

City of Milwaukee Schedule Recommendations for CIMC Review, December 10, 2015

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
1	180	Board of Zoning Appeals (BOZA)	D14-0003	<u>Appeals Cases & Decisions- Originals</u>	Change/Renewal	These records include all original documentation and decisions of the Board of Zoning Appeals generated beginning in January, 2014 and forward. These records have been sorted and categorized in preparation for digital scanning and storage on the City's E-Vault System. Categories include, but are not limited to: <u>Applications</u> , <u>City Staff Documents</u> , <u>Interested Party Docs</u> , <u>BOZA Decisions</u> , <u>Drawings</u> , <u>Plans of Operation</u> , <u>Statement of Use</u> , photos, and other relevant information. See related digital version of record under Schedule D14-E003.	Event = Inclusion into E-Vault + 3 Mo./ City of Milwaukee Records Center	Destroy Under Supervision	The request is to amend the description to remove the reference of the inclusion of records from Schedule D72-0002 <u>Appeals Cases & Decisions</u> . A series of related schedules are being proposed to reflect various organizational patterns, media formats, and final dispositions of all <u>Board of Zoning Appeals Cases & Decisions</u> , which date back to 1916.	Approve	CART Approved --- Pending CIMC 12/10/15
2	180	Board of Zoning Appeals (BOZA)	D14-E003	<u>Digital Appeals Cases & Decisions</u>	Change/Renewal	These records include the digital version of documents denoting the decisions of the Board of Zoning Appeals -- January, 2014 and forward. See Schedule 14-0003 for description of organizational patterns to enable document search and retrieval.	Permanent - City of Milwaukee E-Vault System	Permanent	The request is to remove the reference in the original series description to the inclusion of records from Schedule D72-0002 <u>Appeals Cases & Decisions</u> , and to amend the description to address how records are categorized from January, 2014 forward.	Approve	CART Approved --- Pending CIMC 12/10/15
3	180	Board of Zoning Appeals (BOZA)	D15-0031	<u>Appeals Cases & Decisions: Stage Two</u>	New	These records include all documentation related to Board of Zoning Appeals Cases and written decisions of the Board from 1916-2013. Records stored under this schedule have been sorted and categorized for scanning into the City of Milwaukee E-Vault System by document type. A limited number of sub-categories will be used for this series as compared to documents scanned from January, 2014 forward. Limited categories include: "Application Materials", under which photos, drawings, <u>Plans of Operation</u> , and <u>Statement of Use</u> documents will be stored. Other primary subcategories in this series include: <u>BOZA Decisions</u> , <u>City Staff Documents</u> , <u>Interested Party Docs</u> , <u>Transcripts</u> , and "Other" documents. These records will also be searchable by "Appeal Type" on E-Vault.	Event = Inclusion into E-Vault + 3 Mo./ City of Milwaukee Records Center	Destroy Under Supervision	The request is to create a new schedule for BOZA records from 1916-2013 that have been prepared for scanning into E-Vault. As a result of the BOZA Periodic Inspection Program implemented in 2015 under Milwaukee Code of Ordinances Sec. 295-309-4-b, Department of Neighborhood Services inspectors will be periodically reviewing long-standing decision cases. Original paper-based cases will be retrieved for these inspections. Following inspections, BOZA staff will then prepare files for digitization into the City of Milwaukee E-Vault System.	Approve	CART Approved --- Pending CIMC 12/10/15
4	180	Board of Zoning Appeals (BOZA)	D15-E031	<u>Digital Appeals Cases & Decisions 1916-2013</u>	New	These records include the digital version of documents and decisions of the Board of Zoning Appeals dated between 1916-2013. See Schedule D15-0031 for description of organizational patterns to enable document search and retrieval. These organizational categories are more limited than the post-2013 records under Schedule D14-E003.	Permanent - City of Milwaukee E-Vault System	Permanent	The request is to create a new schedule for BOZA records from 1916-2013 that have been scanned into digital format and to clearly document differences in organizational patterns in this series as compared to those documents scanned January, 2014 forward. See D14-E003.	Approve	CART Approved --- Pending CIMC 12/10/15

