

## SCHEDULES FOR CIMC REVIEW - DECEMBER 10, 2020

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	134	Municipal Court	20-0020	<u>COVID-19 Screening Form</u>	New	Form filled out by City of Milwaukee employees and members of the public for in-person visits to Municipal Court facilities, requesting that the person completing the form affirm or provide evidence that they do not currently have symptoms consistent with the COVID-19 virus, or otherwise indicating the results of a COVID-19 test taken within 14 days before the date the form is filled out. The forms may also include information about possible exposure in addition to self-assessment of symptoms, and may be useful for contact tracing purposes for this reason.	Creation + 1 mo./Office	Destroy Under Supervision	Yes
2	153	Dept. of Admin./Inter-governmental Relations	73-0083	<u>Legislative Referral Files</u>	Amend	Records are related to state and federal bills pertaining to the City of Milwaukee and referred to relevant departments for comment. The series may include, but is not limited to, text of bills, letters of referral, city department correspondence, news clippings, legislative analysis, and other related records.	Creation + 2 yrs./Office +4 yrs./City Records	Destroy Under Supervision	Yes
3	153	Dept. of Admin./Inter-governmental Relations	86-0057	<u>State Lobbying Reports</u>	Amend	Per Wis. Stat. §13.695, the City of Milwaukee must report it's lobbying activities to the Wisconsin Department of Administration every 6 months via the Statement of Lobbying Activity and Expenditures, including the names and activity of City officers authorized to attempt to influence legislative action. This series also includes records needed to substantiate the expense statement. Retention requirements found in Wis. Stat. §13-68(5).	Event (Statement Filed) + 3 yrs./Office	Destroy Under Supervision	Yes
4	215	Comptroller/ Financial Planning	20-0013	<u>Bond Records</u>	New	Records related to administration and payment of bonds drawn by the City of Milwaukee such as the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons and promissory notes. This series superseded and encompasses records from existing series 61-0349 Bonds Surety, 76-0242 Water Dept. Bond Files, 96-0052 Industrial Revenue Bonds, 61-0347 Bonds Cancelled, 61-0348 Bonds Coupons Cancelled, 79-0017 Bonds Prospectus and 79-0018 Bond Register.	Event (Bond Repaid or Expired) + 3 yrs./Office	Destroy Under Supervision	Yes
5	215	Comptroller/ Financial Planning	20-0016	<u>Financial Tests- Underground Storage Tanks</u>	New	Records used to show adherence to requirements described in Wis. Admin Code ch. ATPC 93.705 and 40 CFR 280, Wis. Stat §280.15, regarding owner responsibility for maintenance of underground storage tanks and the ability to take corrective action in the event of failure. Records may include financial statements, proof of insurance, letters of credit, surety bonds, local government guarantee documentation, and bond rating documentation. Retention of this series is based on retention for Storage Tank registration and permit records from the County Government General Records Schedule.	Fiscal Year + 3 yrs./Office + 4 yrs./City Records	Destroy Under Supervision	Yes

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6	215	Comptroller/ Financial Planning	20-0017	<u>Combined Property Tax Report</u>	New	Combined record of calculations used to prepare the Combined Property Tax Report. This report is included as part of the property tax bill information sent to all taxpayers describing how taxes were set, total estimated tax revenue and the breakdown of taxes from various sources.	Fiscal Year + 1 yr./Office	City Archives at the Municipal Research Library	Yes
7	215	Comptroller/ Financial Planning	20-0018	<u>Tax Levy Certification</u>	New	Any record used to calculate municipal taxes including certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls. Retention on records in this series is based on Wisconsin Municipal Records General Schedules.	Event (Audit) + 3 yrs./Office + 4 yrs./ City Records	Destroy Under Supervision	Yes
8	215	Comptroller/ Financial Planning	20-0019	<u>Rate Calculations</u>	New	Records support various rate calculations administered by the Office of the Comptroller for various city functions and expenditures, including indirect salary/fringe rates, space usage rates, sewer user rates (in conjunction with MMSD), and indirect cost proposals for federal grants. This series includes all supporting documentation for the calculation basis, as well as the final proposal/report for each rate type. 29 CFR §1470.42(c)(4) governs retention.	Fiscal Year + 3 yrs./Office	Destroy Under Supervision	Yes
9	300	MPD- Global	20-0014	<u>Vehicle Use Records</u>	New	Documentation assignment and use of MPD vehicles to MPD personnel. Records may include, but are not limited to, documentation on pool car reservation, individual trips, sign-out/sign-in logs and vehicle use agreements. Retention based on Wisconsin General Records Schedule for Motor Vehicle Control and Assignment FLEET012	Creation + 1 yr./Office	Destroy Under Supervision	Yes
10	300	MPD- Global	20-0015	<u>Wanted Bulletins</u>	New	Bulletins created by MPD related to people, cars, or other property wanted in connection to crimes committed within MPD's jurisdiction. Bulletins may include a description of the wanted person or property, photos, license info, or other identifying info and are distributed via email to patrol recipients. Data from these bulletins is shared through the Southeastern Wisconsin Threat Analysis Center.	Event (Arrest) + 1 yr./Office	Destroy Under Supervision	Yes
See Delete/Superseded Schedule Request Form for 107 schedules superseded by Global Schedule 02-0016 <u>Accounts Payable</u> .									
See Delete/Superseded Schedule Request Form for 17 schedules superseded by Global Schedule 02-0017 <u>IRIs</u> .									
See Delete/Superseded Schedule Request Form for 25 schedules superseded by Global Schedule 10-0025 <u>Time Keeping Records- Department</u> .									
See Delete/Superseded Schedule Request Form for 17 schedules superseded by Global Schedule 02-0017 <u>IRIs</u> .									

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						See Delete/Superseded Schedule Request Form for 39 schedules superseded by Global Schedule 14-E015 <u>Time Owed and Allowed</u> .			
						See Delete/Superseded Schedule Request Form for 13 schedules superseded by Global Schedule 18-0003 <u>Routine Status and Activity Reports</u> .			
						See Delete/Superseded Schedule Request Form for 6 schedules superseded by Global Schedule 18-0005 <u>Reconciliation Working Documents</u> .			
						See Delete/Superseded Schedule Request Form for 7 schedules superseded by Global Schedule 18-0006 <u>City Budget - Final and Proposed</u> .			
						See Delete/Superseded Schedule Request Form for 17 schedules superseded by Global Schedule 02-0017 <u>IRIs</u> .			
						See Delete/Superseded Schedule Request Form for 26 schedules superseded by Global Schedule 18-0007 <u>Departmental Budget &amp; Appropriation Requests</u> .			
						See Delete/Superseded Schedule Request Form for 28 schedules superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> .			
						See Delete/Superseded Schedule Request Form for 1 Municipal Court schedule.			
						See Delete/Superseded Schedule Request Form for 51 schedules superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records</u> .			
						See Delete/Superseded Schedule Request Form for 7 schedules superseded by Global Schedule 18-0011 <u>Checks- Cancelled</u> .			
						See Delete/Superseded Schedule Request Form for 14 schedules superseded by Global Schedule 18-0013 <u>Request to Transfer Funds</u> .			
						See Delete/Superseded Schedule Request Form for 7 schedules superseded by Global Schedule 18-0014 <u>Journal Entries</u> .			
						See Delete/Superseded Schedule Request Form for 19 schedules superseded by Global Schedule 18-0015 <u>General Ledger</u> .			
						See Delete/Superseded Schedule Request Form for 4 schedules superseded by Global Schedule 18-0018 <u>Trial Balance and Transaction Reports</u> .			
						See Delete/Superseded Schedule Request Form for 3 schedules superseded by Global Schedule 19-0089 <u>Time Keeping Records (Payroll)</u> .			
						See Delete/Superseded Schedule Request Form for 15 schedules superseded by Global Schedule 19-0090 <u>Deduction Authorizations and Notifications</u> .			
						See Delete/Superseded Schedule Request Form for 22 schedules superseded by Global Schedule 19-0092 <u>Employee Payroll and Benefit File</u> .			

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See Delete/Superseded Schedule Request Form for DER/Operations-Compensation 3 schedules.									
See Delete/Superseded Schedule Request Form for 12 schedules superseded by Global Schedule 19-0094 <u>Routine HRMS Reports</u> .									
See Delete/Superseded Schedule Request Form for 2 schedules superseded by Global Schedule 19-0095 <u>Tax Reports</u> .									
See Delete/Superseded Schedule Request Form for 32 schedules superseded by Global Schedule 63-0155 <u>Payroll Registers</u> .									
See Delete/Superseded Schedule Request Form for 7 schedules superseded by Global Schedule 73-0298 <u>Audit Reports- Final and Department Response</u> .									
See Delete/Superseded Schedule Request Form for 5 schedules superseded by Global Schedule 77-0199 <u>Auto Allowance File</u> .									
See Delete/Superseded Schedule Request Form for 15 schedules superseded by Global Schedule 82-0055 <u>Payroll Summaries, Reconciliations and Distributions</u> .									
See Delete/Superseded Schedule Request Form for 7 schedules superseded by Global Schedule 91-0043 <u>Deduction Register</u> .									
See Delete/Superseded Schedule Request Form for 2 LRB schedules.									
See Delete/Superseded Schedule Request Form for 9 ITMD schedules.									
See Delete/Superseded Schedule Request Form for 3 DPW-Traffic Engineering and Electrical Services schedules.									
See Delete/Superseded Schedule Request Form for 106 Port of Milwaukee schedules.									



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City Records Center**

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## Delete/Superseded Schedule Request Form

**This document is used to request schedule deletion or the superseding of multiple schedules at once. By signing below, you certify that to the best of your knowledge, records in each series to be closed are no longer created, or have a final disposition date governed by an active schedule.**

Jim Owczarski, City Clerk (on behalf of the CIMC) Date _____	Brad Houston, City Records Officer Date _____		
<p>These 107 schedules are superseded by Global Schedule <u>02-0016 Accounts Payable</u>. Records related to the purchase of goods or services. May include approved claims, procurement record checklists, purchase orders, &amp; other payment history records, invoice requests, merchandise receipts, vendor invoices, agency vouchers, service reports, &amp; other supporting documentation. This includes the records for Procard Payments &amp; Petty Cash, for purchases under \$5,000 &amp; \$100, respectively. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of fiscal year plus eight years for Accounts Payable.</p>			
Division No./Department	Schedule #	Title	Inventory
131 - City Clerk/Central Administration	76-0021	PURCHASE ORDER CBP-9 COPY. PURCHASE ORDER IS A	No Inventory
131 - City Clerk/Central Administration	76-0022	PURCHASE REQUISITION CBP-108 COPY. USED TO	No Inventory
132 - City Clerk/License Division	86-0064	Treasurer's Reports and Invoices	Transfer 15 boxes
152 - Purchasing Division Of DOA	11-E007	Monthly Procard Transaction Data from Bank	No Inventory
152 - Purchasing Division Of DOA	61-0057	PURCHASE REQUISITION (PINK COPY). THIS FORM IS	No Inventory
152 - Purchasing Division Of DOA	61-058E	INVOICES - MISCELLANEOUS ACCTS REC	No Inventory
152 - Purchasing Division Of DOA	61-058F	INVOICE - GAS STORES	No Inventory
152 - Purchasing Division Of DOA	61-058G	INVOICE - STORES	No Inventory
152 - Purchasing Division Of DOA	61-058H	PURCHASE ORDER	No Inventory
152 - Purchasing Division Of DOA	64-0179	EQUIPMENT REQUEST (COPY)	No Inventory
153 - Intergovernmental Relations/DOA	74-0191	PURCHASE REQUISITION CBP-108 C	No Inventory
153 - Intergovernmental Relations/DOA	74-0192	PURCHASE ORDER CBP-9 C	No Inventory
155 - DOA/ITMD	09-E038	AP POSITIVE PAY TRANSMITTAL FILE- HOST MANAGED	No Inventory
155 - DOA/ITMD	09-E043	AP E-VAULT DOWNLOAD FILES	No Inventory
155 - DOA/ITMD	09-E076	AP POSITIVE PAY TRANSMITTAL FILE- INTERNAL	No Inventory
155 - DOA/ITMD	73-0012	REQUISITION & PAYMENT VOUCHER FILE	No Inventory
163 - Safety Division/MPD	74-0037	PURCHASE ORDER	No Inventory



