

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.6  
(ID # 20246)

MEETING DATE:  
Tuesday, November 01, 2022

**FROM :** ASSESSOR-COUNTY-CLERK-RECORDER:

**SUBJECT:** ASSESSOR-COUNTY CLERK-RECORDER/RMAP: Approval of Revised Departmental Records Retention Schedule, All Districts. [\$0] (4/5th Vote Required)

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the attached revised Departmental Records Retention Schedule for the Department of Animal Services.

**ACTION:**4/5 Vote Required

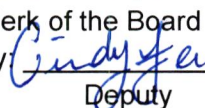
  
Douglas Cady, Assistant Assessor County Clerk Recorder 10/17/2022

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Hewitt, and Perez  
Nays: None  
Absent: None  
Date: November 1, 2022  
xc: ACR

Kecia R. Harper  
Clerk of the Board  
By   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 2022/2023</b>	

**C.E.O. RECOMMENDATION:** Approve.

**BACKGROUND:**

**Summary**

In accordance with the provisions of Board Policy A-43, the Records Management and Archives Program (RMAP) worked with appropriate departments to review the Records Retention Schedules attached. Approval will authorize the disposal of certain records following mandatory retention requirements, thereby enabling the County to reduce the cost of storage for obsolete materials while ensuring that administrative, fiscal, legal, and other recordkeeping responsibilities are met. Prior agenda references are noted on the appropriate cover page. Per Government Code Section 26202, this item requires a 4/5 vote.

**Impact on Residents and Businesses**

The citizens of Riverside County benefit from the efficiencies gained through the application of generally accepted recordkeeping principles.

**ATTACHMENTS:**

1. **DRRS Department of Animal Services**  
Supersedes DRRS adopted September 28, 2021, as Agenda Item # 3.4

*Kristine Bell-Valdez*  


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 Kristine Bell-Valdez, Supervising Deputy County Counsel 10/19/2022



## COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: Animal Services

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

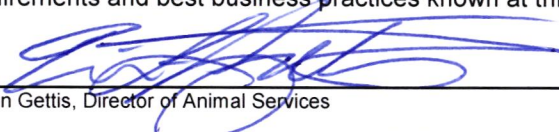
Schedule #:

Section: All

**DRRS\_DAS\_2022\_Rev05**

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule conforms to the legal and regulatory requirements and best business practices known at this time.

Department Head:

  
Erin Gettis, Director of Animal Services

Date:

9/13/22

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
<b>ADMINISTRATION (ADM)</b>						
DAS_ ADM100	California Regulations Manual	Manual used to enforce policies and regulations set forth by the State. The manual should be updated as necessary to remain current.	Animal Services	P	Best Practice	Dept.
<b>FIELD SERVICES (FDS)</b>						
DAS_ FDS100	Animal Permit and License Records	Records related to the permit and license of animals exempted from the standard procedures including those issued to rescue, kennel or wildlife exhibit operators, and other persons pursuant to County ordinance or order. Series includes rescue, kennel and cattery applications, license and permits. Series also includes service dog license and documentation required to issue dog tag as well as pot belly pig and crowing rooster licenses.	Animal Services	Expiration or revocation + 3; Denied + 2	GC 26202; Best Practice	Shred / Delete
DAS_ FDS150	Citations	Citations issued to public for failure to license, noisy animal complaint, leash law violations, failure to vaccinate, microchip or any other violation that falls under Riverside County Ordinance No. 630.	Animal Services	Resolution + 10	CCP 343; Best Practice	Shred / Delete
DAS_ FDS200	Complaints and Case Files	Records documenting complaints received from the public or other agency regarding animal control issues, including possible violations of animal control regulations.	Animal Services	CY + 4	CCP 343; Best Practice	Dept.
DAS_ FDS250	Dispatch Logs	Logs sent from contracted after hours answering service.	Animal Services	CY + 3	GC 26202; CCP 340(c); Best Practice	Shred / Delete