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5	180	Board of Zoning Appeals (BOZA)	D72-0002	<u>Appeals Cases & Decisions</u>	Change/ Renewal	This record series includes all documentation for zoning appeals cases and written decisions from the Board of Zoning Appeals. This collection begins in 1916 and ends in 2013. The intent is to transfer these files to Schedule D15-0031 for eventual scanning and storage under Schedule D15-E031. All records shall be maintained permanently until scanned into E-Vault. The current volume of this series is contained in 984 cubic feet of record boxes.	Event = Retain Permanently at City of Milwaukee Records Center until scanned into E-Vault under Schedule D15-0031	Destroy Under Supervision	The request is to amend this schedule to remove the reference to transfer files to Schedule D14-E003 <u>Digital Appeals Cases & Decisions</u> . A new schedule has been proposed for transferring and scanning files dated prior to January, 2014. The request is also to amend the name of the schedule from " <u>Appeals Cases & Decisions</u> " to " <u>Appeals Cases & Decisions: Stage One</u> " to reflect the stage in which the records are while they are awaiting scanning into E-Vault. These records will continue to be maintained permanently at the City Records Center until scanned into E-Vault.	Approve	CART Approved --- Pending CIMC 12/10/15
6	191	Department of City Development (DCD) - Real Estate	D10-0046	<u>City Real Estate- Routine Sales- Residential and Adjoining Vacant Lots</u>	Change/ Renewal	These records include City and RACM (Redevelopment Authority of the City of Milwaukee) property sale and transfer information for improved residential properties and adjoining vacant lots and any transfers of either to or from governmental entities that include, but are not limited to City & HACM (Housing Authority of the City of Milwaukee), RACM & HACM, City and County, RACM & County, RACM & City in Trust for MPS (Milwaukee Public Schools), City & State, RACM & State. Files may include physical information regarding property, including photographs and/or maps, inspection notes, sale/transfer information, including marketing information/history, primary and secondary offers to purchase and closing documents. Records are for properties the City or RACM takes ownership of or are for surplus City property. Files contain Buyer's confidential information, which may include personal financial information and Social Security Numbers.	Event = Current plus 1 Yr. following close of sale transactions/ DCD + 6 Yrs./ City of Milwaukee Records Center	MPLSCREEN at City of Milwaukee Records Center, then Destroy Under Supervision	The request is to amend the description to better clarify the content and purpose of this schedule. Records containing personally identifiable information would be destroyed under supervision at the City of Milwaukee City Records Center following review of collection for items with potential historic value, such as photographs and maps.	Approve	CART Approved --- Pending CIMC 12/10/15

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7	191	Department of City Development (DCD) - Real Estate	D11-0010	<u>City Real Estate- City Funded Acquisitions</u>	Change/Renewal	These records include City and RACM property and acquisition info (photos/maps, negotiation and/or relocation docs, flood mitigation docs, including property appraisals, offers to purchase for eminent domain docs, closing docs and possible court info on legal challenges to compensation and eminent domain-- info may contain tax payer ID number). This record series includes all properties acquired by the City or RACM. Acquisitions may be made by friendly offer (voluntarily) or via eminent domain for full real estate or partial takings of property interest for riparian rights, easements or public rights-of-way. The purpose is for public use and blight elimination. Acquiring agencies include the City of Milwaukee, the City in Trust for MPS and/or the Redevelopment Authority of the City of Milwaukee.	Event = Last acquisition or court challenge decision for any parcel in a project, whichever is later for current plus 3 Yrs./ DCD + 7 Yrs./ City of Milwaukee Records Center	MPLSCREEN at City of Milwaukee Records Center, then Destroy Under Supervision	The request is to amend the record title and description to better clarify the content and purpose of this schedule. The proposal is to change the title from " <u>City Real Estate- City Funded Acquisitions</u> " to " <u>City Real Estate-Acquisitions and Eminent Domain</u> ". This schedule will also replace Schedules D77-0086, D77-0087, D97-M058, D97-9058, D97-0058, D97-M057, D97-9057, D97-0057, D97-M056, D97-9056, D97-0056. Any records that currently exist under these schedules will be consolidated under this schedule. Records containing personally identifiable information would be destroyed under supervision at the City of Milwaukee City Records Center following review of collection for items with potential historic value, such as photographs and maps.	Approve	CART Approved --- Pending CIMC 12/10/15