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163 - Safety Division/MPD	74-0039	PURCHASE REQUISITION CBP 108	No Inventory
163 - Safety Division/MPD	84-0076	SUPPLY/EQUIPMENT REQUISITION SAF-64	No Inventory
164 - DER Administration	70-0058	PURCHASE REQUISITION. INDICATES PURCHASES	No Inventory
164 - DER Administration	70-0059	PURCHASE ORDER. INDICATES PURCHASES ORDERED FOR	No Inventory
170 - Election Commission	91-0004	PURCHASE FILES	No Inventory
191 - DCD Administration	13-0043	Purchase Orders	No Inventory
191 - DCD Administration	17-0032	Accounts Payable Invoices for Housing & Neighborhood	No Inventory
191 - DCD Administration	75-0127	RENTAL INVOICE AND RETURN	No Inventory
191 - DCD Administration	75-0128	ACCOUNTS PAYABLE VOUCHER	No Inventory
193 - Redevelopment Authority City Of Milwaukee	13-0050	Purchase Orders	No Inventory
194 - Housing Authority City Of Milwaukee	75-0113	HA PURCHASE ORDER CDDA 28	No Inventory
211 - Comptroller Administration	09-E087	FMIS ACCOUNTS PAYABLES	No Inventory
211 - Comptroller Administration	89-0137	ACCOUNTS PAYABLE DOCUMENT TRAIL	No Inventory
221 - City Treasurer	74-0373	RECEIPT FOR ACCOUNTS PAYABLE CHECKS CT-102	No Inventory
310 - Fire & Police Commission	90-0070	PURCHASE RECORDS, FPC	No Inventory
329 - MPD Neighborhood Task Force	85-0145	OFFICE SUPPLY REQUISITION, PO-2, COPY	No Inventory
329 - MPD Neighborhood Task Force	86-0019	GAS REQUISITION CARD, PG-9	No Inventory
330 - MPD Property Control	85-0145	OFFICE SUPPLY REQUISITION, PO-2	No Inventory
331 - MPD Administration	58-0032	REQUISITIONS FOR MATERIAL, YELLOW COPY	No Inventory
331 - MPD Administration	58-0033	PURCHASE ORDER (MATERIAL)	No Inventory
331 - MPD Administration	58-0033	PURCHASE ORDER (MATERIALS) COPY	No Inventory
331 - MPD Administration	58-0039	INVOICES (CBP PETROLEUM)	No Inventory
331 - MPD Administration	58-0044	INVOICES (OUTSIDE VENDORS)	No Inventory
331 - MPD Administration	87-0010	CENTRAL BD OF PURCHASES-MO BILLINGS 485.480 COPY	No Inventory
332 - MPD Communications	85-0145	OFFICE SUPPLY REQUISITION, PO-2, COPY	No Inventory
333 - MPD Central Records Division	82-0099	TRAVEL EXPENSE VOUCHERS - OUT OF TOWN REPORT	No Inventory
333 - MPD Central Records Division	85-0145	OFFICE SUPPLY REQUISITION, PO-2, COPY	No Inventory
333 - MPD Central Records Division	86-0019	GAS REQUISITION CARD, PG-9	No Inventory
334 - MPD Districts	60-0227	RECEIPTS - MISCELLANEOUS, PP-33	No Inventory
340 - MPD Traffic Division	60-0327	INVOICES - OUTSIDE VENDER (DUPLICATE COPY)	No Inventory
340 - MPD Traffic Division	85-0145	OFFICE SUPPLY REQUISITION, PO-2, COPY	No Inventory



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340 - MPD Traffic Division	89-0074	INVOICE, RECORD COPY FEE (PI-27)	No Inventory
342 - MPD Training Bureau	85-0145	OFFICE SUPPLY REQUISITION PD-2 COPY (PROPERTY)	No Inventory
342 - MPD Training Bureau	86-0019	GAS REQUISITION CARD, PG-9	No Inventory
343 - MPD Vice Control	65-0130	SUPPLY REQUISITIONS (COPY)	No Inventory
343 - MPD Vice Control	85-0145	OFFICE SUPPLY REQUISITION, PO-2	No Inventory
343 - MPD Vice Control	86-0019	GAS REQUISITION CARD, PG-9	No Inventory
346 - MPD Open Records	85-0145	OFFICE SUPPLY REQUISITION, PO-2	No Inventory
346 - MPD Open Records	89-0074	INVOICE, RECORD COPY FEE (PI-27)	No Inventory
347 - MPD District 1	60-0227	RECEIPTS - MISCELLANEOUS, PP-33	No Inventory
350 - MPD Printing & Stores	78-0106	SUB-DEPARTMENT REQUISITION CBP-132	No Inventory
350 - MPD Printing & Stores	78-0107	OFFICE SUPPLY REQUISITION PD-2	No Inventory
350 - MPD Printing & Stores	78-0108	PURCHASE REQUISITION CBP-108 YELLOW COPY	No Inventory
360 - Department Of Neighborhood Services	61-0010	PURCHASE REQUISITION C	No Inventory
360 - Department Of Neighborhood Services	61-0014	PURCHASE ORDER C	No Inventory
370 - MPD Human Resources	61-0266	EXPENSE VOUCHER	No Inventory
381 - Health Department/Administration	72-0064	PURCHASE ORDER	No Inventory
386 - Health Department/Prev Dis & Medical Services	70-0167	SUB-DEPARTMENT REQUISITION	No Inventory
386 - Health Department/Prev Dis & Medical Services	74-0096	PURCHASE REQUISITION CBP 103 NO.3 COPY	No Inventory
386 - Health Department/Prev Dis & Medical Services	74-0097	PURCHASE ORDER (CBP 9) (COPY) (FOR BIOLOGICALS)	No Inventory
389 - Health Department/Vital Statistics	65-0036	INVOICES (COPY)	No Inventory
429 - Port Of Milwaukee	69-0106	PURCHASE REQUISITION	No Inventory
429 - Port Of Milwaukee	69-0107	PURCHASE ORDER	No Inventory
429 - Port Of Milwaukee	69-0112	MEMORANDUM OF INVOICE (MISC. ACCOUNTS )	No Inventory
501 - DPW General Office	01-0024	DEPARTMENT OF PUBLIC WORKS INVOICES	No Inventory
526 - Traffic Engineering & Electrical Services	61-0107	INVOICES - ACCOUNTS PAYABLE	No Inventory
526 - Traffic Engineering & Electrical Services	69-0214	STORES MATERIAL REQUISITION & DISB REPORTCBP-181	No Inventory
526 - Traffic Engineering & Electrical Services	69-0219	PURCHASE REQUISITIONS	No Inventory
526 - Traffic Engineering & Electrical Services	69-0225	SUBDEPARTMENT REQUISITION ES-36	No Inventory
526 - Traffic Engineering & Electrical Services	73-0078	PURCHASE ORDERS & INVOICES DUP	No Inventory



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526 - Traffic Engineering & Electrical Services	76-0201	MATERIAL LOG - SUB-REQUISITION ES-80	No Inventory
531 - Buildings And Fleet	63-0107	REQUISITIONS (COPY NO. 3)	No Inventory
531 - Buildings And Fleet	63-0108	PURCHASE ORDER (COPY)	No Inventory
531 - Buildings And Fleet	63-0110	SUB-DEPARTMENT REQUISITION	No Inventory
531 - Buildings And Fleet	67-0115	PURCHASE ORDERS COMPL PROJECTS	No Inventory
531 - Buildings And Fleet	67-0116	SUBDEPARTMENTAL REQUISITIONS	No Inventory
531 - Buildings And Fleet	67-0118	SUBDEPARTMENTAL REQUISITIONS ANNUAL	No Inventory
531 - Buildings And Fleet	67-0120	STORES INVOICES W/PURCHASE REQUISITIONS	No Inventory
531 - Buildings And Fleet	67-0121	INTERDEPARTMENTAL SERV & MATERIAL REQ & INV	No Inventory
531 - Buildings And Fleet	70-0178	PURCHASE REQUISITIONS	No Inventory
548 - Infrastructure Administration	79-0047	PURCHASE REQUISITION CBP-108 YELLOW COPY	No Inventory
565 - Sanitation	79-0048	SAFETY SHOE PURCHASE AUTHORIZATION	No Inventory
565 - Sanitation	96-0023	INVOICES, DPW (DPW-104).	Transfer 19 boxes
570 - Street & Sewer Maintenance	66-0086	REQUISITION - STORES MATERIAL	No Inventory
581 - Forestry	17-0005	General Receipts	No Inventory
641 - Water Department	97-0005	ACCOUNTING - VOUCHERS (15)	No Inventory
641 - Water Department	97-0133	PURCHASING - MATERIAL LEDGERS (41)	No Inventory
641 - Water Department	99-8038	VOUCHER RECORD - 1936-40 - WATER PURIFICATION	No Inventory
643 - Water Engineering	91-0097	PURCHASE ORDER - MATERIAL, COPY	No Inventory
861 - Milwaukee Public Library	75-0038	EQUIPMENT PURCHASE RECORD PL-125	No Inventory
861 - Milwaukee Public Library	76-0161	PURCHASE ORDER REGISTER - ORIG & DUP	No Inventory
861 - Milwaukee Public Library	77-0098	SUPPLY PURCHASED CARD PL-131	No Inventory
861 - Milwaukee Public Library	77-0109	ACCOUNTS PAYABLE FILE COPY	No Inventory
861 - Milwaukee Public Library	78-0182	ACCOUNTS PAYABLE - BOARD OF TRUSTEES	No Inventory
861 - Milwaukee Public Library	80-0083	INTERLIBRARY TRAVEL VOUCHER PL-85	No Inventory
861 - Milwaukee Public Library	80-0090	BOOK INVOICE PL-236	No Inventory
861 - Milwaukee Public Library	84-0016	PURCHASE REQUISITION/PAYMENT REQUEST PL-101	No Inventory
861 - Milwaukee Public Library	87-0044	RECEIPT - PHOTOCOPY/POSTAGE UNNUMBERED, PL-76	No Inventory
861 - Milwaukee Public Library	87-0098	INVOICE WITH COUPONS, PL-22-1,2,3	No Inventory
861 - Milwaukee Public Library	87-0106	EQUIPMENT RECEIPT, PL-136	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date
-----------------------------------------------------------	--------------------------------------------

These 17 schedules are superseded by Global Schedule 02-0017 IRIs. IRIs are issued from one City department to another for collection of payment for goods and services. The IRI includes accounting information, transaction charges, department info, and supporting documents related to transactions. IRIs are received by a department, prepared for payment and forwarded to the Comptroller's Office for processing. The completed IRIs are scanned and maintained in E-Vault for the length of their retention period. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of fiscal year plus seven years for IRIs.

