is never issued. Essential records designation added.

REVISED RECORDS SERIES					
The records series listed below have been revised; changes and rationale are provided.					
DAN	Version 1.0 Title	Version 1.0 Retention	Version 2.0 Title (if different)	Version 2.0 Retention (if different)	Version 2.0 Change and/or Rationale
AN50-10B-11 Ver. 1 p. 4 Ver. 2 p. 5	<i>Kennel Licenses</i>	Retain for 6 years after expiration of license then destroy.	<i>Animal Facility Licenses and Inspections</i>	Retain for 6 years after expiration of license then destroy.	Revised series title and added description to clarify that this DAN is intended for records documenting the licensing of non-agency kennel facilities. Retention period remained the same. Essential records designation added.

REVISED RECORDS SERIES					
The records series listed below have been revised; changes and rationale are provided.					
DAN	Version 1.0 Title	Version 1.0 Retention	Version 2.0 Title (if different)	Version 2.0 Retention (if different)	Version 2.0 Change and/or Rationale
AN50-10B-18 Ver. 1 p. 4 Ver. 2 p. 7	<i>Controlled Substance Inventory</i>	Retain for 2 years after anniversary of issuance then destroy.	<i>Drug Management</i>	Retain for 2 years after end of calendar year then destroy.	This DAN has been broadened, and a series description added, to include <u>all</u> records required to be generated relating to the management of controlled substances. These include acquisition/requisition, transfer, inventory, reconciliation, use, and disposition of controlled substances under the control of the agency. Federal CFRs and WAC 246-886- 080 and 246-887-200 prescribe specific recordkeeping requirements and retention minimums of 2 years for these records.

DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

Version 1.0 records series listed on the left have been discontinued. Current approved DANs that cover the records are on the right.

Discontinued DAN Ver. 1.0	Version 1.0 Title	Version 1.0 Retention	Activity	Version 2.0 DAN	Version 2.0 Title	Version 2.0 Retention and Disposition	Rationale
AN50-10B-01 Ver. 1 p. 4	<i>Bite Reports</i>	Retain for 3 years after matter resolved then destroy.	<i>CORE</i> Legal Affairs	GS2012-026 Rev. 0	<i>Code Enforcement</i>	Retain for 6 years after matter resolved <i>then</i> destroy.	The bite reports series in the Animal Services schedule pre-dates the Code Enforcement series in CORE. Research with the reference group revealed that bite reports are a code enforcement issue, as well as many other types of animal control investigation files (such as dangerous animal investigations, welfare investigations, etc.). Therefore, the newer Code Enforcement series in CORE provided sufficient disposition authority to cover these types of investigation records and the Bite Reports DAN was removed from the schedule.

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AN50-10B-02 Ver. 1 p. 4	Booking Cards	Retain for 1 year after release, placement or disposal then destroy.	Animal Custody and Care	AN2013-013 Ver. 2 p. 6	Animal Record	Retain for 6 years after animal's discharge from agency custody then destroy.	Consolidation. All records documenting the custody of an animal and its care in an agency-owned or contracted shelter, including booking cards, have been consolidated under one DAN, GS50-10B-02. The retention period is driven by statute of limitations for actions upon a contract or agreement.

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AN50-10B-20 Ver. 1 p. 4	<i>Controlled Substance Order Forms</i>	Retain for 2 years after receipt of order then destroy.	Animal Custody and Care	AN50-10B-18 Ver. 2 p. 7	<i>Drug Management</i>	Retain for 2 years after end of calendar year then destroy.	Consolidation. All records relating to the acquisition/requisition, transfer, inventory, reconciliation, use and/or disposition of controlled substances have been consolidated under one DAN. Retention minimum remained the same, though the cutoff changed to accommodate the broadened series. Federal CFRs and WAC 246-886-080 and 246-887-200 prescribe specific recordkeeping requirements and retention minimums of 2 years for these records.

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AN50-10B-04 Ver. 1 p. 4	Disposal Notice	Retain for 2 years after date of disposal then destroy.	Animal Custody and Care	AN50-10B-18 Ver. 2 p. 7	Drug Management	Retain for 2 years after end of calendar year then destroy.	Consolidation. All records relating to the acquisition/requisition, transfer, inventory, reconciliation, use and/or disposition of controlled substances have been consolidated under one DAN. Retention minimum remained the same, though the cutoff changed to accommodate the broadened series. Federal CFRs and WAC 246-886-080 and 246-887-200 prescribe specific recordkeeping requirements and retention minimums of 2 years for these records.

