

Schedule of Records Retention and Disposition

Clermont County Animal Shelter/Dog Warden

(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
9989-01	Adoption Applications	Permanent (Shelterluv database)	Electronic		<input type="checkbox"/>
9989-02	Case Files – Shelterluv Database: Information collected on animals coming into contact with the shelter or Dog Warden. May include intake forms, surrender forms, veterinary records, vaccination records, warden reports, documentation of dog bites, record of vicious/dangerous designation, quarantine records, transfer records, adoption or redemption information, records of euthanasia, and cruelty/neglect documentation	Permanent (Shelterluv database)	Electronic		<input type="checkbox"/>
9989-03	Citations – Includes citation forms documenting individuals issued citations for Chapter 955 ORC violations.	3 years	Paper/Electronic		<input type="checkbox"/>
9989-04	Claims – Includes claims regarding dog bites, livestock claims, claims of damages to animals, and investigative reports relating to animal claims.	3 years	Paper/Electronic		<input type="checkbox"/>
9989-05	Dangerous/Vicious Designation – Records designating a dog as a nuisance, dangerous, or vicious. The designation results in a court order.	15 years	Paper/Electronic		<input type="checkbox"/>
9989-06	Permission to Search Forms – Includes records authorizing enforcing officers to search premises, vehicles, property, etc.	3 years	Paper/Electronic		<input type="checkbox"/>
9989-07	Treasurer Reports – Includes the costs assessed against all impounded dogs which are used to create quarterly Treasury reports pursuant to ORC 955.16 (E)	3 years	Paper/Electronic		<input type="checkbox"/>
9989-08	Volunteer Records – Records concerning volunteers at the shelter. May include applications, agreements, waivers and related records	3 years after service	Paper/Electronic		<input type="checkbox"/>
9989-09	Weekly Reports – Report containing weekly statistics of all dogs seized, impounded, redeemed, and destroyed as required by ORC 955.12.	3 years	Paper/Electronic		<input type="checkbox"/>