



Record Schedules

Filter applied to report:

Find all Department Schedule Review where (Schedule Code Contains '82-0100' OR Schedule Code Contains '85-0108').

Schedules with expiration date on pink background are expired and should be renewed or closed. Contact City Records for assistance.



MPD-300-		1 schedule(s) for review						
Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires	
NEW	85-0108	Teletype Messages--Received		0	1	Event	Destroy Confidentially	3/2/2023
	Last Review:	2023Q1	New police global to standardize retention across Police sub-departments.					CIMC

1 NEW Schedules



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Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend							
82-0100	Teletype Messages-- Communications Division	<p>Teletype messages received or sent by the Milwaukee Police Department Communications Division's Teletype Desk to or from other MPD personnel. These messages may be information about law enforcement activity derived from national or state databases, but are also used as a means of secure communication with officers for other instances, such as for property status checks or subpoenas. The Teletype Desk sends a copy of each teletype to the MPD imaging unit for imaging of all documents to comply with Criminal Justice Information Systems security policies.</p> <p>The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.</p>	0	7	Event	Destroy Confidentially	3/2/2023



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MPD-332-		1 schedule(s) for review					
Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend	Last Review: 2023Q1	Amending schedule to reflect broader scope of teletype message uses by MPD.					CIMC

1 Amend Schedules