8	191	Department of City Development (DCD) - Real Estate	D11-0011	<u>City Real Estate- Non- Routine Sales</u>	Change/Renewal	These records include public disclosure statements, project summaries, Common Council reports, building and/or site plans, possible environmental info, developer info, budget and construction cost estimates, financial strategy, proforma income analysis and loan documentation, job creation and retention information, developer/buyer correspondence/communications. This record series also includes sales information for commercial, mixed-use, developable vacant lots, municipal (includes the Redevelopment Authority of the City of Milwaukee) and MPS properties. The files also may include request for proposal (RFP) information, including RFP development and background documents, if applicable. In addition, files may include photos, closing documents, which include releases, title reports, satisfactions, deeds, easements, building and site plans and site selection information.	Event = Until sales are complete retain at DCD + 5yrs. / City of Milwaukee Records Center	MPLSCREEN at City of Milwaukee Records Center, then Destroy Under Supervision	The request is to amend the description of this record series to better clarify the content and purpose. Records containing personally identifiable information would be destroyed under supervision at the City of Milwaukee City Records Center following review of collection for items with potential historic value, such as photographs and maps.	Approve	CART Approved --- Pending CIMC 12/10/15
9	191	Department of City Development (DCD) - Real Estate	D11-0012	<u>City Real Estate- Leases and Licenses</u>	Change/Renewal	This record series includes City-owned property lease and license information and documentation, which includes insurance information. Examples of the types of leases or licenses include, but are not limited to, garden, air and/or subterranean space leases, billboard leases, <u>Limited Access Agreements</u> and <u>License Agreements</u> for various purposes. The terms of leases and licenses varies from very short term to very long term.	Event = Expiration or termination of the lease or license for current plus 4 Yrs.	Destroy Under Supervision	The request is to amend the description of this record series to better clarify the content and purpose of this schedule and to increase the total retention from current plus one year to current plus four years.	Approve	CART Approved --- Pending CIMC 12/10/15

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10	191	Department of City Development (DCD) - Real Estate	D11-0013	<u>City Real Estate- Easements</u>	Change/ Renewal	This record series includes easement documents, notes and backup info for City easements that receive specific Common Council action. Easements related to City property sales are filed with the sale files under Schedules D10-0046 and D11-0011. Original easements recorded with Milwaukee County Register of Deeds Office. In some cases, information also may be available at Common Council and City Attorney's Offices.	Event = Retain in DCD office for one year after the easement is recorded.	Destroy Under Supervision	The request is to amend the description of this record series to better clarify the content and purpose of this schedule and to revise the retention from one year to current plus one year after easement is recorded.	Approve	CART Approved --- Pending CIMC 12/10/15
11	191	Department of City Development (DCD) - Real Estate	D11-0014	<u>City Real Estate- RFP Rejected Proposals</u>	Change/ Renewal	This record series includes request for proposal (RFP) evaluations and rejected proposals for some City-owned and some RACM-owned Non-Routine property sales as not all Non-Routine sales are made by RFP. File may contain RFP and RFP background (if all proposals are rejected). File may contain confidential financial information. See Schedule D11-0011 <u>City Real Estate- Non-Routine Sales</u> for selected RFP respondents and sale information.	Event = Proposal closes on property sale or all proposals are rejected for an RFP + 1 Yr./ DCD Office	Destroy Under Supervision	The request is to amend the retention from one year to current plus one year in the DCD office.	Approve	CART Approved --- Pending CIMC 12/10/15
