



APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I—Office or Department

BERKELEY COUNTY

Local Government Subdivision

ANIMAL CONTROL

Office or Department

8

Record Group Number

I certify that I am authorized to act for this office or department in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this office or department after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: 13312 - 13317

3/22/02
Date

Sherry Villaponte
Signature of Approving Authority

Record Manager
Title

PART II—Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

3-22-02
Date

[Signature]
Signature of Approving Authority

Supervisor
Title

PART III—Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

3-27-02
Date

Ray A. Foyon
Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

ANIMAL CONTROL

13312 DAILY ACTIVITY REPORT

Description:

Record of animal control calls handled during the day. Information includes beginning and ending odometer readings; type of activities performed; name and date; date received; by whom; program, activity; time; units, travel, activity; and odometer.

Retention:

3 years, then destroy.

13313 ANIMAL INTAKE (IMPOUNDMENT) FORM

Description:

Forms completed by animal control staff at the time an animal is impounded to document the release of the animal from the owner to Animal Control. Information includes number, animal control agency, type of animal, kennel number, availability, where found, description of animal, owner release form, animal health information, animal temperament, animal disposition, received by, logged by, filed, and disposed.

Retention:

3 years, then destroy.

13314 ANIMAL INCIDENT/RABIES INVESTIGATION REPORT

Description:

Forms used to document complaints received and actions taken by the Animal Control Office. Information includes County, district, request/file number, call



received by, date, time of call, person reporting incident, phone number, investigating sanitarian(s); victim information, animal information, and action taken.

Retention:

5 years, then destroy.

13315 REDEMPTION REQUEST

Description:

Forms used to document impounded animals that are reclaimed and shows all fees paid. Information includes date, name of owner, address, home phone, work phone, animal type, sex, size, age, color, rabies tag number, veterinarian name, redemption fees and costs, signature of pet owner, date, for office use only: date animal was picked up, condition, shelter card number, shelter cage number, released by officer, pending warning citation, date, issued warning citation, date and officer.

Retention:

5 years, then destroy.

13316 ANIMAL BITE REPORT

Description:

Record of animal bites reported to animal control. Information includes date, taken, time officer, victim, date of bite, age weight, home phone, work phone, parent or guardian, attending family physician, description of circumstances, provoked or unprovoked, animal type, pet, stray, breed, color, sex, size, vet, tag number, owner, address, home phone, location of animal at time of bite, condition of animal at time of bite, action taken, animal quarantined, date, location and conditions of quarantine, contact person at health department, date, officer and date.

Retention:

5 years, then destroy.

Schedule Approved 3-27-02



13317 ADOPTION CERTIFICATES

Description:

Records documenting the adoption of animals from the Berkeley County Animal Control Office. Information includes date, name of person adopting animal, address, home phone, work phone, type of animal, description, sex, size, age, condition, signature, date, veterinarian name, tag number, date, shelter card number and shelter cage number.

Retention:

5 years, then destroy.

Schedule Approved 3-27-02



South Carolina Department of Archives & History
Division of Archives and Records Management

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BERKELEY COUNTY

Local Government Subdivision

ANIMAL CONTROL

Office or Department

8

Record Group Number

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Records series included in this approval are numbered: **14171 - 14172**

8/12/15
Date

Sherry J. Villanueva
Signature of Approving Authority

Records Manager
Title

PART II — Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

8/9/05
Date

[Signature]
Signature of Approving Authority

County Supervisor
Title

PART III — Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

8/18/05
Date

[Signature]
Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

ANIMAL CONTROL

14171 DAILY ANIMAL LOG

NOT used

Description:

Logs completed by Animal Control Officers listing the animals that are picked up each day. Information includes date, description of animal and the location where animal was picked up.

Retention:

3 years, then destroy.

14172 SPAY/NEUTER VERIFICATION CERTIFICATE

NOT used

Description:

Defunct record series (1998-2001) consisting of certificates to verify an animals spay/neuter status before the animal is adopted. Information includes name and address of person adopting the animal and a description of the animal.

Retention:

Destroy.

Schedule Approved 8/18/05



South Carolina Department of Archives & History Division of Archives and Records Management

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BERKELEY COUNTY

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ANIMAL CONTROL

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8

Record Group Number

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Records series included in this approval are numbered:

16446 - 16449

11/12/13

Date

Michelle Cook

Signature of Approving Authority

Records Retention Specialist

Title

PART II — Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

11/14/13

Date

[Signature]

Signature of Approving Authority

County Supervisor

Title

PART III — Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

11-21-13

Date

[Signature]

Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

ANIMAL CONTROL

16446 ANIMAL COMPLAINT CASE FILES

Description:

Record of complaints filed with animal control office. Information includes complaint form, copies of daily activity report, on call report, subpoena, animal intake, photos, citation and court order.

Retention:

5 years, then destroy.

16447 ANIMAL CONTROL RECORD

Description:

Records documenting calls received, animals impounded, complaints received and action taken by the animal control officers each day. Information includes daily activity reports, animal intake/impoundment forms, animal incident /rabies investigation reports, on call logs and copies of citations.

Retention:

5 years, then destroy.

16448 CITATION BOOKS

Description:

Documents the citations issued by animal control officers for violations of county ordinances regarding animal control/welfare. Information includes officer's name, ticket number, violator's name and county ordinance.

Retention:

5 years, then destroy.

SCHEDULE APPROVED 11/21/13



16449 TRAP REQUESTS

Description:

Record of citizen's requests for county owned live animal traps to be placed on private property for the purpose of removing animals. Information includes name of citizen making request, address/trap location, and signatures of requester and animal control officer.

Retention:

Until no longer needed for administrative purposes, then destroy.

SCHEDULE APPROVED 11/21/13