

City Information Management Committee Retention Schedules
June 6, 2025

#’s	Major	Organizations	Schedule Code	Schedule Title	Schedule Description	Review Type	Event Code	Years	Disposition	Review Notes
1	Citywide Global Schedules		23-0004	Computer-Aided Dispatch Data--Emergency Management	Records of response to calls for emergency services for Police, Fire, and Ambulance services. CAD data records include time of original call, origin of call, dispatcher receiving and assigned to the call, jurisdictional area, units dispatched, dispatch location, type of call, and information on the disposition of the incident, as available.	NEW	Event		Destroy 7 Confidentially	Restructuring as global schedule to cover all public safety departments (Police, fire, and DEC).
2	Citywide Global Schedules		25-0006	Liability Waivers	Forms created and disseminated by City Departments to document a member of the public's acknowledgement of possible risks associated with City-sponsored activities (including large-scale events, work by City employees on private property, tours of typically non-public areas and Milwaukee Police squad car ride-alongs). Activity participants typically sign these forms to indicate a promise to hold the City harmless in the event of injury.	NEW	Event		Destroy 1 Confidentially	New Schedule identified during discussion with City Clerk re: City Hall Tour liability waivers. Note that WI case law is very conservative re: enforceability of general liability waivers (see e.g. Roberts v. THE Insurance Co. (2016)) and departments building a liability waiver should consult with the Office of the City Attorney to maximize the specificity of their proposed exemption.
3	Citywide Global Schedules		25-0008	Audio/Video Recordings--Personnel Related	Recordings of incoming calls or other communications used by the Department of Emergency Communications for supporting personnel evaluations or disciplinary actions. These recordings must be retained for a length of time sufficient to evaluate their content as it relates to personnel actions, but are typically not of high administrative value once information has been extracted or evaluations have been recorded.Box 16: Wis. Stat. 19.36(10).	NEW	Creation	4 months	Destroy Confidentially	New schedule identified during survey of department records.
4	Citywide Global Schedules		25-0010	Training Materials	Instructional materials developed by City employees for the purpose of providing routine training to internal or external audiences. Course modules created on learning management systems may also belong to this retention series.	NEW	Event	3 months	Destroy	New series consolidating a number of related schedules. Retention is based on Statewide GRS ADMIN 453.
5	Citywide Global Schedules		10-0018	Dispatch Non-Compliance Report	Report and supplementary material documenting instances of MPD officers' misconduct in relation to dispatch requirements. Non-compliance reports may be used as supporting documentation for officer discipline.	Amend	Creation		Destroy 2 Confidentially	Restructuring as global schedule to cover all public safety departments (Police, fire, and DEC).
6	Citywide Global Schedules		23-0030	Recordings of Incoming Communications (Emergency Services)	Audio recordings of radio communication or incoming calls to City of Milwaukee emergency services lines (911 and related) and assigned by dispatch to Police, Fire, Emergency Medical Services, or other public safety departments within the City of Milwaukee. As of 2024, all calls are automatically recorded, meaning that the incident-related nature of all such recordings can no longer be assumed.	Amend	Creation		Destroy Confidentially	Restructuring as global schedule to cover all public safety departments (Police, fire, and DEC).
7	Department of Employee Relations	Administration	25-S013	Human Capital Management System Input Forms	Forms completed by City Employees and collected by the Department of Employee Relations for the purpose of capturing information to enter into the city's Human Capital Management (HCM) system. These forms may be paper or electronic and do not include signatures, notarization, or other physical artifacts of authenticity, and/or the verification of authenticity can be captured by the HCM system itself by e-signature certificates or similar.	NEW	Event	4 months	Destroy confidentially	New Schedule created in preparation for transition to Workday.
8	Department of Employee Relations	Administration	89-0071	Residency Statement/Change Records	Form filed by City of Milwaukee employees at the time of hire, reinstatement, or moving to or from residence within the borders of the City of Milwaukee, along with supplementary documentation such as proof of residence or request for temporary hardship exemption.	Amend	Event		2 Destroy	Significantly updating this schedule to reflect post-2013 functionality and usage. If Workday causes this form to become obsolete, this schedule will pertain to any electronic form data attached to the employee place of residence record.
9	Department of Employee Relations	Administration	89-M071	Residency Compliance Certification		Close				Close-Merge with 89-0071 (Residency Change/Verification Records)