12	191	Department of City Development (DCD)	D75-0010	<u>Overtime & Comp Leave Record CDDA 108</u>	Delete	This record series was used by DCD Human Resources Staff to track employee compensatory time worked and taken off.	Event = Termination of Employee + 10 Yrs./ DCD Office	Destroy Under Supervision	The request is to remove this schedule as these records now fall under the City's Global Schedule for <u>Time Keeping Records (Paper)</u> G10-0025.	Approve	CART Approved --- Pending CIMC 12/10/15
13	191	Department of City Development (DCD)	D75-0112	<u>Overtime Worked or Comp Time Taken CBP 171</u>	Delete	This record series was used by DCD employees to submit compensatory time worked and used for supervisor review and approval.	Creation + 3 Yrs./ DCD office.	Destroy Under Supervision	The request is to remove this schedule as these records now fall under the City's Global Schedule for <u>Time Keeping Records (Paper)</u> G10-0025.	Approve	CART Approved --- Pending CIMC 12/10/15
14	191	Department of City Development (DCD)	D77-0086	<u>Real Estate Parcel Acquisition File</u>	Delete	This record series includes all documents related to the acquisition of a parcel of real property, including appraisals, appraisal review records, negotiation reports, pre-appraisal and post-acquisition reports and other related material.	Event = Completion of project + 3 Yrs./ DCD + 5 Yrs./ City of Milwaukee Records Center	Destroy Under Supervision	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15

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15	191	Department of City Development (DCD)	D77-0087	<u>Relocation Assistance Claim File</u>	Delete	This record series includes reports pertaining to eligibility for relocation benefits, including all claims, receipted bills, or other documentation in support of a claim, and all records pertaining to action on a claim for persons relocated as a result of public programs.	Event = Completion of project or receipt of final payment made to displaced person, whichever is later + 3 Yrs./ DCD + 5 Yrs./ City of Milwaukee Records Center	Destroy Under Supervision	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15
16	191	Department of City Development (DCD)	D89-0131	<u>Purchase Order File</u>	Delete	This record series includes copies of Purchase Orders, which are official binding documents for any procurement, exception to bid or direct purchase. Purchase orders serve as the binding contract typically for smaller purchases.	Current + 2 Yrs./ DCD + 1 Yr./ City of Milwaukee Records Center	Scrap	The request is to remove this schedule as these records are included under Schedule D13-0043.	Approve	CART Approved --- Pending CIMC 12/10/15
17	191	Department of City Development (DCD)	D97-0057	<u>DCD- Real Estate (Paper Records)</u>	Delete	This record series includes property acquisition files for various City-related projects, including condemnations, playgrounds, street openings, relocations, housing development, extension of boulevards, etc. Content includes photos, negatives, appraisals and other related real estate records.	7 Yrs./ DCD	MPLSCREEN	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15
18	191	Department of City Development (DCD)	D97-0058	<u>Real Estate Acquisition File for Urban Renewals</u>	Delete	This record series includes property case files, with photographs and appraisals of properties acquired, legal documents and correspondence for the Haymarket and Marquette urban renewal projects.	7 Yrs./ DCD	MPLSCREEN	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15
19	191	Department of City Development (DCD)	D97-9057	<u>DCD- Real Estate (Film)</u>	Delete	This record series includes property acquisition files for various City-related projects, including condemnations, playgrounds, street openings, relocations, housing development, extension of boulevards, etc. Content includes photos, negatives, appraisals and other related real estate records. This record series represents the film version of these records.	Permanent	MPL	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15

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20	191	Department of City Development (DCD)	D97-9058	<u>Real Estate Acquisition File for Urban Renewals (Film)</u>	Delete	This record series includes property case files, with photographs and appraisals of properties acquired, legal documents and correspondence for the Haymarket and Marquette urban renewal projects. This record series represents the film version of these records.	Permanent	MPL	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15
