

State of Michigan
Records Management Services
General Schedule #40 - Animal Control Records

Item #	Series Title	Series Description	Retention Period	Approval Date
0	Introduction	This schedule applies to animal control at all levels of local government, including counties, cities, townships, villages, and tribes.		
40.001	Animal Control	These records document activity associated with animal control. They may include, but may not be limited to, transactions, receipts, complaints, desk logs, euthanasia logs, research animal logs, road logs, stray animal logs, tranquilizer logs, warning notices, waivers, wildlife logs, and ledgers from money collected through licenses and fines.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	12/14/2021
40.002	Animal Control - Citations	These records document the issuance of animal control citations. If the citation is not paid, these records are passed on to the district court so a warrant or fine can be issued.	RETAIN UNTIL: Calendar year ends PLUS: 3 years THEN: Destroy	12/14/2021
40.003	Animal Control - Dog License Data	These records document licensed dogs. Data may include, but may not be limited to, money paid, license number, dog name, dog history, owner name and contact information.	RETAIN UNTIL: Calendar year ends PLUS: 7 years THEN: Destroy	12/14/2021
40.004	Animal Control - Return to Owner Records	These records document the return of animals to owners. They are used to validate the amount of a fine, based on the number of pickups. They may include, but may not be limited to, the name, date, and address of animal owner.	RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy	12/14/2021