<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
152 - Purchasing Division Of DOA	61-058N	INTERDEPARTMENTAL REQUISITION AND INVOICE	No Inventory
153 - Intergovernmental Relations/DOA	74-0195	IRD-INTERDEPARTMENTAL REQUISITIONS & INVOICES	No Inventory
163 - Safety Division/MPD	74-0036	INTERDEPARTMENTAL REQUISITION & INVOICE CBP 175	No Inventory
164 - DER Administration	70-0062	INTERDEPARTMENTAL REQUISITION & INVOICE. INDICATES	No Inventory
191 - DCD Administration	73-0200	INTERDEPARTMENTAL REQ & INV CBP 175	No Inventory
211 - Comptroller Administration	02-E017	INTERDEPARTMENTAL REQUISITION & INVOICE (IRI)	No Inventory
211 - Comptroller Administration	69-0063	INTERDEPARTMENTAL REQUISITION & INVOICE SCHEDULE	No Inventory
360 - Department Of Neighborhood Services	79-0052	INTERDEPARTMENTAL REQUISITION AND INVOICE CBP 175	No Inventory
389 - Health Dept./Vital Statistics	73-0253	REQ FOR COPY OF RECORD & INV H-102, H-14	No Inventory
526 - Traffic Engineering & Electrical Services	69-0220	INTERDEPARTMENTAL REQUISITION & INVOICE CBP-175	No Inventory
531 - Buildings And Fleet	70-0195	INTER-DEPARTMENTAL REQUISITION & INVOICE PT2	No Inventory
531 - Buildings And Fleet	70-0196	INTER-DEPARTMENTAL REQUISITION & INVOICE PT 4	No Inventory
541 - Infrastructure Testing Lab (Defunct)	78-0034	INTERDEPARTMENTAL REQUISITION AND INVOICE CBP-175	No Inventory



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548 - Infrastructure Administration	72-0159	REQ FOR DUPLICATING WORK	No Inventory
548 - Infrastructure Administration	72-0160	INTERDEPT REQ & INV - ORANGE COPY	No Inventory
565 - Sanitation	74-0061	INTERDEPARTMENTAL REQUISITION & INVOICE CBP-175	No Inventory
581 - Forestry	74-0126	INTERDEPARTMENTAL REQUISITION & INVOICE (CBP 175)	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date
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These 31 schedules are superseded by Global Schedule 10-0025 Time Keeping Records- Department. This schedule is for all city departments that use formal paper or electronic records to document employees' hours worked prior to entering this information into a computerized payroll system, recognized by the departments as a formal mechanism for issuing pay checks. Employees/managers have 2 yrs.to dispute discrepancies in ☐the entry of hours worked with a designation of payment type (vacation, sick, FMLA, etc.) as provided by Wis. Stat.109.09. This series is specific to timekeeping paper documents when the entire content of the paper documents is reflected in electronic records on an officially recognized payroll system used by a city department. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of creation plus two years for Time Keeping Records- Department.

<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
163 - Safety Division/MPD	16-3246	REQUEST FOR LEAVE OF ABSENCE (C)	No Inventory
164 - DER Administration	64-0202	REQ FOR LEAVE OF ABSENCE (COPY) (CITY SVC EMP)	No Inventory
300 - MPD Global-- Department-Wide Schedules	73-0153	Time Record	No Inventory
333 - MPD Central Records Division	73-0153	Time Record	No Inventory
343 - MPD Vice Control	73-0153	Time Record	No Inventory
349 - MPD Maintenance Service	86-0027	WEEKLY TIME SHEET	No Inventory
370 - MPD Human Resources	92-0026	TIME RECORD, SCHOOL CROSSING GUARD	No Inventory
391 - Health Department/Education	72-0075	TIME RECORD (FOR DIV USE)	No Inventory
440 - ERS/Police & Annuity Benefits	04-0029	ERS TIMECARD RECORDS	No Inventory
501 - DPW General Office	69-0200	TIME RECORDS	No Inventory
526 - Traffic Engineering & Electrical Services	69-0211	TIME RECORD C-251 - THROUGH 1986	No Inventory
526 - Traffic Engineering & Electrical Services	76-0186	TIME RECORD - EMPLOYEE ANNUAL ES-21	No Inventory



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## **Delete/Superseded Schedule Request Form**

531 - Buildings And Fleet	10-0012	TIME PUNCH CARDS (CANAL)	No Inventory
531 - Buildings And Fleet	63-0104	TIME REPORT, DAILY	No Inventory
531 - Buildings And Fleet	65-0278	REQUEST FOR LEAVE OF ABSENCE (C)	No Inventory
531 - Buildings And Fleet	65-0326	REQUEST FOR LEAVE OF ABSENCE (C)	No Inventory
531 - Buildings And Fleet	67-0114	TIME RECORD C-251 THROUGH 1986	No Inventory
548 - Infrastructure Administration	73-0237	TIME RECORD C251 - THROUGH 1986	No Inventory
548 - Infrastructure Administration	78-0148	TIME RECORD MISC E-5	No Inventory
549 - Infrastructure Field Engineering	76-0177	TIME BOOKS	No Inventory
581 - Forestry	66-0073	TIME RECORD - THROUGH 1986	No Inventory
643 - Water Engineering	91-0106	TIME RECORD, COPY	No Inventory
861 - Milwaukee Public Library	67-0078	TIME RECORD C-251 THROUGH 1986	No Inventory
861 - Milwaukee Public Library	67-0081	LEAVE OF ABSENCE REQUEST FORM CBP-129 COPY	No Inventory
861 - Milwaukee Public Library	73-0137	TIME RECORD - CO-OP WORK PROGRAM PL-154	No Inventory
861 - Milwaukee Public Library	74-0216	APPL FOR FUNERAL LEAVE CBP-155 C	No Inventory
861 - Milwaukee Public Library	78-0012	TIME SHEET - MANAGEMENT PERSONNEL PL-155	No Inventory
861 - Milwaukee Public Library	79-0109	TIME REQUESTS AND ACTIONS PL-194	No Inventory
156 - Document Services	87-9001	Time Record--All Departments	<b>Transfer 36 boxes</b>
570 - Street & Sewer Maintenance	84-0032	Crew Leaders Daily Time Report	<b>Transfer 38 boxes</b>
565 - Sanitation	74-0145	PAYROLL CARD (SS-67)	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
<p>These 36 schedules are superseded by Global Schedule <u>14-E015 Time Owed and Allowed</u>. This record series includes Time Owed and Allowed Balance Reports which contain employee name, employee ID, Vacation, TVA, Sick Leave, Comp Time, Injury Hour balances earned, taken and total for each employee by City Department. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of fiscal year plus two years for Time Owed and Allowed.</p>			
Division No./Department	Schedule #	Title	Inventory
153 - Intergovernmental Relations/DOA	74-0196	TIME OWED & ALLOWED JOB 110.907	No Inventory
162 - DER Operations-Compensation	73-M202	PAYROLL TIME ANALYSIS REPORT	No Inventory
162 - DER Operations-Compensation	70-9055	TIME OWED & ALLOWED REPORT - FINAL PAY PERIOD	Transfer 12 boxes
162 - DER Operations-Compensation	70-M055	TIME OWED & ALLOWED REPORT	Transfer 14 boxes
162 - DER Operations-Compensation	73-9202	PAYROLL TIME ANALYSIS REPORT - YEAR END REPORT	Transfer 68 boxes
211 - Comptroller Administration	83-0004	PAYROLL DEPARTMENTAL REPORTS	No Inventory
329 - MPD Neighborhood Task Force	85-0147	PERSONNEL TIME STATUS BI-WEEKLY REPORT,	No Inventory
330 - MPD Property Control	85-0147	PERSONNEL TIME STATUS BI-WEEKLY REPORT,	No Inventory
330 - MPD Property Control	92-0028	OVERTIME REPORT, YEAR-END SUMMARY, 113.642	No Inventory
332 - MPD Communications	85-0147	PERSONNEL TIME STATUS BI-WEEKLY REPORT,	No Inventory
332 - MPD Communications	92-0028	OVERTIME REPORT, YEAR-END SUMMARY, 113.642	No Inventory
333 - MPD Central Records Division	85-0147	PERSONNEL TIME STATUS BI-WEEKLY REPORT,	No Inventory



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## **Delete/Superseded Schedule Request Form**

333 - MPD Central Records Division	92-0028	OVERTIME REPORT, YEAR-END SUMMARY, 113.642	No Inventory
340 - MPD Traffic Division	85-0147	PERSONNEL TIME STATUS BI-WEEKLY REPORT,	No Inventory
340 - MPD Traffic Division	92-0028	OVERTIME REPORT, YEAR-END SUMMARY, 113.642	No Inventory
342 - MPD Training Bureau	72-0099	OVERTIME REPORT (PRINTOUT)	No Inventory
342 - MPD Training Bureau	85-0147	PERSONNEL TIME STATUS BI-WEEKLY REPORT,	No Inventory
342 - MPD Training Bureau	92-0028	OVERTIME REPORT, YEAR-END SUMMARY, 113.642	No Inventory
343 - MPD Vice Control	72-0099	OVERTIME REPORT	No Inventory
343 - MPD Vice Control	85-0147	PERSONNEL TIME STATUS BI-WEEKLY REPORT,	No Inventory
343 - MPD Vice Control	92-0028	OVERTIME REPORT, YEAR-END SUMMARY, 113.642	No Inventory
346 - MPD Open Records	85-0147	PERSONNEL TIME STATUS BI-WEEKLY REPORT,	No Inventory
346 - MPD Open Records	92-0028	OVERTIME REPORT, YEAR-END SUMMARY, 113.642	No Inventory
347 - MPD District 1	72-0099	OVERTIME REPORT (PRINTOUT)	No Inventory
350 - MPD Printing & Stores	85-0147	PERSONNEL TIME STATUS BI-WEEKLY REPORT,	No Inventory
360 - Department Of Neighborhood Services	80-0011	COMP TIME EARNINGS BY PAY PERIOD 101.536	No Inventory
360 - Department Of Neighborhood Services	80-0013	TIME OWED AND ALLOWED - DIV 360 101.196	No Inventory
526 - Traffic Engineering & Electrical Services	74-0066	TIME OWED AND ALLOWED REPORT JOB 114.215	No Inventory
526 - Traffic Engineering & Electrical Services	76-0187	TIME REPORT - WEEKLY ES-28	No Inventory
531 - Buildings And Fleet	65-0281	PAYROLL REPORT OF TIME OFF OVERTIME (C)	No Inventory
531 - Buildings And Fleet	65-0329	PAYROLL REPORT OF TIME OFF OVERTIME (C)	No Inventory
548 - Infrastructure Administration	77-0165	TIME OWED AND ALLOWED	No Inventory
548 - Infrastructure Administration	78-0147	OVERTIME HOURS WORKED - DAILY RECORD E-659	No Inventory
570 - Street & Sewer Maintenance	85-0164	TIME OWED AND ALLOWED REPORT, 1978-	No Inventory
570 - Street & Sewer Maintenance	93-0013	OVERTIME RECORD FORM. COMPILED BY EMPLOYEE, OK'D	No Inventory
581 - Forestry	59-0006	TIME OFF OVERTIME WORKED, DAILY REPORT	No Inventory



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581 - Forestry	59-0010	TIME OFF OVERTIME WORKED, PR REPORT	No Inventory
581 - Forestry	65-0297	PAYROLL REPORT OF TIME OFF OVERTIME (C)	No Inventory
861 - Milwaukee Public Library	79-0079	LISTING OF TIME OWED AND ALLOWED JOB 101.199	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date
-----------------------------------------------------------	--------------------------------------------

These 13 schedules are superseded by Global Schedule 18-0003 Routine Status and Activity Reports. Internal statistical & narrative reports created by a department on the routine operations and functions of a fiscal office, including weekly, monthly and quarterly reports for operations, management analysis and planning. Examples include control group reports, purchasing cross-reference reports, custom process scheduler reports, query printouts, and all other data summaries saved or separated from FMIS. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of event (expiration of administrative value) plus one year for Routine Status and Activity Reports.

