

#### 40-13-13-.01 (1) (h)

Record keeping: Complete and accurate records must be maintained reflecting all acquisitions, purchases, sales, releases, natural additions, exchanges, adoptions, custodial care, and health records of all animals. Retail sale records for fish, rodents, and invertebrates are exempt from record keeping requirement. These records must be maintained for a period of twelve months and must be made available to the Commissioner or his authorized representative upon request. Updated records must be kept on the premise. In addition, records for dogs, cats, birds, and equine must include, but are not limited to, name, address, and phone number of individual(s) involved in the transaction, date of transaction or activity, type and number of animals, and Georgia Department of Agriculture animal protection/ stable license number, if applicable.

Animal shelters operated by the state, a county, a municipal corporation, or any other political subdivision of the state must also maintain and submit the following information to the Department on a monthly basis utilizing an electronic system approved by the Department:

##### 1. Live Intake Records for Canines and Felines

- (i) Number of animals that were owner relinquished to the shelter;
- (ii) Number of the animals that were taken into the shelter as strays;
- (iii) Number of animals that were transferred into the shelter by other organizations (examples: public health, law enforcement agencies, licensed animal rescues or other animal shelters);
- (iv) Number of animals that were brought to the shelter for owner intended euthanasia; and
- (v) Number of other live intakes.

##### 2. Outgoing Records for Canines and Felines

- (i) Number of animals placed for adoption;
- (ii) Number of animals that were returned to the owner;
- (iii) Number of animals transferred to other licensed rescue organizations or animal shelters;
- (iv) Number of animals escaped;
- (v) Number of other live outcomes;
- (vi) Number of animals deceased while in care;
- (vii) Number of animals euthanized at request of owner;
- (viii) Number of animals euthanized; and

Number of other outcomes.