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AN50-10B-22 Ver. 1 p. 5	<i>Legend Drug Inventory</i>	Retain for 2 years after inventory/reconciliation completed then destroy.	Animal Custody and Care	AN50-10B-18 Ver. 2 p. 7	<i>Drug Management</i>	Retain for 2 years after end of calendar year then destroy.	Consolidation. All records relating to the acquisition/requisition, transfer, inventory, reconciliation, use and/or disposition of controlled substances have been consolidated under one DAN. Retention minimum remained the same, though the cutoff changed to accommodate the broadened series. Federal CFRs and WAC 246-886-080 and 246-887-200 prescribe specific recordkeeping requirements and retention minimums of 2 years for these records.

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AN50-10B-19 Ver. 1 p. 5	<i>Legend Drug Log Book</i>	Retain for 6 years after last log entry then destroy.	Animal Custody and Care	AN50-10B-18 Ver. 2 p. 7	<i>Drug Management</i>	Retain for 2 years after end of calendar year then destroy.	Consolidation. All records relating to the acquisition/requisition, transfer, inventory, reconciliation, use and/or disposition of controlled substances have been consolidated under one DAN. No justification for the previous 6 years retention minimum has been found. Federal CFRs and WAC 246-886-080 and 246-887-200 prescribe specific recordkeeping requirements and retention minimums of 2 years for these records.
AN50-10B-12 Ver. 1 p. 5	<i>License Applications</i>	Retain for 3 years after expiration of license/permit then destroy.	Animal Licensing and Permitting	AN2013-018 Ver. 2 p. 4	<i>Animal License and Permit Applications – Withdrawn/ Abandoned</i>	Retain until no longer needed for agency business then destroy.	Consolidation. License applications are now covered under the same DANs as the licenses

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				AN50-10B-14 Ver. 2 p. 4	<i>Animal Licenses - Expiring</i>	Retain for 6 years after expiration of license then destroy.	issued, as well as any other related documentation. Separate DANs have been created for expiring and lifetime licenses, as well as for applications which are withdrawn, abandoned, or for which a license is never issued. 6 year retention period for these records in Version 2.0 is consistent with other local government retention requirements for licenses and permits.
				AN2013-011 Ver. 2 p. 5	<i>Animal Licenses – Lifetime</i>	Retain for 6 years after anticipated lifetime of animal being licensed or until verification that animal is deceased, whichever is sooner then destroy.	

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AN50-10B-03 Ver. 1 p. 5	Officer Daily Report	Retain for 2 years after date of report then destroy.	N/A	N/A	N/A	N/A	Reference group participants have reported that they do not create these records. In any instances where officers do take notes of significance to a case or investigation, those notes are entered into the associated case file. Similarly, all case reports are captured within the investigation case files.
AN50-10B-13 Ver. 1 p. 5	Patrol and Pickup Requests or Cal Books	Retain for 2 years after date of request or last entry then destroy.	CORE Community Relations	GS50-01-09 CORE 3.0 p. 14	Citizen Complaints/Requests	Retain for 3 years after matter closed then destroy.	Any complaints received by animal control agencies are sufficiently covered by CORE. Complaints specifically relating to code enforcement issues are covered by GS2012-026 and all other complaints or requests are covered by GS50-01-09.
			CORE Agency Management	GS2012-026 CORE 3.0 p. 29	Code Enforcement	Retain for 6 years after matter resolved then destroy.	

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AN50-10B-15 Ver. 1 p. 6	<i>Pet Owner Index</i>	Retain until obsolete or superseded then destroy.	N/A	N/A	N/A	N/A	Reference group participants report that this is not a record they create. All pet owner information is entered into electronic animal record database, but is not created as a separate record.
AN50-10B-05 Ver. 1 p. 6	<i>Placement Notice</i>	Retain for 2 years after end of calendar year then destroy.	Animal Custody and Care	AN2013-013 Ver. 2 p. 6	<i>Animal Record</i>	Retain for 6 years after end of fiscal year then destroy.	Consolidation. Placement notices for animals in agency-owned or contracted shelters are now covered under AN2013-013 along with all other documentation relating to the custody and care of the animal.

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AN50-10B-23 Ver. 1 p. 6	<i>Preventative Health Record</i>	Retain for 6 years after completion of procedure then destroy.	Animal Custody and Care	AN2013-013 Ver. 2 p. 6	<i>Animal Record</i>	Retain for 6 years after end of fiscal year then destroy.	Consolidation. Placement notices for animals in agency-owned or contracted shelters are now covered under AN2013-013 along with all other documentation relating to the custody and care of the animal.