<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
152 - Purchasing Division Of DOA	70-0022	APPROPRIATION CONTROL LEDGERS	No Inventory
153 - Intergovernmental Relations/DOA	74-0188	APPROPRIATION CONTROL LEDGER C-106 C	No Inventory
155 - DOA/ITMD	09-E046	GENERAL LEDGER LABOR WORKFILES- HOST MANAGED	No Inventory
155 - DOA/ITMD	09-E075	GENERAL LEDGER LABOR WORK FILES- INTERNAL	No Inventory
163 - Safety Division/MPD	73-0024	APPROPRIATION CONTROL LEDGER	No Inventory
164 - DER Administration	70-0057	APPROPRIATION CONTROL LEDGER. COPY IS RECEIVED	No Inventory
211 - Comptroller Administration	74-0026	APPROPRIATION CONTROL LEDGER SHEETS C-106	No Inventory
211 - Comptroller Administration	80-9062	Control Account Activity Report	<b>Transfer 108 boxes</b>
381 - Health Department/Administration	72-0063	FUND CONTROL LEDGER	No Inventory
501 - DPW General Office	78-0143	APPROPRIATION CONTROL LEDGER	No Inventory
531 - Buildings And Fleet	73-0071	APPROPRIATION CONTROL LEDGER SHEETS OBJECT 5 DUP	No Inventory
531 - Buildings And Fleet	73-0072	APPROPRIATION CONTROL LEDGER SHEETS PURPOSES DUP	No Inventory
641 - Water Department	76-0053	APPROPRIATION CONTROL LEDGER C-106 COPY	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
<p>These 6 schedules are superseded by Global Schedule <u>18-0005 Reconciliation Working Documents</u>. Intermediate fiscal records of receipts and disbursements used to reconcile accounts, including spreadsheets, proof sheets or trial balance work sheets, abstracts of receipts, disbursements, or claims, and other supporting documents related to voucher or procard transactions. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of creation plus seven years for Reconciliation Working Documents.</p>			
<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
155 - DOA/ITMD	09-E039	BANK RECONCILIATION WORK FILES	No Inventory
211 - Comptroller Administration	17-0034	Bank Statement Reconciliations for Housing & Neigh	No Inventory
211 - Comptroller Administration	73-0293	RECONCILIATION - IRI'S - BIWEEKLY (460.390)	No Inventory
221 - City Treasurer	75-0167	BANK STATEMENTS AND ACCOUNT RECONCILIATIONS	No Inventory
501 - DPW General Office	10-0003	RECONCILIATION REPORT	No Inventory
861 - Milwaukee Public Library	72-0095	CASH RECONCILIATION SHEET PL-29	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
<p>These 7 schedules are Superseded by Global Schedule <u>18-0006 City Budget--Final and Proposed</u>. Executive Budget for the City of Milwaukee, comprising a description of the total anticipated revenues for the upcoming fiscal year &amp; a breakdown of the appropriation of those funds by department &amp; line-item. The full budget includes a budget forecast for Milwaukee; detained narrative descriptions of each department's mission, services, outcome measures &amp; related activities; &amp; a summary of appropriations by expenditure category. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of creation plus three years and then send to the City Archives at the Municipal Research Library for City Budget--Final and Proposed.</p>			
<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
211 - Comptroller Administration	63-9167	BUDGET OFFICIAL - MICROFILM COPY	<b>Transfer 38 boxes</b>
211 - Comptroller Administration	76-0122	BUDGET MATERIAL - ANNUAL	No Inventory
211 - Comptroller Administration	76-0123	BUDGET - DIVISION	No Inventory
211 - Comptroller Administration	76-0124	BUDGET - SPECIAL PURPOSE ACCOUNTS	No Inventory
211 - Comptroller Administration	85-0158	CITY OF MILWAUKEE BUDGET, 1954-1974	No Inventory
211 - Comptroller Administration	85-0159	CITY OF MILWAUKEE BUDGET SUMMARY	No Inventory
531 - Buildings And Fleet	73-0070	BUDGET, ANNUAL CC J OF PROC	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
<p>These 26 schedules are superseded by Global Schedule <u>18-0007 Departmental Budget &amp; Appropriation Requests</u>. Requests from individual depts. for appropriations from the master City budget for the upcoming fiscal year, along with justifications &amp; program descriptions. These requests are submitted as standard forms (BMD-2 &amp; BMD-2a) maintained by Budget &amp; Mgmt. &amp; used in the preparation of allocations in the proposed budget presented to Common Council. Also included in this series are non-required forms for special funding requests or circumstances, such as Special Purpose Account Requests, Grant and Aid budget requests, Carryover fund requests, and Capital Request Forms. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of event (conclusion of budget process) plus four years for Departmental Budget &amp; Appropriation Requests.</p>			
Division No./Department	Schedule #	Title	Inventory
149 - City Attorney	92-0050	BUDGET FILE- ANNUAL	No Inventory
152 - Purchasing Division Of DOA	64-0180	REQUEST, PROPOSED BUDGET & APPROPRIATIONS (COPY)	No Inventory
153 - Intergovernmental Relations/DOA	75-0015	BUDGET FILE - ANNUAL	No Inventory
163 - Safety Division/MPD	65-0256	REQUEST, PROP. BUDGET & APPN. (C)	No Inventory
164 - DER Administration	64-0212	BUDGET AND APPROPRIATIONS REQUEST (COPY)	No Inventory
240 - Comptroller Public Debt Commission	74-0023	BUDGET FILE- ANNUAL	No Inventory
331 - MPD Administration	65-0224	REQUEST PROP. BUDGET & APP. (C)	No Inventory
343 - MPD Vice Control	65-0122	PERFORMANCE BUDGET REPORT	No Inventory
360 - Department Of Neighborhood Services	64-0164	BUDGET & APPROPRIATION REQUEST COPY	No Inventory
360 - Department Of Neighborhood Services	81-0001	CDA PROGRAM - ANNUAL BUDGET & ACCTG RECORDS	No Inventory
386 - Health Department/Prev Dis & Medical Services	73-0036	BUDGET ESTIMATE WORK SHEET	No Inventory
386 - Health Department/Prev Dis & Medical Services	77-0041	BUDGET ESTIMATE FOR MEDICAL CLINIC	No Inventory
429 - Port Of Milwaukee	76-0155	BUDGET REQUEST, ANNUAL BE-2 ET AL	No Inventory
531 - Buildings And Fleet	65-0288	REQUEST PROPOSED BUDGET & APPN (C)	No Inventory





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Jim Owczarski, City Clerk (on behalf of the CIMC) Date _____	Brad Houston, City Records Officer Date _____		
<p>These 28 schedules are superseded by Global Schedule <u>18-0008 Accounts Receivable</u>. Records related to the receipt of funds for goods or services provided. These may include, but are not limited to, records documenting receipt of funds including forms, cash register receipts, receipts, receipts remittance forms, cash receipts and attached documentation, accounts receivable invoices, deposit forms, lockbox reports, &amp; other accounts receivable documentation. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of fiscal plus eight years for Accounts Receivable.</p>			
Division No./Department	Schedule #	Title	Inventory
149 - City Attorney	70-0036	RECEIPT BOOKS	No Inventory
153 - Intergovernmental Relations/DOA	74-0193	CBP MONTHLY BILLING	No Inventory
156 - Document Services	10-E015	DSS BILLING RECORDS (ONLINE)	No Inventory
164 - DER Administration	70-0063	CBP MONTHLY BILLING	No Inventory
191 - DCD Administration	59-0038	INVOICE A/R, LAND COMM	No Inventory
211 - Comptroller Administration	77-0123	INVOICE CANCELLATIONS - ACCTS REC CBP 177(C)	<b>Transfer 2 boxes</b>
211 - Comptroller Administration	80-0070	CBP MONTHLY BILLING REPORT - CRD AND STORES -	No Inventory
211 - Comptroller Administration	82-9056	SEWER USER CHARGE - INDUSTRIAL BILLINGS	No Inventory
215 - City Comptroller/Financial Advisory Division	16-0021	Mobile Home Parks Billing & Collection Records	No Inventory
221 - City Treasurer	12-0004	Accounts Receivable Invoices Issued Report	No Inventory
331 - MPD Administration	86-0047	HOSPITALIZATION AMBULANCE BILLINGS FOR PRISONERS	No Inventory
336 - MPD Medical Section	86-0047	HOSPITALIZATION AMBULANCE BILLINGS FOR PRISONERS	No Inventory
361 - Department Of Neighborhood Services/Plumbing	59-0039	INVOICE ACCTS REC (PLUMBING)	No Inventory
381 - Health Department/Administration	72-0059	CBP MO BILLING	No Inventory
501 - DPW General Office	67-0111	INVOICE - MISC. ACCOUNTS RECEIVABLE	No Inventory



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## **Delete/Superseded Schedule Request Form**

526 - Traffic Engineering & Electrical Services	69-0221	INVOICE - MISC ACCTS RECEIVABLE	No Inventory
526 - Traffic Engineering & Electrical Services	74-0167	ELECTRICAL ENERGY BILLING RECORD - TRAFFIC SIGNALS	No Inventory
526 - Traffic Engineering & Electrical Services	77-0194	SUMMARY OF PARTIAL BILLING ES-5	No Inventory
531 - Buildings And Fleet	99-8021	CBP MONTHLY BILLING	No Inventory
541 - Infrastructure Testing Lab (Now Defunct)	78-0033	MISCELLANEOUS ACCOUNTS RECEIVABLE CBP-150	No Inventory
548 - Infrastructure Administration	78-0193	SUMMARY - PRINT ROOM BILLINGS	No Inventory
548 - Infrastructure Administration	78-0194	SUMMARY - LABORATORY BILLINGS	No Inventory
570 - Street & Sewer Maintenance	74-0064	ACCOUNTS RECEIVABLE, PERMITS,IRI'S, INV	No Inventory
641 - Water Department	98-0003	REVENUE - CUSTOMER LEDGER (52)	No Inventory
641 - Water Department	98-0005	REVENUE - BILLING (50)	No Inventory
861 - Milwaukee Public Library	78-0018	ACCOUNTS RECEIVABLE - CASH	No Inventory
861 - Milwaukee Public Library	84-0015	GIFT FUND RECEIVAL RECEIPT PL-104	No Inventory
861 - Milwaukee Public Library	85-0019	GIFT FUND RECEIVAL RECEIPT PL-104 COPY	No Inventory



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Department Name: Municipal Court	Department Number: 134
Department Head Sheldyn Himle	Division Head
Department Records Coordinator Mary O'Connor	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #	Series Title	Change Requested		Details
1	12-0022	Credit Card Processing Receipt	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0009 Credit Card Receipts Other Info Received from Sale; <b>Transfer 34 boxes</b>
2			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
3			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
4			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
5			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
6			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
7			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
8			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
<p>These 51 schedules are superseded by Global Schedule <u>18-0010 Cash Management Administrative Records</u>. Records are used to track ongoing cash inflow and outflow, including daily deposit records, cash receipts, reports on cash received by the Treasurer's Office and other departments, bank statements, cash books, daily cash register receipts and reconciliation and related documentation. Also included in this series are records related to investment portfolio management of all City units. This series also includes correspondence and other administrative supporting documentation not otherwise scheduled. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of fiscal year plus seven years for Cash Management Administrative Records.</p>			
Division No./Department	Schedule #	Title	Inventory
152 - Purchasing Division Of DOA	70-0027	DAILY DEPARTMENTAL REPORT - RECEIPTS	No Inventory
153 - Intergovernmental Relations/DOA	82-0058	PETTY CASH FUND CBP-136, CBP-146, COPY	No Inventory
155 - DOA/ITMD	09-E040	CASHIER WORK FILES- HOST MANAGED	No Inventory
155 - DOA/ITMD	09-E077	CASHIER WORK FILES- INTERNAL	No Inventory
191 - DCD Administration	17-0033	Cash Receipts/Deposits for Housing & Neighborhood	No Inventory
191 - DCD Administration	75-0117	CASH DISBURSEMENT JOURNAL	No Inventory
191 - DCD Administration	75-0118	CASH RECEIPTS JOURNAL	No Inventory
194 - Housing Authority City Of Milwaukee	92-0049	RECEIPT- HOUSING AUTHORITY	No Inventory
211 - Comptroller Administration	09-E085	FMIS CASH RECEIPTS	No Inventory
211 - Comptroller Administration	74-0092	HOTEL-MOTEL ROOM TAX RETURN & CASH RECEIPT	No Inventory
211 - Comptroller Administration	79-9068	Cash Book--Daily/Biweekly Jobs	<b>Transfer 44 boxes</b>
211 - Comptroller Administration	79-9069	Cash Book Documents	<b>Transfer 335 boxes</b>
211 - Comptroller Administration	79-9071	CASH RECEIPTS AND DISBURSEMENTS, YTD AS OF	<b>Transfer 14 boxes</b>
211 - Comptroller Administration	79-M071	CASH RECEIPTS AND DISBURSEMENTS, YTD AS OF	No Inventory
211 - Comptroller Administration	84-0005	WATER DEPARTMENT CASH RECEIPTS AND ADJUSTMENTS,	No Inventory



