

**Public Health Department
Animal Services
Schedule of Records for Destruction**

Type of Record	Original or Copy	Requested Documents for Destruction	Requested Retention Period for Future Destruction
Officer Logs	Copies	FY 99/00 through FY 18/19	N/A (hard copy officer logs are no longer utilized)
Animal Records – impounds, kennel cards, euthanasia records, adoption records	Originals	FY 02/03 through FY 17/18	Current year plus 3 years after impoundment ends
Investigations	Originals	FY 99/00 through FY 15/16	Current year plus 5 years
Bite Reports	Originals	FY 99/00 through FY 15/16	Current year plus 5 years
Rabies Reports	Copies	FY 15/16 through FY 17/18	Current year plus 3 years
Veterinarian License Application Forms and claim logs	Copies	FY 15/16 through FY 18/19	Current year plus 2 years
Revenue Contracts with Incorporated Jurisdictions and Santa Ynez Band of Chumash Indians	Originals	≤ FY 10/11	Current year plus 10 years