



March 22, 2010

San Diego Humane Society and SPCA
Gaines Campus & Sherman Campus
Candace Eley, Communications celey@sdhumane.org
5500 Gaines Street San Diego, CA 92110

Subject: Public Records Request PR080

Dear Candace Eley,

This request is being made subject to the California Public Records Act: Government Code §6250-6268. Under this statute you have 10 calendar days from the date of receipt of this request to respond as to whether you will release the records requested as detailed below.

Information Requested

1. Records of all animals impounded **from January 11, 2010, to March 20, 2010.**

I'm requesting that EACH animal record contain the following Shelter Buddy data fields:

Agency
Animal ID
Name
Status
Current Location
Surrender Reason
Date in Shelter
Intake Type
Available For Adoption Date
Overall Rating
Type of Animal
Breed (primary)
Breed (secondary)
Sex
Age (years)
Age (months)
Final Outcome or Status Date
Final Outcome Type
Final Outcome Reason
Transfer Out

Depending on the method of record keeping used and my lack of familiarity with the Shelter Buddy system, the information being sought may not be contained in the list of data field names above. Please review Attachment 1 for brief descriptions of each of the field names above to clarify what information is being requested and if the information described is contained in a differently named data field, please provide that information along with the correct data field name.



2. Euthanasia Data from January 1, 2009, to March 20, 2010.

For animals euthanized, include the following:

(Reference: Section 32003 of the California Food and Agricultural Code)

- a. Animal ID
- b. Date of Euthanasia
- c. Circumstances under which the animal was euthanized. Some examples of this data are:
Euthanized in the field, at clinic or hospital, at Oceanside campus, at Gaines St. campus.
- d. Name or names of the personnel who euthanized the animal.
- e. Description of any medical treatment provided to the animal, and the name of the veterinarian of record.

Form of Information Requested

Please provide the requested information electronically as a tab-separated text file (preferred) or as a Microsoft Excel file (*.xls) and send to the email address or mailing address listed below.

Denial and Redaction

Should you choose to deny this request, as required by law, please indicate the exact reason for denial and the person and title of the person who made such decision.

Fees

I am willing to pay reasonable copying fees, as defined under law, not to exceed \$25.00. Should fees run higher, please contact me via email.

Regards,

A handwritten signature in black ink that reads "Bradley J. Jensen". The signature is written in a cursive style and is positioned above the printed name.

Bradley J. Jensen

xxxxxxx, Cypress CA 90630
Email: bjensen@sheltertrak.com

Phone: (714) xxxxxxxx

Fax: (714) 236-0476

C: Mark Goldstein DVM, CAWA mgoldstein@sdhumane.org
San Diego Humane Society & SPCA Fax: 619- 297-4018
City of Oceanside, City Clerk clerk@ci.oceanside.ca.us
City of Oceanside, City Clerk Fax: 760-967-3922



Attachment 1 – Data fields requested from the Shelter Buddy software systems.

Depending on the method of record keeping used, the information being asked for may not carry the same naming convention as stated in the Records Request. The following chart is to help establish a clearer understanding of what is being requested.

Data field:	Description of what is being requested:
Agency	Location of the shelter, whether Oceanside or San Diego. For the San Diego location, if there is differentiation between the Gaines St. campus and the Sherman St. campus in this field, please provide that data. (This differentiation may be more clearly in the "Current Location" data field.)
Animal ID	Unique identifier used to differentiate between animal records stored in a data base or record keeping system.
Name	The animal's name if one was given.
Status	Animal's current status. Some examples of values for this data are: Available for Adoption, Stray Hold, Hold in Vet Care, Under Vet Care, Awaiting Sort, Awaiting Transfer, Euthanized.
Current Location	Building and kennel number, where applicable for animals still at the facility.
Surrender Reason	For animals surrendered, what was the reason given for the surrender.
Date in Shelter	Intake date; date animal came into the facility.
Intake Type	How the animal came to be in the facility. Some examples of values for this data are: ACO Impound, Stray, Owner Surrender, Humane Officer Seized, Humane Officer Surrendered, Euthanasia Request, DOA., Transfer In (from another facility)
Available For Adoption Date	Calendar date calculated for when the animal would be available for adoption.
Overall Rating	Include this data for the Oceanside facility, and if used at the other facilities, include it for them as well. For the Oceanside location, some examples of values for this data are: Number-1, Number-2, Number-3, Number-4.
Type of Animal	Dog, puppy, cat, kitten, rabbit, Guinea pig, bird, reptile, etc.
Breed (primary)	The animal's primary breed
Breed (secondary)	The animal's secondary breed
Sex	Male, Female, Spayed, Neutered, Unknown
Age (years and months)	Years and Months. Please ensure these are not merged into one field (or column).
Final Outcome or Status Date	Date of the final disposition or final outcome for the animal (see below).
Final Outcome Type	Final disposition. Some examples of final outcome type are: Adopted, Adopted Altered, Redeemed, Reclaimed, Transfer Out, Escaped, Died, Lost, Dead on Arrival, Euthanasia.
Final Outcome Reason	This may be called the Final Outcome Sub-Type in some systems. Some examples of values for this data are: New Owner, Sick, Injured, or the specific reason for Euthanasia.
Transfer Out	Where animals have been transferred out to another shelter, humane society, rescue group or adoption partner, list the name of that organization.