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330 - MPD Property Control	88-0008	DAILY CASH RECEIPT REPT - CBP 133 OR 147, COPY	No Inventory
331 - MPD Administration	61-0262	CASH DISB. TO CITY TREASURER, DAILY DEPT. REPT.	No Inventory
331 - MPD Administration	61-0263	CASH DISB. REPORT (COPY), DIST. AND BUREAU	No Inventory
331 - MPD Administration	85-0121	CASH REPORT, DAILY ADJUSTMENT TO, CBP-260, COPY	No Inventory
331 - MPD Administration	85-0122	CASH RECEIPTS, DAILY, CBP 147, COPY	No Inventory
331 - MPD Administration	85-0123	CASH DISB., DAILY REPORT, CBP 148, COPY	No Inventory
331 - MPD Administration	86-0046	RECEIPT, COURT PARKING, FEE REGISTER	No Inventory
331 - MPD Administration	88-0005	CAR WASH RECEIPT, PW-9	No Inventory
331 - MPD Administration	88-0008	DAILY CASH RECEIPT REPT - CBP 133 OR 147, COPY	No Inventory
340 - MPD Traffic Division	60-0286	CASH DISBURSEMENTS - GENERAL REPORT, PC-19	No Inventory
340 - MPD Traffic Division	62-0026	CASH REPORT TO CITY TREASURER, PC-18 & PD-5	No Inventory
340 - MPD Traffic Division	77-0066	DEPOSIT RECEIPT PT-6 COPY	No Inventory
360 - Department Of Neighborhood Services	61-0004	DAILY DEPARTMENTAL REPORT RECEIPTS & DISBURSEMENTS	No Inventory
360 - Department Of Neighborhood Services	74-0074	MONEY RECEIPT (BI-102). A 2 PART FORM SHOWING	No Inventory
386 - Health Department/Prev Dis & Medical Services	70-0130	MONEY RECEIPTS-IMMUNIZATIONS (COPY)	No Inventory
386 - Health Department/Prev Dis & Medical Services	72-0085	CASH RECEIPTS - DAILY DEPT REPT	No Inventory
386 - Health Department/Prev Dis & Medical Services	72-0086	CASH REPT - DAILY	No Inventory
389 - Health Department/Vital Statistics	73-0255	CASH RECEIPTS DAILY REPT & REQ FOR RECORD COPY,	No Inventory
429 - Port Of Milwaukee	69-0091	RECEIPT TALLY	No Inventory
429 - Port Of Milwaukee	79-0074	CASH RECEIPTS - DAILY REPORT CBP-147	No Inventory
501 - DPW General Office	63-0014	DEPOSIT RECEIPT DPW 131	No Inventory
501 - DPW General Office	63-0034	RECEIPT FOR DEPOSIT FOR EXCAVATION IN STREETS	No Inventory
526 - Traffic Engineering & Electrical Services	69-0215	MATERIAL RECEIPTS, DAILY CBP-151	No Inventory
526 - Traffic Engineering & Electrical Services	74-0268	DAILY DEPT REPT OF CASH RECEIPTS CBP-147 C	No Inventory
531 - Buildings And Fleet	67-0119	CASH RECEIPTS DAILY DEPT REPORT	No Inventory
531 - Buildings And Fleet	74-0055	MATERIAL RECEIPTS, DAILY	No Inventory
546 - Infrastructure Mapping & Drafting	69-0204	RECEIPTS FOR CASH SALES OF MAPS & PLATS	No Inventory
546 - Infrastructure Mapping & Drafting	89-0023	DAILY DEPARTMENTAL REPORT - CASH RECEIPTS CBP-147C	No Inventory



Office of the Common Council - City Clerk  
City Records Center

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**Bradley Houston**  
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## Delete/Superseded Schedule Request Form

641 - Water Department	69-0234	CASH REPORT - MONTHLY CONSOLIDATED	No Inventory
661 - DPW/City Tow Lot	98-0019	DAILY CASHIER REPORT	<b>Transfer 58 boxes</b>
861 - Milwaukee Public Library	77-0144	CASH REGISTER REPORTS, DAILY PL-26	No Inventory
861 - Milwaukee Public Library	77-0150	CASH REGISTER TAPES, DAILY	No Inventory
861 - Milwaukee Public Library	78-0099	RECEIPT BOOK - PETTY CASH PL-76	No Inventory
861 - Milwaukee Public Library	79-0097	DAILY CASH REGISTER REPORT PL-25	No Inventory
861 - Milwaukee Public Library	79-0100	DAILY DEPARTMENTAL REPORT - CASH RECEIPT PL-220	No Inventory
861 - Milwaukee Public Library	87-0045	RECEIPT BOOK - CASH, PL-77	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
<p>These 7 schedules are superseded by Global Schedule <u>18-0011 Checks--Cancelled</u>. Images of checks issued and paid by the Treasurer's Office, provided by the City of Milwaukee's working bank and retained as proof of payment and to provide copies as needed. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of fiscal year plus seven years for Checks--Cancelled.</p>			
<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
211 - Comptroller Administration	70-0092	CHECK REGISTER - ACCOUNTS PAYABLE	No Inventory
149 - City Attorney	72-0034	LEGAL FUND CHECKS	No Inventory
221 - City Treasurer	12-0001	Checks Tendered in Payment at Teller Window-Paper	<b>Transfer 1 box</b>
221 - City Treasurer	12-E001	Checks Tendered in Payment at Teller Windows-Image	No Inventory
287 - Employees Retirement System	03-0007	CANCELLED PENSION CHECKS ON CD ROM (WORKING COPY)	<b>Transfer 1 box</b>
287 - Employees Retirement System	03-0009	CANCELED PENSION CHECKS (SECURITY COPY)	No Inventory
287 - Employees Retirement System	69-0078	CHECKS - CANCELLED RETIREMENT FUND CHECKS	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date
-----------------------------------------------------------	--------------------------------------------

These 14 schedules are superseded by Global Schedule 18-0013 Request to Transfer Funds. Forms and related documentation to transfer allocated funds between accounts, usually within divisions. When the transfer is approved, the City financial system will update each account based on the final form. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of fiscal year plus three years for Request to Transfer Funds.

<b>Division No./Department</b>	<b>Schedule #</b>	<b>Title</b>	<b>Inventory</b>
152 - Purchasing Division Of DOA	64-0178	REQUEST TO TRANSFER FUNDS (COPY)	No Inventory
153 - Intergovernmental Relations/DOA	75-0141	REQUEST TO TRANSFER FUNDS COPY	No Inventory
153 - Intergovernmental Relations/DOA	76-0269	REQUEST TO CARRY OVER FUNDS BE-18 COPY	No Inventory
163 - Safety Division/MPD	65-0254	REQUEST TO TRANSFER FUNDS (C)	No Inventory
164 - DER Administration	64-0210	REQ TO TRANSFER FUNDS - COPY	No Inventory
240 - Comptroller Public Debt Commission	65-0238	REQ TO TRANSFER FUNDS	No Inventory
331 - MPD Administration	65-0222	REQUEST TO TRANSFER FUNDS (C)	No Inventory
360 - Department Of Neighborhood Services	64-0162	REQUEST TO TRANSFER FUNDS (COPY)	No Inventory
526 - Traffic Engineering & Electrical Services	65-0378	REQUEST TO TRANSFER FUNDS (C) BE-9	No Inventory
531 - Buildings And Fleet	65-0286	REQUEST TO TRANSFER FUNDS (C)	No Inventory
531 - Buildings And Fleet	65-0334	REQUEST TO TRANSFER FUNDS (C)	No Inventory
565 - Sanitation	65-0366	REQUEST TO TRANSFER FUNDS (C)	No Inventory
581 - Forestry	65-0302	REQUEST TO TRANSFER FUNDS (C)	No Inventory
641 - Water Department	65-0392	REQUEST TO TRANSFER FUNDS (C)	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
<p>These 6 schedules are superseded by Global Schedule <u>18-0014 Journal Entries</u>. Financial vehicle used to track revenue &amp; expenditures of City departments, including both receipt &amp; voucher/order entries. These entries are posted to the general ledger once the transactions they describe have completed. Records may include but are not limited to, internal transfers (chargebacks), payment transfers, revenue transfers, budget transfers, &amp; budget entries for projects. Also included is documentation supporting the allocation of Procard expenditures &amp; project budgets. Schedules will be deleted and any existing inventory will be transferred and governed by the retention of fiscal year plus 15 years for Journal Entries.</p>			
Division No./Department	Schedule #	Title	Inventory
152 - Purchasing Division Of DOA	95-0072	Journal of Disbursements 1930-1954	<b>Transfer 1 box</b>
211 - Comptroller Administration	78-9157	JOURNAL VOUCHER - MICROFILM COPY	<b>Transfer 65 boxes</b>
211 - Comptroller Administration	78-E157	JOURNAL VOUCHER- OPTICAL DISKS	No Inventory
211 - Comptroller Administration	80-9051	General Journal 1910-1956	<b>Trasnfer 21 boxes</b>
240 - Comptroller Public Debt Commission	79-9020	JOURNAL AND LEDGER - MICROFILM COPY	No Inventory
240 - Comptroller Public Debt Commission	79-M020	JOURNAL AND LEDGER	No Inventory
429 - Port Of Milwaukee	74-0042	JOURNAL VOUCHER CBP-142	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date
-----------------------------------------------------------	--------------------------------------------

These 19 schedules are superseded by Global Schedule 18-0015 General Ledger. The general ledger summarizes transactions from the Journal entries to provide info on the status of City financial transactions against the adopted/approved budget. This info is currently maintained in its official form within the FMIS System, under the legal custody of the Comptroller & physical custody of ITMD. Some depts., (Dept. of City Development or Milwaukee Water Works), may also maintain ledgers of funds managed by quasi-city agencies such as the Milwaukee Housing Authority. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of General Ledgers are permanent in the financial system, but are to be exported and stored at the Archives at the City Records Center in E-vault on a yearly basis.

<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
155 - DOA/ITMD	09-E086	PEOPLESFT GENERAL LEDGER	No Inventory
191 - DCD Administration	17-0031	General Ledger Postings for Housing & Neighborhood	No Inventory
191 - DCD Administration	75-0123	SUBSIDIARY LEDGER	No Inventory
191 - DCD Administration	75-9116	GENERAL LEDGER. THE SUMMARY OF ASSETS, LIABILI	No Inventory
191 - DCD Administration	75-M116	GENERAL LEDGER. THE SUMMARY OF ASSETS, LIABILI-	No Inventory
211 - Comptroller Administration	09-E086	PEOPLESFT GENERAL LEDGER	No Inventory
211 - Comptroller Administration	63-9053	APPROP CONTROL LEDGER THROUGH 1969 - MICROFILM	Transfer 28 boxes
211 - Comptroller Administration	76-9238	GENERAL LEDGER (MICROFILM)	Transfer 50 boxes
211 - Comptroller Administration	76-9240	LEDGER - SUBSIDIARY SINKING FUND - MICROFILM COPY	No Inventory
211 - Comptroller Administration	76-M240	LEDGER - SUBSIDIARY SINKING FUND	No Inventory
211 - Comptroller Administration	81-9017	GENERAL LEDGER TRANSACTIONS JOB 402.798, 1980- -	Transfer 20 boxes
327 - Firemen's Retirement	78-0059	LEDGER, MEMBER CONTRIBUTIONS	No Inventory



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## **Delete/Superseded Schedule Request Form**

548 - Infrastructure Administration	78-9186	Contract Ledger Sheet	<b>Transfer 9 boxes</b>
548 - Infrastructure Administration	79-9045	FUND CONTROL LEDGER	<b>Transfer 4 boxes</b>
641 - Water Department	97-0112	PLANT - PLANT LEDGERS (30)	No Inventory
641 - Water Department	97-0113	PLANT - WORK IN PROGRESS LEDGERS (31)	No Inventory
641 - Water Department	97-0114	PLANT - RETIREMENT LEDGERS (32)	No Inventory
641 - Water Department	97-0131	ACCOUNTING GENERAL LEDGER (10)	No Inventory
641 - Water Department	99-8037	LEDGER AND JOURNAL SHEETS	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date
-----------------------------------------------------------	--------------------------------------------

These 4 schedules are superseded by Global Schedule 18-0018 Trial Balance and Transaction Reports. Report generated at the end of each bi-weekly period & end of fiscal year to verify the total of all debits in the general ledger equals the total of all credits. Report is used to correct errors from fund mismatches or other errors to bring the fund balances in line with Generally Accepted Accounting Principles. The end-of-year adjusted trial balance is critical for an accurate accounting of City cash flow & is used extensively in audits. Retain permanently with the General Ledger to which they pertain. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of the fiscal year and then export and send to the Archives at the City Records Center for permanent retention in E-vault.