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10	Department of Employee Relations	Compensation	25-0011	Employee Talent and Development Files	Records maintained by the Department of Employee Relations tracking the professional development of City employees, both from self-service entry and from external information sources. Documents in this series include, but are not limited to: employee-designated goals, skills, and competencies; tuition reimbursement requests and associated documentation; and other documents related to non-certification employee development.	NEW	Event		Destroy 3 Confidentially	New schedule in preparation for Workday migration.
11	Department of Employee Relations	Compensation	25-0012	Human Capital Management System Integration Records	Records created by the City of Milwaukee's Enterprise Resource Planning system's Human Capital Management (HCM) module for the purpose of connecting employee records to external systems, or created externally by City employees for the purpose of integrating data from external systems with HCM.	New	Event	4 months	Destroy Confidentially	New schedule in preparation for Workday Migration.
12	Department of Employee Relations	Employee Assistance Program	15-0013	Employee Assistance Program Client Files	Client records for the Employee Assistance Program, an early intervention program that addresses stressors that may impact the work place via brief counseling, assessments & referrals.	Amend	Event		Destroy 7 Confidentially	Updated schedule description.
13	Department of Employee Relations	Employee Assistance Program	15-0011	Critical Incident Management Files	Files related to a brief intervention post traumatic incident that aims to restore level of functioning via ventilation of thoughts, feelings and information/education. Documentation in this series includes the consultation form, release of information to and correspondence with the Milwaukee Police Department confirming completion of critical incident and post intervention follow up.Box 16: Wis. Stat. 19.35(2) and 10; 146.83.	Renew	Event		Destroy 7 Confidentially	Renewed with slight series description updates.
14	Department of Employee Relations	Employee Assistance Program	15-E015	EAP Annual Report		Close				Supersede 19-0024 (Annual Reports)
15	Department of Employee Relations	Employee Assistance Program	15-E016	Employee Assistance Monthly Reports		Close				Supersede 19-0024 (Annual Reports)
16	Department of Employee Relations	Employee Assistance Program	98-0013	Employee Assistance Program Monthly Reports		Close				Supersede 19-0025 (Routine Reports)
17	Department of Employee Relations	Employee Assistance Program	98-0014	Employee Assistance Program (EAP)Annual Report		Close				Supersede 19-0024 (Annual Reports)
18	Department of Employee Relations	Employee Assistance Program	98-0015	Employee Assistance Program Training Material		Close				Supersede 25-0010 (Training Materials).
19	Department of Employee Relations	Employee Benefits	25-0007	Benefit Change Life Event Documentation	Records provided to Employee Benefits Administration to verify qualified life events in cases where an employee wishes to change benefits outside of the yearly Open Enrollment period. The series includes birth certificates, marriage certificates, adoption records, divorce or death records, and other documentation which by policy must include social security numbers and other PII for any new enrollees.	NEW	Event	3 months	Destroy Confidentially	New Schedule created during survey of department records.
20	Department of Employee Relations	Employee Benefits	85-0004	Benefit Elections and Applications	Records used by employees and retirees to initially enroll in City of Milwaukee benefits or change benefits during the annual Open Enrollment period. This series includes all applications and enrollment forms used to elect standard benefits offered by the City and to designate potential beneficiaries.	Amend	Creation		Destroy 3 Confidentially	Major revision of this series to encompass all benefit enrollment forms (was originally for Health Plan applications only).
21	Department of Employee Relations	Labor Relations	75-0089	Grievance Record - Non-Arbitration	Records of grievances filed by City Employees disputing disciplinary actions not subject to City Service Commission appeal. Files include the grievance initiation form and correspondence, grievance appeals forms, grievance disposition forms, and any other related documentation.	Amend	Event		Destroy 10 Confidentially	Updated series title and description.

