

Subject: Re: Public Records Request - PR081
From: Brad Jensen <bjensen@sheltertrak.com>
Date: Wed, 24 Mar 2010 10:46:54 -0800
To: pr <pr@nchumane.org>
CC: Laura Maloney <lmaloney@sdhumane.org>

Dear Elkie Wills,

Thank you for the response to my public records request (PR081) dated March 22, 2010 and regret you are unable to provide the information requested due to your records release policy.

Will you please provide a copy of your organization's Records Release Policy and guidelines? Attached is a formal request. Thank you.

Regards,

Brad Jensen
Cypress, CA
<http://www.sheltertrak.com>

On 3/23/2010 12:23 PM, pr wrote:

Dear Mr. Jensen,

Attached is our reply in regards to the request. If you have any additional questions, please feel free to direct them to me.

Elkie Wills
Communications Coordinator
San Diego Humane Society and SPCA
2905 San Luis Rey Rd.
Oceanside, CA 92058

(C) 760-420-6705 cell
(O) 760-757-4357 ext. 1211
(F) 760-757-3547

www.sdhumane.org

From: Brad Jensen [<mailto:bjensen@sheltertrak.com>]
Sent: Monday, March 22, 2010 10:27 AM
To: pr
Cc: Dr. Mark Goldstein; clerk@ci.oceanside.ca.us
Subject: Public Records Request - PR081

Dear Elkie Wills,

Please see the attached public records request. For your convenience, I have also pasted the contents of the attached public records request below.

Regards,

Brad Jensen
Cypress, CA
<http://www.sheltetrak.com>

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Subject: Public Records Request PR081

Dear Elkie Wills,

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 1, 2009, 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,
Bradley J. Jensen

C: Mark Goldstein DVM, CAWA Email: mgoldstein@sdhumane.org
 San Diego Humane Society & SPCA North Campus Fax: 760-575-3547
 City of Oceanside, City Clerk Email: 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.

_____ Information from ESET NOD32 Antivirus, version of virus signature database 4965 (20100322) _____

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

_____ Information from ESET NOD32 Antivirus, version of virus signature database 4971 (20100324)

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<http://www.eset.com>

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