<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
191 - DCD Administration	75-0119	STATEMENT OF OPERATIONS & TRIAL BALANCE	No Inventory
211 - Comptroller Administration	09-E091	GENERAL LEDGER: TRIAL BALANCE & TRANSACTION REPORT	No Inventory
211 - Comptroller Administration	80-0066	TRIAL BALANCE AND OPEN ENCUMBRANCES REPORT -	No Inventory
641 - Water Department	98-0007	ACCOUNTING -GENERAL LEDGER- TRIAL BALANCES (10)	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
<p>These 3 schedules are superseded by Global Schedule <u>19-0089 Time Keeping Records (Payroll)</u>. Official record of employee time worked and leave balances, maintained in a system recognized by the City as authentic and used as a formal mechanism to issue and distribute pay checks. Records maintained for this purpose serve as the "true and accurate" work record for every individual who performs service in City employment, as required by Wis. Stat. 108.21, and are retained per the requirements in the associated Wis. Admin. Code DWD 110.02. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of creation plus seven years for Time Keeping Records (Payroll).</p>			
<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
162 - DER Operations-Compensation	74-0162	TIME RECORD FOR FEDERALLY FUNDED PROGRAMS	No Inventory
211 - Comptroller Administration	86-M052	TIME RECORD C-251 1987-	No Inventory
565 - Sanitation	74-0143	Contractor Snow Equipment Time Sheets	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
<p>These 15 schedules are superseded by Global Schedule <u>19-0090 Deduction Authorizations and Notifications</u>. Cards, forms, letters, or other media communicating to Payroll that an additional deduction or deductions should be taken from an employee's paycheck. Records in this series include, but are not limited to; credit union deductions; life insurance deductions; and other miscellaneous deductions. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of creation plus two years for Deduction Authorizations and Notifications.</p>			
<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
155 - DOA/ITMD	63-0005	PAYROLL DEDUCTION AUTHORIZATION	No Inventory
162 - DER Operations-Compensation	64-0206	PAYROLL DEDUCTION STATUS NOTICE (COPY)	No Inventory
163 - Safety Division/MPD	65-0250	PERSONNEL DEDUCTION STATUS NOTICE (C)	No Inventory
180 - Board Of Zoning Appeals	64-0126	PAYROLL DEDUCTION STATUS NOTICE (COPY)	No Inventory
194 - Housing Authority City Of Milwaukee	75-0009	PAYROLL DEDUCTION AUTH CBP 112 COPY	No Inventory
211 - Comptroller Administration	63-0005	PAYROLL DEDUCTION AUTHORIZATION	No Inventory
230 - Assessor's Office	65-0266	PERSONNEL DEDUCTION STATUS NOTICE (C)	No Inventory
328 - Fire Department	65-0166	PERSONNEL DEDUCTION STATUS NOTICE (C)	No Inventory
360 - Department Of Neighborhood Services	64-0158	PAYROLL DEDUCTION STATUS NOTICE COPY	No Inventory
361 - Department Of Neighborhood Services/Plumbing	65-0346	PERSONNEL DEDUCTION STATUS NOTICE (C)	No Inventory
381 - Health Department/Administration	65-0182	PERSONNEL DEDUCTION STATUS NOTICE (C)	No Inventory
429 - Port Of Milwaukee	72-0053	PAYROLL DEDUCTION AUTH	No Inventory
526 - Traffic Engineering & Electrical Services	65-0330	PERSONNEL DEDUCTION STATUS NOTICE (C)	No Inventory
526 - Traffic Engineering & Electrical Services	74-0276	PAYROLL DEDUCTION AUTHORIZATION NOTICE CBP-112	No Inventory
581 - Forestry	65-0298	PERSONNEL DEDUCTION STATUS NOTICE (C)	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
<p>These 22 schedules are superseded by Global Schedule <u>19-0092 Employee Payroll and Benefit File</u>. Records and documents related to the payroll activities of individual employees. Records in these files may include, but are not limited to, insurance forms (including certificates and applications), payroll action forms, pay progression forms, and other records related to specific employees. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of event (employee separation from service) plus eight years for Employee Payroll and Benefit Files.</p>			
Division No./Department	Schedule #	Title	Inventory
149 - City Attorney	92-0052	PAYROLL RECORD	No Inventory
162 - DER Operations-Compensation	64-0018	SICK LEAVE OR INJURY PAY APPL, CITY WIDE - 3 DAYS	No Inventory
162 - DER Operations-Compensation	64-0204	SICK LEAVE OR INJURY PAY APPL (C) (PERS EMP)	No Inventory
162 - DER Operations-Compensation	75-0094	PERSONNEL TRANSACTIONS REPT COPY.	No Inventory
162 - DER Operations-Compensation	75-9095	TRANSACTION FILE - MICROFILM COPY	No Inventory
162 - DER Operations-Compensation	75-M095	TRANSACTION FILE	No Inventory
163 - Safety Division/MPD	65-0248	SICK LEAVE PAY, APPL FOR	No Inventory
230 - Assessor's Office	65-0264	SICK LEAVE PAY, APPL FOR (C)	No Inventory
370 - MPD Human Resources	73-0151	PAYROLL FILE, GENERAL	No Inventory
370 - MPD Human Resources	85-0136	APPLICATION FOR SICK LEAVE OR INJURY PAY, PS-16	No Inventory
526 - Traffic Engineering & Electrical Services	69-0227	SICK LEAVE OR INJURY PAY, APPL. FOR CBP-156	No Inventory
526 - Traffic Engineering & Electrical Services	74-0058	PAYROLL RECORD (YELLOW LEDGER)	No Inventory
526 - Traffic Engineering & Electrical Services	74-0272	FUNERAL LEAVE, APPLICATION FOR C CBP-155	No Inventory
526 - Traffic Engineering & Electrical Services	77-0195	PAYROLL SERVICE RECORD ES-9 - INACTIVE	No Inventory



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## **Delete/Superseded Schedule Request Form**

531 - Buildings And Fleet	65-0280	SICK LEAVE PAY APPL FOR (C)	No Inventory
531 - Buildings And Fleet	65-0328	SICK LEAVE PAY, APPL. FOR (C)	No Inventory
570 - Street & Sewer Maintenance	61-0091	PERSONNEL ACTION REPORT	No Inventory
570 - Street & Sewer Maintenance	61-0092	PERSONNEL ACTION REPORT TO CITY SVC	No Inventory
641 - Water Department	97-0008	ACCOUNTING-PAYROLL-INDIVIDUAL (18)	No Inventory
861 - Milwaukee Public Library	76-0045	SICK LEAVE OR INJURY PAY, APPL CBP-156	No Inventory
861 - Milwaukee Public Library	85-0025	REQUEST FOR COMPLETION SICK LEAVE PAY APPL PL-293	No Inventory
861 - Milwaukee Public Library	87-0081	OVERTIME COMPENSATION AGREEMENT, PL-385	No Inventory



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Department Name: Department of Employee Relations/ Operations-Compensation	Department Number: 162
Department Head	Division Head
Department Records Coordinator Katherine Holiday	City Records Officer Bard Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. **In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.**

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. **In the Details section below, please indicate the Global or other record schedule to which the records are being transferred.** The “Transfer To” schedule must already exist and cannot have an expired sunset date.

<u>Schedule #</u>		<u>Series Title</u>	<u>Change Requested</u>		<u>Details</u>
1	73-9021	Sick Leave Annual Summary CS18.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0093 (Leave Accounting Master File); <b>Transfer 3 Boxes</b>
2	73-M021	Sick Leave Annual Summary CS18.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0093 (Leave Accounting Master File); No Inventory
3	74-0028	Appl For Funeral Leave CBP-155.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0093 (Leave Accounting Master File); No Inventory
4			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
5			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
6			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
7			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
8			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date
-----------------------------------------------------------	--------------------------------------------

These 12 schedules are superseded by Global Schedule 19-0094 Routine HRMS Reports. Routine reports generated from HRMS used to support changes to loaded, but not confirmed payrolls. Reports include, but are not limited to 112R, Master\_PR\_checklist, Edits, Error Reports, Payroll Queries, Hours Queries, Adjustment Audit Queries Short Pay Listings, Inactive with Data Lists, Verification E-mails, Holiday/Optional Holiday Audits, Union Dues Mismatch, Zero Hour Listings, Individual Direct Deposit Reversals, Terminal Leave Reports, Credit Union Audits, One Deduction Notice, FLSA Audit, Tax Review, Direct Deposit Review, Stop Payment/Reissues, Returned Funds/Check Issue Report. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of creation plus three years for Routine HRMS Reports.

<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
162 - DER Operations-Compensation	73-9202	PAYROLL TIME ANALYSIS REPORT - YEAR END REPORT -	No Inventory
162 - DER Operations-Compensation	91-0089	SICK LEAVE INCENTIVE PLAN (SLIP), REPORT, 1986	No Inventory
162 - DER Operations-Compensation	91-0113	SICK LEAVE INCENTIVE PLAN (SLIP), SUMMARY BY DEPT.	No Inventory
165 - DER Employee Benefits - Medical Benefits	85-0003	PAYROLL STATISTICAL FILE DATA LISTING,CEDS 101.038	No Inventory
211 - Comptroller Administration	73-0194	PAYROLL CHANGES REPORT - GENERAL CITY	No Inventory
211 - Comptroller Administration	80-0071	PAYROLL ERROR LISTINGS 101.205	No Inventory
360 - Department Of Neighborhood Services	80-0014	PAYROLL SUMMARY AND ERROR LISTING 101.320	No Inventory
370 - MPD Human Resources	79-0134	PAYROLL ROSTER LIST	No Inventory
526 - Traffic Engineering & Electrical Services	74-0166	SICK LEAVE REPORT	No Inventory
548 - Infrastructure Administration	90-0039	SICK LEAVE ACTIVITY REPORT, COPY	No Inventory
581 - Forestry	74-0129	PAYROLL ZERO BALANCE REPORT 110.200	No Inventory
861 - Milwaukee Public Library	88-0052	SICK LEAVE REPORT, QUARTERLY, PL-399	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date
-----------------------------------------------------------	--------------------------------------------

These 36 schedules are superseded by Global Schedule 19-0095 Tax Reports. Records series includes forms and reports related to employees' federal and state income tax withholding activities and documentation of withholding. Records include, but are not limited to, employee W-4 and W-4T, employee W-2, W-2c, payment vouchers, Form 1099, lock in letters, Payment Vouchers and coupons, and tax-related reports from HRMS, including tax summaries, annual errors, default tax data, and tax balance audits. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of (tax due date or date filed, whichever is later) + 4 yrs. for Tax Reports

<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
155 – DOA/ITMD	09-E041	HR Tax Transmittal File	No Inventory
211 - Comptroller Administration	92-9021	Earnings Report	<b>Transfer 24 boxes</b>



