

Animal Services Agency – Animal Care and Control

82. Chief Operating Officer – Animal Services

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82(1) / (23.01)	Chief Operating Officer of Animal Services Agency Files	To provide a record of the general administration of the Animal Services Agency as carried out by the Chief Operating Officer.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Animal Services SOA.	Destroy 2 years after obsolete or superseded.

83. Animal Services

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83(1) / (23.02)	Animal Control Inquiries and Complaints	To maintain a record of inquiries and complaints received by Animal Services.	General inquiries, complaints, investigative notes, reports and other records related to inquiries and complaints concerning animal control issues such as licensing and registration, neighbourhood dispute resolution, animal bites/attacks, stray dogs, illegal animals and enforcement of related by-laws.	Destroy 10 years after file closure.
83(2) / (23.03)	Dog Licensing Records	To maintain a record of dog and other animal licensing and registrations.	Licence applications, licenses, correspondence, vaccination records, fines and other records related to animal licensing and registration and enforcement of related by-laws.	Destroy 1 year after file closure.
83(3) / (23.04)	Rabies Testing Records	To maintain a record of rabies tests administered to domestic and wild animals.	Rabies tests, test results, reports, correspondence and other records pertaining to animal rabies testing.	Destroy 5 years after record creation.