

# **Animal control records (GRS-1714)**

## **Utah General Retention Schedule**

### **Description**

These records are created during the conduct of animal control and shelter programs. Records include biting incidents, licenses, euthanasia, adoptions, investigations, citations, complaints and related records.

### **Retention and Disposition**

Retain for 5 years after resolution of issue, expiration of license, or final action, and then destroy records.

### **Appraisal**

These records have administrative value(s).

### **Appraisal Note**

Value of records is based on their usefulness for carrying out the agency's current business.

### **Categories**

Administrative

### **Effective**

12/2014

### **Previous Schedule Number**

SG-1-67