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
<p>These 32 schedules are superseded by Global Schedule <u>63-0155 Payroll Registers</u>. Payroll listings showing gross and net pay, as well as deductions for City employees. These are the basis for all salary payments and are referred to on questions of back pay &amp; income taxes. Because Payroll registers provide the most accurate information regarding salary levels for pension-calculation purposes, a long-term retention for the official record is warranted. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of creation plus 50 years for Payroll Registers.</p>			
Division No./Department	Schedule #	Title	Inventory
131 - City Clerk/Central Administration	76-0008	PAYROLL CERTIFICATION & REGISTER (111.200)(EDS-68)	No Inventory
149 - City Attorney	74-0086	PAYROLL CERTIFICATION & REGISTER (COPY) (EDS 68)	No Inventory
151 - Budget & Management/DOA	67-0020	PAYROLL DEPARTMENTAL COPY C	No Inventory
152 - Purchasing Division Of DOA	64-0175	PAYROLL, DEPARTMENTAL, COPY	No Inventory
153 - Intergovernmental Relations/DOA	74-0194	PAYROLL CERTIFICATION AND REGISTER	No Inventory
155 - DOA/ITMD	73-0105	PAYROLL CERTIFICATION & REGISTER - DIV 290	No Inventory
162 - DER Operations-Compensation	64-0207	PAYROLL DEPARTMENT (COPY)	No Inventory
162 - DER Operations-Compensation	66-0024	PAYROLL GEN CITY (NO. 3 COPY).	No Inventory
162 - DER Operations-Compensation	74-0032	PAYROLL GEN CITY (NO 5 COPY).	No Inventory
162 - DER Operations-Compensation	75-0097	PAYROLL CERTIFICATION - VERIFICATION	No Inventory
163 - Safety Division/MPD	65-0251	PAYROLL, DEPARTMENTAL (C)	No Inventory
180 - Board Of Zoning Appeals	64-0127	PAYROLL DEPARTMENTAL COPY	No Inventory
191 - DCD Administration	75-0122	PAYROLL REGISTER	No Inventory
198 - DCD Office Of Youth Initiatives	91-0012	PAYROLL FILE	No Inventory



**Office of the Common Council - City Clerk  
City Records Center**

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## **Delete/Superseded Schedule Request Form**

211 - Comptroller Administration	63-0156	PAYROLL CERTIFICATION AND REGISTER THROUGH 1962	No Inventory
211 - Comptroller Administration	63-9155	PAYROLL CERTIFICATION AND REGISTER, 1963 TO DATE -	<b>Transfer 447 boxes</b>
211 - Comptroller Administration	86-0055	PAYROLL REGISTER QUARTERLY SUPPLEMENTAL - ERS AND	No Inventory
211 - Comptroller Administration	91-9046	PAYROLL REGISTER REPORT, 103.336 - MICROFICHE	<b>Transfer 1 box</b>
230 - Assessor's Office	65-0267	PAYROLL, DEPARTMENTAL (C)	No Inventory
328 - Fire Department	65-0167	PAYROLL, DEPARTMENTAL (C)	No Inventory
361 - Department Of Neighborhood Services/Plumbing	64-0159	PAYROLL DEPARTMENTAL COPY	No Inventory
370 - MPD Human Resources	58-0029	PAYROLL DEPARTMENTAL COPY	No Inventory
381 - Health Department/Administration	65-0183	PAYROLL, DEPARTMENTAL (COPY)	No Inventory
429 - Port Of Milwaukee	69-0109	PAYROLL, DEPARTMENTAL COPY	No Inventory
526 - Traffic Engineering & Electrical Services	65-0283	PAYROLL DEPARTMENTAL (C)	No Inventory
526 - Traffic Engineering & Electrical Services	65-0331	PAYROLL, DEPARTMENTAL (COPY)	No Inventory
526 - Traffic Engineering & Electrical Services	74-0275	PAYROLL CERTIFICATION & REGISTER EDS-68	No Inventory
548 - Infrastructure Administration	76-0049	PAYROLL CERTIFICATION AND REGISTER EDS-68 COPY	No Inventory
570 - Street & Sewer Maintenance	81-0047	PAYROLL CERTIFICATION EDS-68	No Inventory
581 - Forestry	65-0299	PAYROLL, DEPARTMENTAL (C)	No Inventory
641 - Water Department	97-0007	ACCOUNTING-PAYROLL-REGISTER(18)	No Inventory
861 - Milwaukee Public Library	83-0010	PAYROLL CERTIFICATION AND REGISTER, JOB 111.200	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date
-----------------------------------------------------------	--------------------------------------------

These 7 schedules are Superseded by Global Schedule 73-0298 Audit Reports--Final and Dept. Response. Audit reports are used to inform auditee of its financial & operational activities. Attention is directed to findings with recommendations for correction. Some audit reports are strictly informational to the Common Council such as status updates & Fraud Hotline reports. Audit reports generally cover a one year period & average 10-30 pages. All audits are conducted by Internal Audit Staff members or consultants hired by internal audit. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of creation plus 10 years and then transfer to archives at the Municipal Research Library for permanent retention.

<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
211 - Comptroller Administration	75-0075	STATE BUREAU OF MUNICIPAL AUDIT, REPT TO	No Inventory
211 - Comptroller Administration	76-0226	STATE BUREAU OF MUNICIPAL AUDIT, REPT TO -WORK-	No Inventory
211 - Comptroller Administration	85-0160	WISCONSIN BUREAU OF MUNICIPAL AUDIT - CITY AUDIT	No Inventory
211 - Comptroller Administration	85-0161	WISCONSIN BUREAU OF MUNICIPAL AUDIT - DEPARTMENT	No Inventory
211 - Comptroller Administration	85-0170	WISCONSIN BUREAU OF MUNICIPAL AUDIT - COMMENTS	No Inventory
440 - ERS/Police & Annuity Benefits	07-9007	AUDITED FINANCIAL STATEMENTS	No Inventory
440 - ERS/Police & Annuity Benefits	07-M007	AUDITED FINANCIAL STATEMENTS	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
<p>These 5 schedules are superseded by Global Schedule <u>77-0199 Auto Allowance File</u>. Records of Auto Allowance funds allocated to employees using personal vehicles for City business. The file includes records of eligible vehicles, mileage reports with business reason for mileage, adjustments to the allowance and approvals by the employee and manager. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of fiscal year plus seven years for Auto Allowance File.</p>			
<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
641 - Water Department	97-0011	ACCOUNTING-PAYROLL-ATTACHMENTS (19)	No Inventory
381 - Health Department/Administration	72-0068	AUTO ALLOWANCE RECORD - DAILY	No Inventory
381 - Health Department/Administration	72-0069	AUTO ALLOWANCE INFO SHEET (COPY)	No Inventory
548 - Infrastructure Administration	77-0161	PRIVATE AUTO ALLOWANCE - MONTHLY LISTING	No Inventory
861 - Milwaukee Public Library	77-0111	AUTO ALLOWANCE - MONTHLY STATEMENT CBP-139 COPY	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
<p>These 15 schedules are superseded by Global Schedule <u>82-0055 Payroll Summaries, Reconciliations, and Distributions</u>. Reports generated from HRMS and other payroll data indicating payroll summaries and distribution. Includes, but not limited to Payroll Summary, Self-Service Paychecks, Paycheck Register, Direct Deposit Register, Gross Payroll Distribution (XGLDT), One-Time Deduction with backup documentation, Run-to-Run Distribution, Reversal of Individual Payrolls, Deceased Employee Process. Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of creation plus seven years for Payroll Summaries, Reconciliations &amp; Distributions.</p>			
<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
152 - Purchasing Division Of DOA	64-0176	PAYROLL CHECK REGISTER	No Inventory
155 - DOA/ITMD	61-0350	PAYROLL CHECK REGISTER	No Inventory
191 - DCD Administration	73-0128	PAYROLL DISTRIBUTION CDDA-69	No Inventory
194 - Housing Authority	76-0031	HA CONTRACTOR WEEKLY PAYROLL REPORT	No Inventory
211 - Comptroller Administration	80-0072	PAYROLL SUMMARY AND ERROR LISTING 101.320	No Inventory
211 - Comptroller Administration	80-0073	PAYROLL DISTRIBUTION 101.357	No Inventory
310 - Fire & Police Commission	90-0068	PAYROLL REPORTS, FPC	No Inventory
548 - Infrastructure Administration	80-0039	PAYROLL SUMMARY AND ERROR LISTING 101.320	No Inventory
548 - Infrastructure Administration	80-0040	RECONCILIATION - PAYROLL DISTRIBUTION - PAYROLL	No Inventory
548 - Infrastructure Administration	80-0041	PAYROLL SUMMARY AND ERROR LIST (101 SERIES) -	No Inventory
548 - Infrastructure Administration	85-0015	PAYROLL DISTRIBUTION SUMMARY, 101.357, COPY	No Inventory
570 - Street & Sewer Maintenance	92-0029	PAYROLL DISTRIBUTION- BCU 570	No Inventory
861 - Milwaukee Public Library	79-0082	PAYROLL SUMMARY AND ERROR LISTING JOB 101.320	No Inventory
861 - Milwaukee Public Library	79-0083	RECONCILIATION OF PAYROLL DISTRIBUTION TO PAYROLL	No Inventory
861 - Milwaukee Public Library	79-0084	PAYROLL DISTRIBUTION SUMMARY OF EXPENDITURES BY	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date		
These 7 schedules are Superseded by Global Schedule <u>84-0002 Payroll Actions and Adjustments</u> . Schedules will be Deleted and any existing inventory will be transferred and governed by the retention of Event (confirmation of change in employee HRMS record) + 7 yrs. for Payroll Actions and Adjustments.			
<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
155 - DOA/ITMD	73-0194	PAYROLL CHANGES REPORT - GENERAL CITY JOB 110	No Inventory
162 - DER Operations-Compensation	84-9001	PERSONNEL/PAYROLL ACTION CBP 113&114	Transfer 66 boxes
162 - DER Operations-Compensation	84-M001	PERSONNEL/PAYROLL ACTION CBP 113&114.	Transfer 5 boxes
165 - DER Employee Benefits - Medical Benefits	85-0005	PAYROLL MASTER FILE UPDATE, CEDS 237.030, 1985-	No Inventory
310 - Fire & Police Commission	90-0047	PAYROLL CHANGE REPORT, FIRE AND POLICE	No Inventory
641 - Water Department	97-0009	ACCOUNTING-PAYROLL-RATES (18)	No Inventory
861 - Milwaukee Public Library	67-0079	PERSONNEL/PAYROLL ACTION SHEET, CBP 113	No Inventory



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Jim Owczarski, City Clerk (on behalf of the CIMC) Date	Brad Houston, City Records Officer Date
-----------------------------------------------------------	--------------------------------------------

These 7 schedules are superseded by Global Schedule 91-0043 Deduction Register. (Record of deductions, including benefits, pension, deferred compensation, Combined Giving Campaign, United Performing Arts Fund (UPAF), garnishments, and other deduction sources. Records include information on deduction type, begin/end date of deduction, deduction amount and annual goal amount. Records include itemized listing and summaries made by employee and employer.) Department schedules will be deleted and any existing inventory will be transferred and governed by the retention of fiscal year plus seven years for Deduction Registers.