FORM APPROVED COUNTY COUNSEL

BY: MCT 19 OCT 22  
MICHAEL C. THOMAS DATE

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
DAS_ FDS300	Field Euthanasia Log	Log animal control officers use to document animals they euthanize in the field.	Animal Services	CY + 3	HSC 11191	Shred / Delete
DAS_ FDS350	Field Investigation Reports	Records used to investigate reported neglect or abuse of an animal. Series includes animal investigation documents such as pictures, tapes, CDs, and correspondence.	Animal Services	Incident + 5	GC 26202; Best Practice	Shred / Delete
DAS_ FDS400	Official Notice of Violation	Violation notice issued to a member of the public failure to quarantine an animal.	Animal Services	Resolution + 10	CCP 343; Best Practice	Shred / Delete
DAS_ FDS450	Pepper Spray Discharge	Record of incident and complete information supporting the reasons for a discharge of pepper spray in the field.	Animal Services	CY + 2	GC 26202	Shred / Delete
DAS_ FDS500	Restraint Orders	Records used to identify history of an animal that poses a safety threat to the public or other animals. Series includes animal investigation documents including pictures, tapes, CDs and correspondence.	Animal Services	Restraining Order expired + 5	GC 26202; Best Practice	Shred / Delete
DAS_ FDS550	Trip Sheet	Record used to track call activity, pick ups and time reporting for services performed in the field.	Animal Services	FY + 7	GC 26202; Best Practice	Shred / Delete
<b>SHELTER SERVICES (SHS)</b>						
DAS_ SHS100	Alarm Records	Records indicating when alarm has been set off and law enforcement responds. Series includes the log form and invoices for call services.	Animal Services	FY + 7	GC 26202; Best Practice	Shred / Delete
DAS_ SHS150	Animal Inventory	Record of each animal received at an animal shelter, including data relating to its admission and condition, its reclamation, adoption, sale or destruction. Used to track individual animals on a daily basis.	Animal Services	CY + 3	FAC 32003(e); CCP 340(c); Best Practice	Shred / Delete
DAS_ SHS200	Animal License Records	Records generated or used by various agencies for the purposes of licensing an animal. Series includes animal license number, copy of rabies certificate, if applicable, person and veterinarian information including address and phone numbers.	Animal Services	CL + 3	17 CCR 2606.4(a); FAC 32003(e); Veterinary Medical Board (VMB) Policy 95/96-4; Riverside County Ordinance <b>630.19</b>	Shred / Delete
DAS_ SHS250	Animal Treatment Records	Records documenting veterinary treatment of animals in the custody of Animal Control. Series include animal patient chart, daily evaluation report, microchip implant procedure, surgical patient list including spay/neuter log, and any treatment provided including Telazol.	Animal Services	Discharge + 3	FAC 32003(e)	Shred / Delete
DAS_ SHS300	Call Activity Report	Form used in case of an emergency or computer failure to log and dispatch calls.	Animal Services	CY + 3	GC 26202; Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
DAS_ SHS350	Communicable Disease Reports - Adult Victim	Copies of reports of actual or suspected rabies, anthrax, brucellosis or other reportable communicable diseases of animals or human submitted by veterinarians or other personnel employed by an animal shelter to a local health authority.	Animal Services	Release from Quarantine + 3	FAC 32003(e); Best Practice	Shred / Delete
DAS_ SHS400	Communicable Disease Reports - Minor Victim	Copies of reports of actual or suspected rabies, anthrax, brucellosis or other reportable communicable diseases of animals or human submitted by veterinarians or other personnel employed by an animal shelter to a local health authority.	Animal Services	Age 18 + 1 or CL + 7, whichever is later	FAC 32003(e); GC 26202; Best Practice	Shred / Delete
DAS_ SHS450	Controlled Substance Log	Log used to track controlled substance used by clinic.	Animal Services	CY + 3	HSC 11191; 21 CFR 1304.04(a)	Shred / Delete
DAS_ SHS500	Medical Waste Tracking	Document used to track medical waste and syringe needles.	Animal Services	CY + 3	HSC 118040	Shred / Delete
DAS_ SHS550	Pet Adoption Application	Application used to screen potential pet adoptees. Adoption form including name, address, phone and adopting history.	Animal Services	CY + 3	GC 26202; Best Practice	Shred / Delete
DAS_ SHS600	Training	Training handouts and materials for educating the public on safe animal handling practices and annotations. Documentation of Training.	Animal Services	CY + 7	GC 26202; Best Practice	Shred / Delete