21	191	Department of City Development (DCD)	D97-M057	<u>DCD- Real Estate (Records to be Filmed)</u>	Delete	This record series includes property acquisition files for various City-related projects, including condemnations, playgrounds, street openings, relocations, housing development, extension of boulevards, etc. Content includes photos, negatives, appraisals and other related real estate records.	Retain at City of Milwaukee Records Center until filmed and cataloged at MPL.	Destroy Under Supervision	The request is to remove this schedule, which served as a "placeholder" until records were microfilmed. These records will be managed under Schedule D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> .	Approve	CART Approved --- Pending CIMC 12/10/15
22	191	Department of City Development (DCD)	D97-M058	<u>Real Estate Acquisition File for Urban Renewals (Records to be Filmed)</u>	Delete	This record series includes property case files, with photographs and appraisals of properties acquired, legal documents and correspondence for the Haymarket and Marquette urban renewal projects.	Retain at City of Milwaukee Records Center until filmed and cataloged at MPL.	Destroy Under Supervision	The request is to remove this schedule, which served as a "placeholder" until records were microfilmed. These records will be managed under Schedule D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> .	Approve	CART Approved --- Pending CIMC 12/10/15
23	191	Department of City Development (DCD)	D99-0142	<u>Open Records</u>	Delete	This record series contains open records requests and responses for DCD, HACM, RACM, CPC, HPC and the Milwaukee Economic Development Corporation (MEDC).	7 Yrs./ DCD	Destroy Under Supervision	The request is to remove this schedule as DCD will conform with the City of Milwaukee Global Schedule G07-0001 <u>Open Records Requests</u> .	Approve	CART Approved --- Pending CIMC 12/10/15
24	193	Redevelopment Authority of the City of Milwaukee (RACM)	D97-0056	<u>RACM- Acquisition Files (Paper Records)</u>	Delete	This record series includes RACM property case files, photographs, negatives and appraisals of acquired parcels. Any single acquisition may have included use of both RACM and City resources.	Permanent	MPLSCREEN	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15
25	193	Redevelopment Authority of the City of Milwaukee (RACM)	D97-9056	<u>RACM- Acquisition Files (Film)</u>	Delete	This record series includes RACM property case files, photographs, negatives and appraisals of acquired parcels. Any single acquisition may have included use of both RACM and City resources. This record series represents the film version of these records.	Permanent	MPL	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15

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26	193	Redevelopment Authority of the City of Milwaukee (RACM)	D97-M056	<u>RACM- Acquisition Files (Records to be Filmed)</u>	Delete	This record series includes RACM property case files with photos and appraisals of acquired parcels.	Retain at City of Milwaukee Records Center until filmed and cataloged at MPL.	Destroy Under Supervision	The request is to remove this schedule, which served as a "placeholder" until records were microfilmed. These records will be managed under Schedule D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain.</u>	Approve	CART Approved - - - Pending CIMC 12/10/15
27	300	Milwaukee Police Department Global -- Department-wide	D73-0153	<u>Time Record</u>	Change/ Renewal	This is a record of which days a man worked or was off and what purpose his or her time was charged to while working. This information is entered into an official timekeeping information system for the purpose of generating paychecks. This schedule is currently listed at the following MPD Work Locations: 329, MPD Neighborhood Taskforce; 333, MPD Central Records Division; 334, MPD Districts; 343 MPD Vice Control; 347, MPD District 1 and 370, MPD Human Resources.	7 Yrs./ MPD Location	Destroy Under Supervision	The request is to reduce the retention on this schedule from 7 to 2 years to conform with the revised retention period of 2 years for <u>Daily Duty Assignment Reports-- PD2</u> and with the City Global Schedule G10-0025 <u>Time Keeping Records (Paper)</u> , which has a two year retention period.	Approve	CART Approved - - - Pending CIMC 12/10/15