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	Department of Employee Relations									
22	Relations	Labor Relations	74-0033	Tape Rec Labor Relations.		Close				Supersede 08-0010 (Recordings of Official Meetings).
	Department of Neighborhood Services									
23	Neighborhood Services	Plumbing	63-0015	Drainlayers License Appl W/Plumbers Bond		Close				Supersede 74-0172 (Contractor Licensure Materials)
	Department of Public Works	Administration	97-0116	Random Drug & Alcohol Tests-- Negative Reports	Negative drug and alcohol testing reports for US DOT required random tests. Purpose: compliance with DOT regulations. Notes: Records must be available for federal audit upon 2 business days' notice. Federal penalties for unauthorized access	Renew	Creation		Destroy 7 Confidentially	Renewing without amendment.
	Department of Public Works	Forestry	65-0137	Hazardous Tree Report Files	Official reports regarding hazardous trees on private properties, city owned, vacant lots, abandoned properties and "improved lots". Records include notifications to property owners, hazardous tree field reports and related correspondence. These files may also include bid submissions by private contractors for related work.	Amend	Creation		Destroy 7 Confidentially	Updated Description.
	Department of Public Works	Operations	17-0003	Code Enforcement Violation	Code Enforcement Violations issued by the Forestry , Sanitation, and other Operations divisions within the Department of Public Works. Records include notices for Tall Grass/Weed Destruction (City of Milwaukee Ordinance 80.17), Sidewalk Snow/Ice Clearing (City of Milwaukee Ordinance 116-8), and various sanitation violations described in Milwaukee Code of Ordinances Chapter 79. These notices indicate the address of the violation, date witnessed, type of violation, Inspector name or initials, area of property in violation, re-inspection date and by whom.Box 16: Milwaukee Code of Ordinances 79.41(3)	Amend	Event		Destroy 7 Confidentially	Updated series to include Sanitation violations.
	Employees Retirement Systems		02-0007	Investment Manager Performance Evaluation	Reports related to the activity of Employees Retirement System performance evaluation for each professional investment manager. Records consist primarily of Due Diligence memos, Quarterly Performance Updates, Attribution calculations, and a Cash Flow and Performance spreadsheet	Amend	Event		Destroy 7 Confidentially	Update description and retention.
	Fire and Police Commission		18-0070	Homeland Security Seminar and Training Materials		Close				Supersede 25-0010 (Training Materials)
	Milwaukee Fire Department		18-0028	Recordings of MFD Calls For Service		Close				Supersede 23-0030 (Call Recordings--Emergency Management)
	Milwaukee Fire Department		18-0029	Recordings of MFD Radio Transmissions		Close				Supersede 23-0030 (Call Recordings--Emergency Management)
	Milwaukee Police Department		18-0030	CAD Incident Data- MFD Response		Close				Supersede 23-0004 (CAD Data--Emergency Management)
	Milwaukee Police Department	Administration	76-0103	Water Safety Patrol Daily Log Pd-3 Copy		Close				Close (No Longer Created)
	Milwaukee Police Department	District 1	61-0029	Instructions To Members - Correspondence		Close				Supersede 60-0225 (Official Orders and Memoranda)
	Milwaukee Police Department	District 1	69-0191	Boat Activity, Daily, PD-3		Close				Supersede 19-0025 (Routine Reports_
	Milwaukee Police Department	Police Global	90-0078	Property Board-Up Files	Records related to board-up services, provided by all police districts and the Vice Squad Division in order to secure properties within the City that come under Milwaukee Police Control. Records in this series include the board-up service request, damage notice reports (PD-43) created to document forced entry, Board-up data sheets (PB-11), and correspondence with or documentation of attempts to locate the property owner.	NEW	Event		7 Destroy	This schedule was created and signed in 2009 but never apparently approved by either CIMC or SRB.

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36	Milwaukee Police Department	Police Global	25-0009	Departmental Memoranda--Departments	Versions of General Orders, Personnel Orders, Official Memoranda, or Departmental Memoranda received by Milwaukee Police (MPD) Bureaus and District offices, including memoranda created by MPD members for the purpose of communicating official information to peers, supervisors, subordinates, or commanding officers. These records in the possession of MPD offices serve as proof of receipt and dissemination to members as required by MPD Standard Operating Procedure 30.	NEW	Event		Destroy 3 Confidentially	New Schedule created at request of department.
37	Milwaukee Police Department	Police Global	60-0224	Departmental Memoranda--Department-Wide--Original	Communications issued by commanding officers or civilian managers for department-wide distribution related to information or instruction related to Milwaukee Police Department (MPD) members' employment, assignment, or duties. Departmental Memoranda are not numbered and typically pertain to specific topics or subjects of interest.	Amend	Creation		Destroy 7 Confidentially	Updated custodial department and description to follow parameters described by MPD SOP 30 (4/25/25).
38	Milwaukee Police Department	Police Global	60-0225	Official Orders and Memoranda--Chief of Police	All official Department Orders, Personnel Orders, and Official Memoranda issued by the Chief of Police regarding department policies, procedures, transfers, training opportunities, changes in personnel status, and disciplinary actions. This series includes MPD Standard Operating Procedures (SOPs), Code of Conduct, and Standard Operating Instructions (SOIs).	Amend	Creation		Transfer to Archives (Municipal Research Center)	Updated language and retention instructions in light of new SOP 30 (Rev. 4/25/25).
39	Milwaukee Police Department	Safety Division	66-0093	Training Films (Non-Employees)		Close				Supersede 25-0010 (Training Materials)
40	Milwaukee Police Department	Training Division	86-0020	Training Materials and Schedules		Close				Supersede 25-0010 (Training Materials)

Count of Schedule Code	Column Labels				
Row Labels	NEW	Amend	Renew	Close	Grand Total
Citywide Global Schedules	4	2			6
Department of Employee Relations	4	4	1	7	16
Department of Neighborhood Services				1	1
Department of Public Works		2	1		3
Employees Retirement Systems		1			1
Fire and Police Commission				1	1
Milwaukee Fire Department				3	3
Milwaukee Police Department	2	2		5	9
Grand Total	10	11	2	17	40

