GENERAL INFORMATION:
[1] “Animal Shelter Agent” is used as stated in the “Rules of “GDA” 40-13-13-.02(6) Animal Protection”
[3] The license holder must read the “License Holder - Priority Information” document;
[4] A GDA licensed establishment or person operating with a “GDA” animal shelter license must comply with the following: {A} “Georgia Animal Protection Act” O.C.G.A. 4-11-1; {B} “Rules of “GDA” Chapter 40-13-13 Animal Protection”
[5] Documents: {A} “GDA” required information must be recorded on “GDA” approved paper documents or “GDA” approved computer documents; {B} Documents requiring a signature must be signed; {C} All required information documents must be available for inspection at the address listed on the current “GDA” animal shelter license;

ALL RECORDS REQUIRE THE FOLLOWING INFORMATION THAT IS APPLICABLE TO THE TRANSACTION:
[1] Transactions: (A) transaction Date; {B} name, physical address, city, state, zip of the establishment and person involved in the transaction; (C) “GDA” license number; {D} phone number; {E} animal identification number; {F} animal type; {G} animal description;

INCOMING RECORD KEEPING REQUIREMENTS:
[1] Incoming records include but not limited to the following: (A) impounding or harboring seized, stray, homeless, abandoned, or unwanted dogs, cats, and other animals; (B) release of ownership to animal control; (C) live births; (D) custodial care; a custodial care provider that receives a fee or compensation must have a “GDA” kennel license; (E) see the “Animal Control – Record Keeping Form”;
[2] Interstate shipment requirements: (A) “Rules of “GDA” 40-13-13-.06 Animal Protection”; {B} if a certificate of veterinary inspection is required it must be made available for “GDA” inspection;

OUTGOING RECORD KEEPING REQUIREMENTS:
[1] Outgoing records include but not limited to the following: (A) adoption; {B} animal control release of ownership; (C) owner reclaim; {D} euthanized; {E} deceased; {F} escaped; {G} stolen; {H} custodial care; a custodial care provider that receives a fee or compensation must have a “GDA” kennel license; {I} See the “Animal Control - Record Keeping Form”;

ANIMAL LOCATION RECORD KEEPING REQUIREMENTS:
[1] The current location must be recorded for all animals that are not maintained at the address listed on the current “GDA” animal shelter license; (A) this information can be recorded in the comments area on the “Animal control – Record Keeping form”; {B} location name, physical address, and dates at the location must be included; {C} foster home locations must be recorded on foster home forms;

FOSTER HOME/ANIMAL SHELTER AGENT REQUIREMENTS:
[1] A Foster Home/Animal Shelter Agent that receives a fee or compensation for a licensable activity must obtain a “GDA” license;
[2] Foster Home/Animal Shelter Agent - Agreement: {A} A Foster Home/Animal Shelter Agent must enter into the “Foster Home/Animal Shelter Agent - Agreement”; {B} see the “Foster Home/Animal Shelter Agent - Agreement”;
[3] Foster Home/Animal Shelter Agent - Inspection Report: {A} an initial inspection prior to placing an animal with the Foster Home/Animal Shelter Agent is recommended. {B} twice yearly inspections are required (one during the summer & one during the winter is recommended); {C} see the “Foster Home/Animal Shelter Agent - Inspection Report”;
[4] Foster Home/Animal Shelter Agent - Animal Inventory form: {A} name of the “GDA” licensed establishment or person and Foster Home/Animal Shelter Agent; {B} animal identification number; {C} Date in and date out; {D} see the “Foster Home/Animal Shelter Agent Animal Inventory Form”.

ANIMAL CONTROL - INFORMATION SHEET
Georgia Department of Agriculture (Hereinafter “GDA”)