<u>Division No./Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Inventory</u>
095 - Deferred Compensation Plan	01-0007	Payroll Change Listings	No Inventory
155 - DOA/ITMD	90-0105	PAYROLL DEDUCTION REGISTER, 1981-1989	No Inventory
162 - DER Operations-Compensation	65-0025	UNION DUES DEDUCTION BY PAY PERIOD	No Inventory
211 - Comptroller Administration	79-9065	PAYROLL DEDUCTION REGISTER - DEFERRED COMPENSATION	No Inventory
211 - Comptroller Administration	79-M065	PAYROLL DEDUCTION REGISTER - DEFERRED	No Inventory
211 - Comptroller Administration	85-0062	PAYROLL DEDUCTION REGISTER	<b>Transfer 2 boxes</b>
641 - Water Department	97-0010	ACCOUNTING-PAYROLL-DEDUCTIONS (18)	No Inventory



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Department Name: City Clerk/LRB	Department Number: 130
Department Head Jim Owczarski	Division Head
Department Records Coordinator Terry MacDonald	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #	Series Title	Change Requested		Details
1	93-9004	DEPARTMENT BUDGET REVIEW SUMMARIES	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 93-0004 (Dept. Budget Review Summaries); No Inventory
2	93-M004	DEPARTMENT BUDGET REVIEW SUMMARIES	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 93-0004 (Dept. Budget Review Summaries); No Inventory
3			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
4			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
5			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
6			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
7			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
8			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	



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Department Name: Information Technology Management Division (ITMD)	Department Number: 155
Department Head Sharon Robinson	Division Head David Henke
Department Records Coordinator Judy Sietzman	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. **In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.**

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. **In the Details section below, please indicate the Global or other record schedule to which the records are being transferred.** The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	09-E004	Payroll Work Files Used For Retroactive Payments	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 09-E070 (Payroll Time Entry Interface Files); No Inventory
2	09-E019	Payroll Work Files Used For Special Payments	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 09-E070 (Payroll Time Entry Interface Files); No Inventory
3	09-E044	Payroll Adjustment Work Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 09-E070 (Payroll Time Entry Interface Files); No Inventory
4	09-E045	Payroll Deduction Work Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 09-E070 (Payroll Time Entry Interface Files); No Inventory
5	09-E047	Payroll Time Entry Interface Files- Host Managed	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 09-E070 (Payroll Time Entry Interface Files); No Inventory
6	09-E048	Payroll Time/Pay Inputs--Host Managed	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 09-E070 (Payroll Time Entry Interface Files); No Inventory
7	09-E049	Payroll Transmissions to 3rd Parties- Host Managed	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 09-E070 (Payroll Time Entry Interface Files); No Inventory
8	09-E073	Payroll Time/Pay Inputs- Internal	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 09-E070 (Payroll Time Entry Interface Files); No Inventory
9	09-E074	Payroll Transmissions To Third Parties-Internal	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 09-E070 (Payroll Time Entry Interface Files); No Inventory
10	09-E041	HR Tax Transmittal File	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0095 (Tax Reports); No Inventory



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Department Name: Department of Public Works- Traffic Engineering & Electrical Services	Department Number: 526
Department Head Jeffrey Polenske	Division Head
Department Records Coordinator Nicole Lawrence	City Records Officer Bard Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #	Series Title	Change Requested		Details
1	69-0212	Inventory Batch Proof Run-Receipt Or Disb-No Error	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0016 (Capital and Non-Capital Inventories); No Inventory
2	69-0213	Inventory Batch Proof Run-Receipt Or Disb-Error	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0016 (Capital and Non-Capital Inventories);No Inventory
3	74-0277	Payroll Information - General File	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0088 (Policies, Procedures, and Manuals); No Inventory
4			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
5			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
6			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
7			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
8			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	



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Department Name: Port of Milwaukee	Department Number: 429
Department Head Adam Schlicht	Division Head
Department Records Coordinator Donna Luty	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date 3/26/20

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The "Transfer To" schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	69-0094	Sick Leave Report, Daily	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-0036 Personnel Files- Medical
2	69-0096	Sick Leave or Injury Pay Appl	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-0036 Personnel Files- Medical
3	69-0108	Invoice- Accounts Receivable	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0018 Accounts Receivable
4	82-0128	Request for Leave of Absence CBP-129	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-0035 Personnel File
5	89-0041	Expense Account- Staff	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0010 Cash Management Administrative Records
6	69-0091	Receipt Tally	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0018 Account Receivable
7	69-0092	Stenographic Indices	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created
8	69-0099	Request for Duplicating Work	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created
9	69-0103	Report of Personnel Changes	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-0035 Personnel Files
10	69-0105	Interdepartmental Service & Mat. Requisition & Inv	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	02-0017 Interdepartmental Requisition and Invoices
11	69-0106	PURCHASE REQUISITION	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	02-0016 Accounts Payable



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## Delete/Superseded Schedule Request Form

12	69-0107	Purchase Order	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	02-0016 Accounts Payable
13	69-0112	Memorandum Of Invoice (Misc. Accounts )	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	02-0016 Accounts Payable
14	72-0055	Progress Rept - Eng Div - Mo	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	19-0025 Routine Reports
15	72-0056	Progress Rept - Traffic Div - Mo	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	19-0025 Routine Reports
16	74-0042	JOURNAL VOUCHER CBP- 142	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0014 Journal Entries
17	76-0148	Correspondence File - Misc Publications	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
18	76-0150	Correspondence File - Trade Conferences	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
19	76-0151	Correspondence File - Advertising	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
20	76-0152	Correspondence File - Reclassifications	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-0022 Classification File
21	76-0153	Correspondence File - Csc - Training Courses	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0043 Transitory Correspondence
22	76-0155	Budget Request, Annual Be-2 Et Al	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0007 Departmental Budget and Appropriation Requests
23	76-0156	Inventroy - Equipment, Furniture, Supplies	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0016 Capital and Non-Capital Inventories
24	76-0157	Publications, Overseas Shipping	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Non-record
25	79-0074	Cash Receipts - Daily Report Cbp-147	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0010 Cash Management Administrative Files
26	81-0024	File - International Assn Of Ports And Harbors	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-record
27	81-0026	Correspondence File - Technical Training -	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0043 Transitory Correspondence
28	81-0029	File - Minnesota World Trade Assn	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-record
29	81-0032	Correspondence File - Labor Agreements	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-0023 Collective Bargaining and Labor Contract Case Files



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## Delete/Superseded Schedule Request Form

30	81-0033	File - Employee Retirement	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-0035 Personnel Files
31	81-0034	Correspondence File - Blue Cross - Blue Shield	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0043 Transitory Correspondence
32	82-0125	Correspondence File - Overseas Lines 1947-68	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
33	82-0126	Foreign Trade Fairs	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0043 Transitory Correspondence
34	82-0129	Accounting Statement, Monthly	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0003 Routine Status and Activity Reports
35	82-0130	Correspondence File - United & Performing Arts	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
36	82-0131	Correspondence File - Departmental Overtime	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	10-0025 Time Keeping Records
37	89-0015	Associations And Societies Correspondence.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
38	89-0033	Foreign Terminal Agreements - Other Cities -	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Non-Record
39	89-0034	Correspondence File - Contracts, General	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	19-0021 Contracts and Agreements
40	89-0037	Correspondence File - Committees	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
41	89-0038	Correspondence File - Consultants	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
42	89-0042	Questionnaires And Inquiries	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
43	89-0095	Correspondence File - Foreign Trade	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
44	89-0096	Correspondence File - Labor Relations	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
45	89-0097	Correspondence File - State Of Wisconsin	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
46	89-0098	Correspondence File - Milwaukee County	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
47	89-M031	Contracts - Harbor Facilities 1929-81	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	19-0021 Contracts and Agreements



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48	89-0102	Contracts - Fence Air-Marine Terminal 1931	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	19-0021 Contracts and Agreements
49	89-0104	Correspondence File - Canals & Waterways	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0043 Transitory Correspondence
50	89-0105	Correspondence File - Bridges	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0043 Transitory Correspondence
51	89-0107	Correspondence File - Port Photographs	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
52	89-0109	Correspondence File - Research Data	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
53	89-0110	Correspondence File - Trade Promotion	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0043 Transitory Correspondence
54	89-0112	Correspondence File - Industry Contacts	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
55	89-0118	Correspondence File - Rivers	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
56	89-0119	Correspondence File - Pollution & Sanitation	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
57	89-0121	Correspondence File - City Departments	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
58	89-0124	Water Safety Patrol - State Reimbursement 1960-80	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No longer created
59	89-9031	Contracts - Harbor Facilities 1929-81	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	19-0021 Contracts and Agreements. <b>1 microfilm reel to transfer.</b>
60	89-M031	Contracts - Harbor Facilities 1929-81	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	19-0021 Contracts and Agreements
61	89-M100	Contracts - Miscellaneous #1	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	19-0021 Contracts and Agreements
62	89-M101	Contracts And Correspondence, Misc. #2	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	19-0021 Contracts and Agreements
63	89-M115	Correspondence File - Dredging & Filling	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
64	89-M116	Correspondence File - Vacated Canals &	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
65	89-M123	Correspondence File - Vessels 1920-	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created



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66	89-M125	Vessels	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
67	90-0009	Board Minutes, Agenda, Corr, 1912-	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	15-0007 Minutes-Boards, Commissions, Committees, and Task Forces
68	90-0011	Correspondence File - Board And Commissioners,	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	15-0007 Minutes-Boards, Commissions, Committees, and Task Forces
69	90-0016	Correspondence File - Facilities Proposed Or No Longer in Service	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
70	90-0017	Correspondence File - Grain Elevators And Yacht Harbors	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0043 Transitory Correspondence
71	90-0018	Correspondence File - Other Ports	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0043 Transitory Correspondence
72	90-0020	Correspondence File - Employment, 1920-	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-0027 Employment Applications/Resumes--Unsolicited
73	90-0021	Correspondence File - Positions, Compensation	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0043 Transitory Correspondence
74	90-0023	Transfer Request - Employee	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-0035 Personnel Files
75	90-0024	Correspondence File - Includes Local Notice To	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Non-Record
76	90-0025	Correspondence File - Surveys, Plans, Special Studies	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
77	90-0026	Correspondence File - Employee Termination/Time Off Work	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-0035 Personnel Files
78	90-9011	Correspondence File - Boards And Commissioners	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
79	90-9012	Contracts - File - 1921 - Microfilm Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	19-0021 Contracts and Agreements. <b>5 microfilm reels to transfer</b>
80	90-9014	Correspondence File - Port, Free Ports,	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files. <b>1 microfilm reel to transfer</b>
81	90-9028	Wisconsin Regional Planning Comm Program 1934-45 -	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files. <b>1 microfilm reel to transfer</b>
82	90-M010	Bruce, Wm Geo File, 1922-69	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files
83	90-M012	Contracts - File 1921-	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created



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84	90-M013	Correspondence File - Port Facilities 1918-	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
85	90-M014	Correspondence File - Port, Free Ports,	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
86	90-M015	Dock, Road, Work Equipment	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
87	90-M028	Wisconsin Regional Planning Comm Program 1934-45	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
88	90-M029	Port Auto Parking Lot 1959-80	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
89	90-M030	Correspondence File - Real Estate, 1913-	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
90	90-M031	Bulletins And Memos To Staff	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
91	90-M032	Correspondence File - Yard Lights, Rr Crossings	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
92	94-0044	Closed Claims Against/By The Port Of Milwaukee.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	19-0027 Legal Case Files-Non-City Attorney
93	94-9036	Milwaukee County Lake Freeway (Film Record). Lake	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files. <b>1 microfilm reel to transfer</b>
94	94-9037	Correspondence, Maritime Administration (Film	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files. <b>3 microfilm reels to transfer</b>
95	94-9040	M.V. Fossum Incident (Labor Dispute) (Film Record)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files. <b>1 microfilm reel to transfer</b>
96	94-9041	Correspondence With Utility Companies (Film Record	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files. <b>2 microfilm reels to transfer</b>
97	94-9042	Correspondence, U.S. Government Entities (Film	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files. <b>1 microfilm reel to transfer</b>
98	94-9043	Correspondence On Law And Legislative Matters.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0042 Subject Files. <b>2 microfilm reels to transfer</b>
99	94-M036	Milwaukee County Lake Freeway. Lake Freeway,North	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
100	94-M037	Correspondence, Maritime Administration. Federal	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
101	94-M038	Municipal Port Tariffs. Valuable Record Of Port	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created



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102	94-M039	Correspondence On Moorings In Port During Winter.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
103	94-M040	M.V. Fossum Incident (Labor Dispute).	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
104	94-M041	Correspondence With Utility Companies.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
105	94-M042	Correspondence, U.S. Government Entities.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created
106	94-M043	Correspondence On Law And Legislative Matters.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created